

## Your Library Liaison:



**Holly Hubenschmidt**  
MLS, AHIP  
Head of Instruction and  
Liaison Services

[hollyh@webster.edu](mailto:hollyh@webster.edu)

314-246-8673

Toll Free: 1-800-985-4279

Fax: 314-963-6082

Office: #220 in the  
Reference Suite 2nd floor.

### Helpful Phone Numbers

Circulation Desk: 314-968-6952

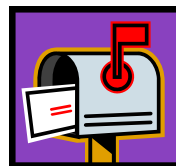
Reference Desk: 314-968-6950

Toll Free: 1-800-985-4279

Faculty Development Center x8683

### Mailing Address

Emerson Library  
Webster University  
470 East Lockwood Ave.  
St. Louis, MO 63119



### Webster University Library Regular Fall/Spring Hours

Monday-Thursday: 8 am - 12 am

Friday: 8 am - 8 pm

Saturday: 8 am - 8 pm

Sunday: 12 noon - 12 midnight

### Reference Desk Hours

Monday-Thursday: 9 am - 10 pm

Friday: 9 am - 5 pm

Saturday: 10 am - 5 pm

Sunday: 1 pm - 10 pm

Hours change for holidays and breaks.  
Call the Circulation Desk for more  
information or check our web site, at  
<http://library.webster.edu>.

## Emerson Library Webster University



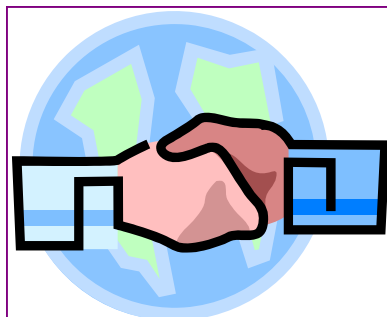
## Liaison Services for the Department of Biological Sciences

<http://library.webster.edu>

## Liaison Services

A librarian is assigned to one or more academic departments on campus. I work with the faculty in my departments to:

- Build a quality library collection to meet departmental needs.
- Provide general assistance with finding information for research or teaching projects
- Serve as a resource for questions or concerns about the library



## Ordering New Materials

Each year, the Library allocates a percentage of the library's budget to be used by your department to purchase books, e-books, DVDs, and other media for the library. Previews of media materials may be available under certain circumstances.

To request the purchase of an item for the library collection, contact your department chair or the faculty member assigned to handle purchase requests in your area.

## Spending Deadlines

The following deadlines help to ensure that orders are placed in time to expend all funds by the end of the fiscal year:

- ☞ By **Nov. 15**, 50% of your library budget should be encumbered or spent
- ☞ By **Jan. 31**, 75% of the budget
- ☞ By **Mar. 1**, 100% of the budget

Faculty are encouraged to select items for the collection **year-round**. The date the order is submitted to the library determines which FY budget is charged.

## Professional & Trade Periodicals

The library subscribes to about 25,000 periodical titles in print and/or electronically through our databases. You may browse or search the [Journal Magazine Newspaper A-Z List](#) to see if a journal is available in the library or online. (From the Library website <http://library.webster.edu>, click on **Look for: [Articles / Databases](#)** ).



New periodical subscriptions are considered in the **spring**. Please let me know if there are any titles you would like the library to consider. Subscriptions are purchased from a central fund rather than by the department.

## Online Databases

Library databases that support research in the sciences include:

- Biological Abstracts
- Environmental Impact
- MEDLINE
- Science Direct Life & Health Sciences Collection
- Science Resource Center

An A-Z list of databases and subject listings are linked from the Library Website under **Look for... [Articles / Databases](#)**

New database subscriptions are considered each spring. Please let me know if you are interested in a new database and I may be able to set up a trial subscription. Electronic databases are paid from a separate library account.

## Library Instruction

To arrange library instruction for your classes contact the Reference Desk at x6950. The library's classroom (EC110) has 24 student computers which allows for hands-on training.

## More Faculty Services

The library offers services to assist you in your teaching and research, including:

- Interlibrary loan
- E-reserves
- RefWorks
- Faculty Research Service

Learn more about these services on the Library website ~ **How do I...[Access Faculty Services](#)**