

Services for Faculty

Electronic Reserves

<http://library.radford.edu/information/reserves.html>

Our Reserves Department will locate the periodical articles you need, scan them, and make them available to your students through our web Course Reserves, which is searchable by course name and faculty name. Books and videos from McConnell Library may also be placed on Reserves at distant sites:

To place material on Reserve, please submit course, item, and loan period information by emailing reserves@radford.edu or by printing and delivering the Course Reserves Request Form to the Library's Front Desk: http://library.radford.edu/information/reserves_form.pdf

Instruction - Library

For any site in Southwest Virginia, faculty and teaching assistants may schedule library instruction sessions with one of our Instruction Librarians. If possible, the Reference/Instruction Librarians are happy to "take the show on the road" and come to Abingdon, Roanoke, or elsewhere to review the library's services for distance education students. Arrangements should be made *at least one week in advance*.

Library instruction sessions can be set up via the online form:
<http://library.radford.edu/instruction/contact-instruction-captcha.asp>

A list of the most popular instruction session topics along with the time required is available at <http://library.radford.edu/instruction/menu.html>

Contact Candice Benjes-Small, Coordinator of Information Literacy and Outreach for more information:

(540) 831-6801* or cbsmall@radford.edu

Faculty may also make instruction arrangements with librarians at the following partner libraries: Carilion Roanoke Memorial Library, Roanoke Higher Education Center, and Virginia Highlands Community College.

**From Roanoke, for a toll-free call dial 857-8920 and ask for the RU extension (last four digits of the phone number) This switchboard is open M-F 8:00 am to 5:30 pm*

 M^cCONNELL LIBRARY

 RU
RADFORD
UNIVERSITY

Extended Education Services

<http://library.radford.edu/extended/index.html>

*Radford University Staff are committed to serving members of the
Radford University community - wherever they may be!!*

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Please Note: In order to use many of McConnell Library's services it is *necessary to set up your RU email account*. To activate your account go to <https://myru.radford.edu/cp/home/displaylogin>, then click on "New User? Activate Your Account" under "Sign in to My RU!"

If you prefer to use another email system *it is important to forward your Radford University email to your preferred account*. To do this login to and click on "My Accounts" tab. Select "Forward My Email."

From the McConnell Library Web Page:
<http://library.radford.edu/>

Get Library Books & Other Materials Sent to you:

As an extended-campus student or faculty member, you are entitled to have circulating (non-Ready Reference or Special Collection) items such as books and audiovisual items from McConnell Library sent *directly to your home address* at **no charge**. Simply search the library catalog and request the items you need by following the instructions listed at: <http://library.radford.edu/Extended/books.html> You will receive an envelope with prepaid postage to return the item. If you have moved recently, please contact us to be sure we have your current address. Contact: Front Desk (540) 831-5364* or frontdesk@radford.edu

Find Books, Videos, CDs, etc in McConnell Library:

Library Catalog: <http://holst.radford.edu/screens/catalog-search.html>
Find books, videos, DVDs, etc. at McConnell Library by searching the library catalog at the link above. If you desire to search for a specific type of item such as an e-book or DVD click on the "Advanced Search" link located in the yellow "Other Searches" box. Select the category that you want from the "Material Type" pull-down menu. Do not use the catalog to find articles on a topic, instead follow the instructions below:

Find Articles & Accessing Databases:

<http://library.radford.edu/dbfinder/index.html>

Use our databases and online resources to find citations to articles and information on your topic. You will need your username and password from your RU e-mail account to access our databases. To see which

databases are particularly helpful for your major or subject specialty, choose a subject from the "Select a Subject" pull down menu. If you have a citation and want to find the full-text of an article see the next page.

Locating the Full Text of an article:

If you have found a citation either in one of our databases or in hard copy format and would like to see if the library has the full-text of the article please check the following web-page for instructions:
<http://library.radford.edu/extended/Articles.html>

Get Articles Sent to you:

If you have determined that McConnell Library has a journal you want and that it is available in only print format, the library will send you the article. Follow the instructions at the URL listed here:
<http://library.radford.edu/Extended/books2.html#per>

Interlibrary Loan: <http://library.radford.edu/ill/index.html>

If what you need is not available from your local host library or McConnell Library, submit an interlibrary loan request through our Illiad system. Books and articles will be mailed directly to your home. Some articles can be viewed and downloaded electronically!

Carilion Roanoke nursing students: please submit your interlibrary loan requests to the Health Sciences Library at Carilion Roanoke Memorial. Contact: Bud Bennett (540) 831-6126* or ill@radford.edu

Reference Services:

Our user-friendly reference and instruction staff are available to you in several ways. You may:

- Call the Reference Desk at (540) 831-5696*
- E-mail your reference questions to refdesk@radford.edu
- IM your reference questions to AIM: RULibSpot
- Visit McConnell Library

If you have a question regarding our extended campus services contact Lisa Vassady (540) 831-5686* or ljevassady@radford.edu.

Faculty Information: See back page.

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