

UNIVERSITY LIBRARY CENTER

Tingey Administration Building Room 250

1776 Science Center Drive

Idaho Falls, Idaho 83402

Phone: (208) 282-7906 FAX: (208) 282-7910

Catherine Gray, Coordinator of Library Services - Idaho Falls

Semester Hours:

Monday-Thursday 9am-8pm

Friday-Saturday 9am-3pm

Summer Hours:

Monday-Thursday 10am-7pm

Friday 10am-2pm

Interim Hours:

Monday-Thursday 9am-6pm

Friday 9am-3pm

WELCOME

The ULC offers nine research stations networked with the ISU and UI main libraries, and they also have the *Microsoft Office Suite*, 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 materials requested by students and faculty arrive to the ULC daily via the commuter bus, usually within two business days. Articles requested through the ISU Library are delivered electronically to your UI or ISU e-mail address.

LIBRARY INSTRUCTION

Call 208-282-7906 to schedule a time for a class presentation so your students can learn how to make the best use of library resources, especially *ELI*, the ISU Library online catalog and periodical databases. There are also e-books and e-journals, and 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 the ULC address above, taking them to the Oboler Library Circulation desk for the courier box, or FAXing them to the ULC at (208) 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 DVD's. At the end of the semester, faculty are encouraged to pick up their reserve items, or ULC staff will send them to the instructor's office.

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 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 two hours of delivery to the ULC.