

## **Library Policies and Procedures for English Faculty**

### **E-books Policy**

We will do our best to order books in the format that you prefer. If you prefer paper or e-book formats, please let your librarian know. The current policy is to order books in e-book format if it is available in order to serve the faculty and students at WKU most efficiently. Unfortunately, not all books are available in ebook format. My default is to order the book in paper format if requested or the need is there. We can always purchase an item in e-book form should it become available later.

### **Serials Policy**

We would love to have every kind of periodical imaginable, but due to the ever increasing cost of periodicals, this is not always possible. If you want the library to add a serial to our collection, please let your librarian know, and she will see if the serial is available at a reasonable price. Often, to add a new serial to our collection, we must cut an already existing subscription. It is our policy to try and get serials which are available electronically if possible. This makes it possible for all the people needing access to the information who are not on the main campus, to have access to the material. Online and off campus students have equal access.

### **Scheduling a Class in the Library**

We would be delighted to provide research instruction to your classes. If you just ask for a “tour,” the class is usually just walked around the building so they know where everything is. If you ask us to provide research instruction, the librarian will contact you as to what you would like covered in the class (and yes, we will do both together, if asked). We will tailor our instruction to your classes needs, and will be happy to make special handouts, if required. Usually a demonstration of the catalog and a database (or more than one) is performed along with hands-on searching time for the class.

To schedule a class in the library with a subject specialist librarian, use the Research Guides to determine which librarian is the subject specialist. Then contact them using the email to request setting up a class at the library. Please specify date and time.

### **Other Important Subjects on Separate Handouts**

Book Ordering Process

Using InterLibrary Loan

Research Guides

Using Research Guides to access Library Handouts

The Library Catalog – TOPCAT

Map It Feature

Streaming Video