



Cowles Library Guide to Services for Drake Faculty



www.lib.drake.edu (or call the Reference Desk at 515-271-2113)

Service Areas	Description of Service	Contact for Service
Library Communication	Library News & Events <ul style="list-style-type: none"> Find out what is new at the library by checking out the News & Events link Liaison. 	http://www.lib.drake.edu/site/newsEvents/
Web Resource	<ul style="list-style-type: none"> For specialized web sites outlining resources for a class, check subject portals www.lib.drake.edu/site/subjectPortals/ 	
Archival Support	eScholarShare <ul style="list-style-type: none"> To archive your and/or your student's electronic resources and publications at eScholarShare@Drake contact the Digital Project Coord. 	Digital Projects Coordinator Claudia Frazer 271-3776
Instructional Support	Instructional Sessions— <ul style="list-style-type: none"> Librarians at Cowles are available to provide individual assistance and group instructional sessions (including FYS courses) either at the library or in the classroom. Contact Mireille Djenno (x2862) for more information about instructional sessions & LIB046 Course Assignments requiring library research may be coordinated with the Reference Department so steps can be taken to make sure materials are available to everyone and so the Librarians understand the assignments. 	FYS Coordinator Mireille Djenno 271-2862 Coordinator of Copyright Services, Instruction and Reference Librarian Marcia Keyser 271-3989
Resource Materials	Acquisitions— (books, journals, databases, DVD, etc.) <ul style="list-style-type: none"> For procedures on ordering materials in your discipline (including electronic subscriptions) please contact your department's library liaison, or the Collection Development Librarian Library's Collection Development Policy: http://www.lib.drake.edu/site/aboutCowles/cdpolicy04.pdf 	Collection Develop. Librarian Teri Koch 271-2941 Acquisitions Associate Pam Brennan 271-2927
	Reserves and E-reserves— <ul style="list-style-type: none"> Library books, personal copies of books, and photocopies may be placed on reserve. Please bring the items to the Circulation Desk and fill out the forms available there. Two working days are required for processing reserve items. Both copyrighted and non-copyrighted material (such as class notes, tests, etc.) can be placed on electronic reserve on the Library's web page. 	Interlibrary Loan & Material Access Associate Kris Mogle 271-4819 Copyright Questions Marcia Keyser 271-3989
	Interlibrary Loans— <ul style="list-style-type: none"> Requests may be placed by filling out online forms. www.lib.drake.edu/site/services/ill.php 	Interlibrary Loan & Material Access Associate Kris Mogle 271-4819
	Circulation— <ul style="list-style-type: none"> Faculty may check out books for the entire academic year unless recalled. Access & Borrowing Privileges Policy available at www.lib.drake.edu/site/aboutCowles/policies-Access.php Department PHOTOCOPY CARDS are available if authorized by department chair to receive it. Contact Jody Johnson in the Print Shop – 271-1986. 	http://catalog.lib.drake.edu (online catalog) Access Service Coordinator Liga Briedis 271-3908

** Remember to include the Cowles Library Webpage on your course syllabi.**

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