



John A. Graziano Memorial Library

Library Services to Faculty

SAMUEL MERRITT COLLEGE

May 2008

The John A. Graziano Memorial Library in Oakland and its branches in Sacramento, San Francisco and San Mateo offer a number of services to faculty. New faculty members are encouraged to acquaint themselves with the library and introduce themselves to library staff early on. This flyer is designed to familiarize you with some of the services the Library offers.

Course Related Reserve Material

Library staff can assist you in placing items you have prepared on Reserve. The Library web pages can provide you with instructions on the how-tos of the Reserve process. As the beginning of the semester is a busy time in the Library, faculty are encouraged to submit items to be placed on Reserve two weeks BEFORE classes begin. Materials placed on Reserve are expected to conform to current copyright laws and guidelines. Faculty are expected to sign a statement stating that material submitted is copyright compliant. Contact persons: [Huyen Ho](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo). Information on copyright is posted on the website. For further copyright information contact Library Director [Barbara Ryken](#).

Document Delivery and Interlibrary Loan

The Graziano Library can assist faculty in obtaining journal articles and books that are **not** available in the Library. Requests for interlibrary loan and document delivery may be submitted directly to the Library from your desktop by going to *Library > Research > Request Articles/Books from Other Libraries* and filling out the forms there. Be sure to identify yourself as a faculty person affiliated with Samuel Merritt College. Contact person: [Daniel Grobani](#) (Oakland).

Borrowing Books / Obtaining Articles from the Graziano Library

Faculty on the Sacramento, San Francisco and San Mateo campuses may borrow books and request articles from the Graziano Library print collection (provided the article is not available electronically). Directions for using these services are available on the Library website under *Services to Learning Centers > Borrowing Books & Obtaining Articles*.

Database Search Assistance

A reference librarian is available in each campus Library who can assist faculty in designing and implementing a search of any of the databases licensed by the Graziano Library. An appointment is recommended for this service. Small customized group classes may also be arranged. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo).

Reference/Research Assistance

Reference/research services are available in each campus Library. To better enable Library staff to assist your students with research assignments, it is recommended that you send a copy of the assignment to the contacts listed here. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo).

Database Search Training for Students

Faculty are encouraged to arrange for their students to receive hands-on training in searching electronic databases available on campus. Small classes can be held on each campus and large classes can be scheduled in the Oakland Peralta Computer Lab. Please arrange to schedule these classes several weeks in advance. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo).

Requests for Book / Journal Purchase

Faculty are encouraged to recommend acquisition of books/journals that support their courses or the broader mission of the College. An online form is available at *Library > Research > Request Purchase of a Book/Journal*. Be sure to identify yourself as a faculty person. The Libraries endeavor to place a single copy of core required texts on Reserve. In order for texts to be placed on Reserve at the beginning of a semester it is imperative that text lists be conveyed to the Book Store at least 6 weeks before the semester begins. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo).

Library Annex / Archives

Older journals and books are kept in the Graziano Library Annex. Materials in the Annex may be requested by using the web-based form found at *Library > Research > Request for Pre-1990 Print Journals* or *Request a Book from the Archive* on the library website. Materials are delivered to the Circulation Desk and the requestor is notified.

Table of Contents Service

Faculty may request a Table of Contents Service from the Graziano Library. Faculty may select up to five journals that are subscribed to by the John A. Graziano Library and have a copy of the table of contents delivered to their on-campus mailbox or to their Samuel Merritt e-mail address on a regular basis. A listing of journals subscribed to by the library is available on the library website by going to *Library > Collections & Resources > Print & Electronic Journals*. Contact person: [Huyen Ho](#) (Oakland).

SDI / Alert Service

Selective dissemination of information (SDI) is a service which permits an individual to automatically receive updates to a pre-established literature search to be delivered by e-mail to his/her Samuel Merritt e-mail address. This is useful for faculty persons who have a particular topic in which they are interested in keeping current. This service can be set up with: WebSPIRS (Medline, ERIC, PsycINFO), ProQuest (ProQuest Nursing Journals, ProQuest Dissertations & Theses), EBSCOHost (Alt Health Watch, Medline, Biomedical Reference Collection Expanded, CINAHL Plus), Ovid Full-Text Journals, Wiley Interscience, The Cochrane Library, PubMed, and Books in Print. Library staff can assist you in setting up such personal accounts or can set them up on your behalf and forward you the results. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), [Derek Monypeny](#) (San Mateo).

Teaching & Learning Center

The Teaching & Learning Center is located in the Founder's Room of the John A. Graziano Memorial Library. This beautifully appointed room provides a peaceful retreat for College faculty. The Center contains a specialized collection of materials on teaching and learning, including adult learners and distance learning. Books and audio and video tapes on current topics designed to improve learning outcomes are the focus of the collection. The key to the Founder's Room may be signed out at the Library's circulation desk upon presentation of your Samuel Merritt College faculty ID badge.

Photocopy / Printing

The Graziano Library has two copy machines in the front corner of the Library directly across from the entrance. Faculty may obtain a copy card in order to copy or to print in the Library. Contact person: any Library staff person.

New Items in the Libraries

A listing of new items acquired by the Libraries is e-mailed to students, faculty, and staff on a regular basis; the latest list is also available on the Library web site at: *Library > What's New > New Additions to the Collection*. Contact persons: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento), and [Derek Monypeny](#) (San Mateo).

Library Materials in Your Blackboard Class

Faculty who teach classes involving Library research or writing assignments are invited to contact [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento) or [Derek Monypeny](#) (San Mateo) about adding pertinent Library materials and links to their Blackboard classes.

Library Website

The Graziano Library's web pages include information about the Library's collection and services as well as interactive forms, relevant links, and librarian-created handouts and guides. The Library makes a number of interactive request forms available for your convenience. If you have comments or suggestions about the Library website, please contact [Kristi Wessenberg](#).

Exam Review Resources

In order to help students prepare for licensure/certificate exams the Library has purchased exam review materials in the following areas: NCLEX, USMLE, CRNA, Nurse Practitioner, Occupational Therapy, Physical Therapy, Physician Assistant, and Podiatric Medicine. Questions about locating these materials can be directed to any staff member. Suggestions for new purchases can be directed to: [Kristi Wessenberg](#) (Oakland), TBA (San Francisco), [Becky Boyd](#) (Sacramento) or [Derek Monypeny](#) (San Mateo).

Library Personnel and Contact Information

Library Director Barbara Ryken, MLS (510) 869-8692 bryken@samuelmerritt.edu	Reference and Instruction Librarian Kristi Wessenberg, MLIS (510) 869-6833 kwessenberg@samuelmerritt.edu
Librarian – ABSN - San Francisco TBA (415) 869-3207	Librarian – Sacramento Becky Boyd, MLS (916) 646-2767 bboyd@samuelmerritt.edu
Librarian – ABSN – San Mateo Derek Monypeny, MLIS 650-292-5578 dmonypeny@samuelmerritt.edu	Library Technician – Technical Services Anna Barnard, RN (510) 869-8693 abarnard@samuelmerritt.edu
Library Technician – Access Services Huyen Ho (510) 869-8694 hho@samuelmerritt.edu	Library Technician Daniel Grobani (510) 869-8900 dgrobani@samuelmerritt.edu
Library Technician – evenings, Sun. Arthur Hassel (510) 869-8900 ahassel@samuelmerritt.edu	Library Technician – evenings, Sat. Thom Tran (510) 869-8900 ttran@samuelmerritt.edu
Library Circulation Desk (510) 869-8900	Library FAX (510) 869-6633