

JFKU LIBRARY SUPPORT FOR COURSES
Fisher, Berkeley and Campbell Libraries

COURSE RESERVES:

- To request: Use the green *Library Reserve Materials* request form.
- Be complete: Include title, author, publisher, edition, (R) required or (S) supplemental. Incomplete forms are returned to faculty via the Faculty coordinator for further information.
- List: **ALL** required and supplemental books, video, audiotapes. **Note: No readers or photocopies may be placed on reserve as that is in violation of copyright guidelines.** Instead prepare a reader for students to purchase.
- Give form to: Faculty Coordinator who forwards to library.
- Deadline: At least 6 weeks before beginning of the quarter.
- Confirmation: Sent to faculty campus mailboxes.

SYLLABI: Very important to students making decisions during Registration

- Give to: Faculty Coordinator who forwards copies to Library
- Deadline: Six weeks before the end of the quarter.
- Available: Library maintains current quarter syllabi binders

AV MATERIALS

- To request: To request videos and other media in the Libraries' collection, please use the online form at:
http://watson.jfku.edu/PHP/video_request.htm
- Deadline: ASAP to assure availability, *minimum of 3 days notice* required.
- Confirmation: By phone or e-mail

AV Equipment requests are now being handled by Information Services (925) 969-3460.

LIBRARY INSTRUCTION:

Librarians are available for student and faculty library orientations and research instruction. Contact the Reference Desk at Fisher (Pleasant Hill campus) (925) 969-3109, Berkeley (510) 649-1008 or Campbell (408) 874-7752.

COLLECTION DEVELOPMENT:

The Libraries welcome faculty participation in building outstanding collections. Send suggestions to the libraries. You will be notified when items are available.

WEB ACCESS TO THE LIBRARY CATALOG AND ELECTRONIC DATABASES:

<http://library.jfku.edu> some features require a Univ ID# and a PIN. Setup a PIN during a visit to the library.