

LIBRARY SERVICES FOR INSTRUCTIONAL FACULTY

[Weis Library](#) supports the learning community of Washington Adventist University by providing information resources and services for students, faculty, and staff that sustain excellence in education and service. As you begin a new year and semester, please note that the following library services are available especially for instructional faculty. To learn more about these and other library services, contact Weis Library at 301-891-4217 or library@wau.edu.

Collection Development

Collection development is the term libraries use to describe the processes for identifying and acquiring information resources for their collections and patrons. Faculty are welcome to recommend information resources to the library that support their academic programs and are appropriate for an academic library. The types of information resources considered appropriate for an academic library include books, journals, magazines, videos, e-books, and databases, among other things. To recommend information resources for the library to acquire, you must complete and submit a [collection development form](#).

Course Reserves

Faculty can place information resources “on reserve” at Weis Library and instruct their students to read or view the materials outside the classroom. Known as course reserves, these resources can include books, videos, or other research materials that a teacher wants his or her students to have reliable but restricted access to. Unlike most library resources, course reserves are shelved at the library’s Circulation Desk and can only be borrowed for a short time period, like an hour or a day. To initiate the process of putting materials on reserve, you should fill out a [course reserves form](#) and bring it to the library with the resources you want to place on reserve.

Interlibrary Loan

If Weis Library does not have a resource you need in its collection, you might be able to acquire it by interlibrary loan. Interlibrary loan is an information service whereby Weis Library borrows materials that faculty need from other libraries on their behalf. Books, journal articles, and videos are some of the types of information resources that instructors can request through ILL. And Weis Library staff can send ILL requests to libraries in Maryland and around the country, if required. For some items, you can initiate ILL requests through [WorldCat Discovery](#). For others, you must complete an [interlibrary loan form](#) and return it to the library to initiate a request.

Library Instruction

If you would like your students to be orientated on the information resources and services at Weis Library, instruction sessions can be arranged. Held within the library and conducted by a librarian, a typical library instruction session provides students with hands-on experience using resources like [WorldCat Discovery](#) and [Journal Finder](#). Normally, a session lasts 45 to 60 minutes, and upon completion, your students will have practical experience using the library to find books, e-books, and journal articles for their assignments. Also, library instruction sessions can be customized to cover general or special information resources based on the academic discipline.

Research Guides

There are twenty [research guides](#) posted on the library’s website to help faculty identify and access the information resources that are most relevant and useful to them and their students. Some of the research guides like [About Weis Library](#) provide a general overview of library resources and services. Others describe the various special collections that are managed by Weis Library. And still others – the vast majority – describe and provide links to the electronic resources that are most appropriate for specific academic disciplines and programs. These include digital reference, electronic book, online journal databases to name a few.