

LIBRARY SERVICES @ WASHINGTON ADVENTIST UNIVERSITY

What Can Students, Faculty, and Staff Expect from Weis Library During the 2020-21 School Year?

[Weis Library](#) is the main library on campus. It supports the WAU learning community by providing information resources and services for students, faculty, and staff that sustain excellence in education and service. This document explains how to obtain access to information resources provided by Weis Library during the 2020-21 school year. It also summarizes the extent to which Weis Library is able to offer certain fundamental information resources and services to students and employees.

Q: How do I obtain online access to Weis Library?

To obtain access to the electronic information resources available on the website for Weis Library, you must have a valid *library* username and password. The credentials that you use to access your university Windows or Gmail accounts do not work for Weis Library. The library has its own unique authentication system. For library purposes, your username is the 12-digit number found on the back of your WAU identification card. You must also create a password to accompany your username. The [directions for creating a password](#) are on the library's homepage.

Q: What information resources are available to me?

As part of WAU's response to the COVID-19 pandemic, Weis Library will be closed to the public, including both students and employees, during the fall 2020 semester. This means you will not be permitted to enter the library to borrow books, use computers, or make photocopies, among other things. Nevertheless, because most of the library's information resources are online and many of its information services can be offered remotely, you will be able to satisfy most, if not all, of your information needs. The chart below shows the types of information formats that are currently available to students, faculty, and staff.

| Patron | Books | Journals | Media | Digital Books | Digital Journals | Digital Media |
|----------|-------|----------|-------|---------------|------------------|---------------|
| Students | NO | NO | NO | YES | YES | YES |
| Faculty | YES | NO | NO | YES | YES | YES |
| Staff | YES | NO | NO | YES | YES | YES |

As the chart depicts, the library is encouraging usage of digital formats and limiting access to physical formats for this semester because the official mode of instruction for the university is online education and there are ongoing public health risks associated with circulating books and other physical items. The only exception to this policy is the library will loan books to faculty and staff that require them to satisfy their teaching and work responsibilities.

Q: What information services are available to me?

Although the Weis Library building will be closed during the fall semester, the following essential library services will continue to be provided with certain stipulations:

Course Reserves: Faculty can place both library books and personal books, including textbooks, on reserve for their particular courses. However, your students will not be able to borrow course reserves because the library is closed. Instead, they must request copies of the pages or chapters that are assigned by email and library staff will email the information to the students. Please see the [course reserves form](#) for details and contact Kathy Hecht (khecht@wau.edu) to coordinate your course reserves.

Interlibrary Loan: Students and employees can request information not available at Weis Library by interlibrary loan. Normally, you could request books, videos, journal articles, and other physical items by interlibrary loan. But due to COVID-19 circumstances, the library must limit its requests to other libraries to information formats that can be mailed, faxed, or emailed and are not returned to the originating library. Basically, this means you can request only select book pages or chapters and journal articles. For further details, please see the [interlibrary loan form](#) or contact Kathy Hecht (khecht@wau.edu) as needed.

Reference Assistance: While the library will be closed, students and employees may contact the library director and staff for assistance during business hours by phone (301-891-4217) or email (library@wau.edu). Further, you can contact library personnel throughout certain periods of the day when classes are in session through the new [chat reference service](#) found on the library's homepage. This tool enables you to engage with library staff in real time, as you would an online customer service agent. To learn more about reference assistance at Weis Library, please contact Don Essex (dessex@wau.edu).

Library Instruction: Faculty can request instruction or orientation sessions about library information resources to support their online classes. Conducted by the library director through Zoom, library instruction sessions held online are similar to those held in the library. The object is to demonstrate to your class the information resources that are available to them and the various research tools on the library's website for finding information. Moreover, the students learn some strategies for conducting more efficient and effective library research. A typical session lasts around 40-50 minutes. To learn more about library instruction or to schedule an instruction session, please contact Don Essex (dessex@wau.edu).