Library Resources & Services for Faculty
University of St. Francis Library, 600 Taylor Street, Joliet, IL 60435
Library home page: http://www.stfrancis.edu/lib/

Resources

Find Journal Articles

Online Databases & Electronic Journals
The USF Library subscribes to 60+ online databases ranging from general to subject-specific and nearly 300 electronic journals. Online databases and electronic journals are available from any computer with Internet access any time of day and will provide full text articles from 6,000+ journals. From off campus you will be required to login to USF’s web portal. For information about your web portal login, go to Portal Login Information located at http://www.stfrancis.edu/aiss/portalpin.htm

Find Books

USF’s Online Catalog (I-Share)
Search our collection of 125,000+ books and AV materials available at the USF Library. Faculty may borrow books for the semester and AV materials for two weeks. In addition, I-Share allows you to search the collections of over 70 other academic libraries in Illinois. You can request materials from any of these libraries at no charge. Items will be sent to USF for you to pick up.

WorldCat
Provides records of books, AV materials, and journal titles available at libraries worldwide.

NetLibrary
2,000+ ebooks can be checked out and read online any time of day from any computer with Internet access.

Online Reference Tools

Tutorials/How do I?...
Step-by-step instructions for searching the online catalog, online databases, interlibrary loan, and much more are provided at this link.

Resource Guides by Subject
Resource guides are created by librarians and provide links to exceptional electronic resources in addition to recommending print indexes and reference books on numerous subjects.

Copyright Guide
All members of the USF community must adhere to the provisions of the United States Copyright Law. This online guide provides copyright basics for faculty and students.
Services

Reference
A reference librarian is available every hour the library is open to answer questions and assist with research. Please contact us:

• Stop by the reference desk
• Call the reference desk at (815) 740-5041 or toll free (800) 726-6500
• Email Ask-a-Librarian (please allow a one business day response time): refdesk@stfrancis.edu

Interlibrary Loan (ILLiad)
Interlibrary loan journal articles and books by registering on ILLiad and creating a personal username and password you will use to access the ILLiad request form. To receive articles via email (when available), use your USF email account. Please allow 2 weeks to receive interlibrary loan requests.

Library Reserves
If you plan to use reserve materials in your classes, please remember to bring your materials to the library for processing at least one week before the students need to view them. Consider using e-reserves for your articles. Library staff will scan articles and they will be available to students on the online catalog any time of day from any computer with Internet access. For more information, please visit: http://www.stfrancis.edu/lib/reserves/

Library Instruction
Library instruction provides students with an overview of library resources and services. A reference librarian will share research tips while demonstrating how to search the online catalog and online databases. Sessions range from general to subject-specific and can be tailored to assignments and class needs. Sessions are scheduled in St. Albert's Hall computer lab when available to give students hands-on experience. Please complete and submit the online instruction request form 2 weeks prior to the desired instruction date: http://www.stfrancis.edu/lib/instr_request.htm

Proctoring
Proctoring services are available for individual students (not entire classes). Proctoring is available all hours the library is open. Please complete and submit the online proctoring request form at least 24 hours prior to the exam time: http://www.stfrancis.edu/lib/proctorform.htm

Request Materials for the Library to Purchase
Orders will be processed as they are received and are subject to the approval of the Library Collection Development Committee and the Director of Library Services. To place an order, please visit: http://www.stfrancis.edu/lib/acq.htm

Subject Specialists

Your librarian to contact for purchases, research and general information:

Terry Cottrell, Library Director
tcottrell@stfrancis.edu
815-740-3476

• Computer Science
• English
• Social Work
• Psychology

Julie Dahl, Head of Public Services
jdahl@stfrancis.edu
815-740-5061

• History
• Natural Sciences
• Nursing
• Political Science
• Physician Assistant Program

Gail Gawlik, Head of Tech Services
ggawlik@stfrancis.edu
740-3449

• Education
• Fine Arts
• Mathematics

Linnea Knapp, Archives Librarian
lknapp@stfrancis.edu
815-740-3539

• Business
• Professional Studies

Aimee Walker, Reference & Instruction Librarian
awalker@stfrancis.edu
815-740-3447

• Mass Communication
• Philosophy
• Recreation Administration
• Theology

Marianne Kobe, Circulation Supervisor
mkobe@stfrancis.edu
815-740-3690