



To: New Faculty Members

From: Rick Provine
Director of Libraries
Roy O. West Library

Subject: University Libraries

Dear New Faculty Member,

Congratulations and welcome to DePauw University. The University Libraries offer an array of services to assist you in your teaching and research activities. We encourage you to contact us so that we might provide whatever support and information you need. Here are just a few of the services that you may wish to take advantage of soon. For all library services, visit us at www.depauw.edu/library.

Collection Development

The Library's Collection Development office is committed to supporting your future teaching and research needs. We have compiled detailed analyses of our holdings in specific subject areas and will be providing you with a copy to give you a broader picture of the scope of our existing holdings in the areas related to your teaching and research. We will start preparing a bibliography of new and recently published materials in your field of study as soon as you send a copy of your course syllabi and a brief profile of your current and future curricular interests.

Contact: Joyce Dixon-Fyle, Ph.D.; M.L.S.
joyfyle@depauw.edu x4361

Course Reserves

We provide course reserve reading services for both print and electronic materials. You may submit reserve requests as soon as you like either in person or using our online system. Visit <http://www.depauw.edu/library/howto/putonreserves.asp> for more details. If you have questions about policies or would like assistance determining the best way to provide materials to students please contact us and we will be happy to work with you and your syllabus.

Contact: Mandy Henk
amandahenk@depauw.edu x4656

Library Instruction

Librarians are available to help your students improve their research skills through classroom instruction. We can work with you to integrate these skills into your course and arrange a time to present to your class.

Contact: Tiffany Hebb
thebb@depauw.edu x4409

Please call on us any time if we can be of assistance to you. We look forward to a collaborative and successful academic year.

Thanks,

A handwritten signature in black ink, appearing to read "R. Provine". The signature is stylized with a long horizontal line extending to the right.

Rick Provine
Director of Libraries
provine@depauw.edu x4434