GUIDE FOR FACULTY

Library Homepage:
http://www.ewu.edu/library

Locations

1. JFK Library is on the Mall of the Cheney campus, directly across from Patterson Hall
2. Spokane Academic Library is on the 2nd floor of the Academic Center in downtown Spokane

How Do I . . . ?

Check Out Materials

Your EagleCard is your library card. Just bring it with you to the Circulation Desk.

- EWU Libraries books circulate until the end of the quarter, with two renewals.
- Books from Summit libraries circulate for six weeks with no renewals.

Access JFK Library from Off-campus

To access the library’s subscription databases, you will need to log in using your email username and password. See research.ewu.edu/access_databases for more information.

Find Books

Use the EWU Library Catalog at libsearch.ewu.edu to search the JFK Library, Summit libraries (over 30 academic libraries in Washington, Oregon and Idaho), or libraries worldwide. Holding information in green text means that we own the item and it's available. Summit materials will have orange colored text and the link will say "Check Request Options - Held by Summit Libraries". Once you log-in, click on the Place Summit Request link, pick the location where you want it delivered and submit your request. Delivery time is approximately 4-8 days.

Find Articles (e.g., from Professional Journals, Magazines & Newspapers)

See our library research guides [research.ewu.edu] for database recommendations. See our Find Journals page research.ewu.edu/find_journal to locate a particular journal by title. It will search both online, print and microfilm holdings.

Find the Full Text of an Article

From any of our databases click on this icon or the hyperlink Check for Full Text.

- If the article is full text online, there will be a link to the name of the database (JSTOR, ProQuest, etc.)
- If not, check to see if we have a physical copy of the journal by clicking on the tab labeled Get It.
- If the answer is no to both, click the link Request article Using Interlibrary Loan (ILL) link to request a copy. Login with your email username and password.

NOTE: The icon “Check for full text” does not guarantee that it is available free for download.

- Gain access to Washington State University library resources by using our shared WSU/EWU Spokane Academic Library. WSU resources can only be accessed while on-site. If you cannot go in person, you may send a student with an EWU ID or call Jonathan Potter (368-6557) at the Spokane Academic Library for help.

Ensure Instructional Material is Available to Students: Place Materials on Reserve
Faculty may place articles, books, videos, etc. on reserve with curtailed checkout times; the checkout time may range from 1 hour to 1 week. Faculty may also place their personal materials on reserve (although the University is not liable for any damage, theft, etc.). See www.ewu.edu/library/resources/faculty/reserve-request-form to fill out the Reserve Request form.

**Request Instruction for a Class or Assistance with Research**

Library faculty can provide instruction on using library resources for your classes. This instruction can take a variety of forms, from face-to-face instruction in JFK or at the Spokane Academic Library, to websites tailored for the specific class. See www.ewu.edu/library/services/reference/liaisons for the librarian assigned to your department, or contact Justin Otto, Faculty Chair [509-359-7048, jotto@ewu.edu]. Individuals or departments may also ask for assistance with research or instruction projects.

**Request the Library Purchase Materials**

Each department is given an allocation towards purchasing books, videos, journals and databases for their discipline. Each department has a department liaison to the library to coordinate materials for purchase.

For additional purchase requests, please contact the Collection Management Librarian Andrea Eickholt (359-7032) or use our Materials Suggestion form at www.ewu.edu/library/resources/faculty/suggest-a-purchase

**Authorize My Research Assistant to Check Out Books for Me**

Fill out a form to obtain a Proxy Card, available at the Circulation Desk.

**At EWU Libraries We Offer**

- 650,000 titles & 1.5 million items
- 30,000+ online or print periodicals
- 14,400 videos/DVDs
- 100+ electronic databases
- 12 group study rooms in JFK Library, 5 in Spokane Academic Library
- 9 lockable study carrels for faculty/graduate students in JFK Library (up to 3 people may be assigned a carrel)
- 1 Thomas Hammer coffee shop in JFK Library

**JFK Library Hours**
*(Fall-Spring Quarters):*
- Mon-Thurs ………7:30 am to Midnight
- Friday…………….7:30 am to 6:00 pm
- Saturday……….10:00 am to 6:00 pm
- Sunday…………..1:00 pm to Midnight

**Spokane Academic Library: Facility open 24/7**

**Spokane Academic Library: Facility open 24/7**
- Mon-Thurs………..7:00 am to 9:00 pm
- Friday…………….7:30 am to 5:00 pm
- Saturday………………9:00 am to 5:00 pm
- Sunday………………10:00 am to 6:00 pm

**Additional Questions? Please Contact Us!**

**JFK Archives/Special Collections:** 359-2475 or cmutschler@ewu.edu or www.ewu.edu/library/services/archives
**JFK Circulation:** 359-7888 or circulation@ewu.edu or www.ewu.edu/library/services/borrowing-and-circulation
**JFK Lower Level Services Desk (Media):** 359-7893
**Interlibrary Loan:** 359-2492 or ewuill@ewu.edu or research.ewu.edu/ill
**JFK Reference Desk:** 359-2263 or research.ewu.edu/ask-a-librarian
**Spokane Academic Library:** 358-7930 or riverlibrary@ewu.edu or http://www.ewu.edu/library/riverpoint

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