

UNIVERSITY LIBRARY CENTER

University Place Building Room 250
1776 Science Center Drive
Idaho Falls, Idaho 83402
Phone 282-7906 or 282-7849 FAX 282-7910

Hours: Monday - Thursday 9am – 8pm Friday - Saturday 9am - 3pm

WELCOME

The ULC currently offers nine research stations networked with the ISU and UI main libraries, and they also have Microsoft Office package, including MSWord, Excel, and PowerPoint. With full-text databases, the Internet, and a growing reference collection, we can meet most informational needs. So, come in to the ULC and check us out!

DOCUMENT DELIVERY

ISU and UI students and faculty may request books, journal articles, and documents from the Oboler Library using online request forms. ISU library books requested by students and faculty arrive to the ULC daily via the commuter bus. Articles available at ISU are delivered electronically to your UI or ISU e-mail address, usually within two business days for a fee of \$1 per article (no charge for faculty). When available, an e-mail is sent to the requester with the website address and a password to access the article. The article is only available on the website for **five viewings** within **two weeks** of the date the article is posted. Students are charged \$1.00 for each book, article or document not owned by ISU, and obtained through inter-library loan.

LIBRARY INSTRUCTION

Call 282-7906 to schedule a time for a class presentation so your students can learn more about how to make the best use of library resources, especially **ELI**, the library online catalog and periodical databases. There are also about 12,000 electronic journals available. Some of these resources are complex to use, so please encourage your students to ask for individual help while in the library, that's why we're here.

MATERIALS ON RESERVE

Materials are accepted for the ULC Reserve collection on a semester basis. Instructors may submit materials by bringing them in person, mailing them to University Place in Idaho Falls, taking them to the Oboler Library Circulation desk for the courier box, or faxing them to the Library at 282-7910. Please indicate a check-out period (normally 2 hours) and any copying limitations. We accept any type of media for reserve, including books, journal articles, games, sample tests, and videotapes. At the end of the semester, faculty are encouraged to pick up their reserve items, or ULC staff will send them back to the instructor's department.

The ULC has access to the ISU Library's electronic reserve system, and can post reserve materials for students to access through ELI. Materials that are developed by faculty (notes, tests, etc.) may be available the day after they are brought to the ULC. However, materials requiring copyright permission need about three weeks to obtain permission before posting. A hard copy of all reserve materials will be available for student check-out within an hour of delivery to the ULC.