

University of San Diego

Digital USD

Copley Library Brochures

Copley Library

8-2022

Faculty Services 2022-2023

Copley Library

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Q&A

How do I order new library materials, including streaming media?

Contact your liaison librarian which you can find by visiting <https://libguides.sandiego.edu/specialists/>

How do I put materials on reserve?

For physical and electronic reserves, please contact the reserves department at reserves@sandiego.edu or visit the Access Services desk on Copley's first floor.

How do I check-out materials?

Materials can be picked up in person at the Access Services Desk, by curbside pickup, or by signing up for department delivery. Please contact claccess@sandiego.edu for more information.

How do I request library instruction?

Contact your liaison librarian to schedule a class or simply use this form: <https://sandiego.libwizard.com/ff/instruction>

How do I get an article for my research?

Please use the search box on Copley Library's web page to locate articles or contact your liaison librarian for assistance.

FACULTY SERVICES

2022-2023



Journals Reading Room

SPACES Copley Library's 2021 renovation created a variety of spaces. The building contains 1,000 user seats, 25 group study rooms, 3 seminar rooms, 3 classrooms, the Scholars Livingroom, the Journals Reading Room, and collaborative spaces on the lower level. Faculty can schedule the three seminar rooms. The group study rooms are for students only. The Faculty and Graduate Student Reading Room is located on the second floor in the back of the library. For more information about spaces, see <https://www.sandiego.edu/library/visit/spaces.php>

Copley Library Resources

Collections include more than:

500,000
BOOKS

17,000
MEDIA ITEMS

3,000
PRINT JOURNALS

With access to more than:

200
DATABASES

90,000
E-JOURNALS

277,000
E-BOOKS

Research Assistance

Copley offers several ways for you to get help with finding and utilizing information resources:

- **Research Assistance Desk** – Located on the lower level of Copley Library, stop by or call (619-260-4765) during our scheduled hours.
- **Ask a Librarian Service** – Chat with a librarian 24/7, send us an email, text message, or search our FAQs. Access *Ask a Librarian* at libanswers.sandiego.edu
- **Research Consultations** – Schedule an appointment with one of our liaison librarian for help with your research.
- **Guides & Tutorials** – Online guides prepared by Copley librarians to help you with your research are available at libguides.sandiego.edu.

Checking Out Books and Other Materials

Come browse our onsite collection and check out materials at our Access Services counter or self-checkout machine. You may also retrieve materials from Copley's circulating collection using the "Request It" feature in our online catalog. Library staff will pull the materials and email you when they are ready for pickup at our Access Services desk. If you wish to have your research/graduate assistant pickup the materials, please complete our proxy form <https://www.sandiego.edu/library/documents/proxy-form.pdf>. Faculty may check out books for four months and renew them twice. You must have a valid USD ID card to check out Copley Library material. We also accept the ID on the MySDMobile App. For access to online journals and databases from off campus, you will login using your USDOne credentials. To contact the library, you can email clcirc@sandiego.edu or phone the Access Services Desk at (619) 260-4799. You can also contact Christopher Marcum at (619) 260-2362.

Reserve Materials

Many professors put required course materials on physical reserves at the Access Services Desk for students. Loan periods range from 2 hours up to 3 days. Electronic Reserves (Ares) is a service provided by the library where supplemental (i.e., articles, book chapters, eBooks, etc.) course materials are placed online so that they can be accessed 24/7 from any computer. Physical and Electronic Reserves can be accessed through the library homepage. Please contact Leslie Hovland for assistance at (619) 260-5973 or Alex Moran at (619) 260-2364, or reserves@sandiego.edu.

San Diego Library CIRCUIT

USD Libraries are members of the San Diego CIRCUIT, a print book resource sharing consortium of UCSD, SDSU, San Diego County and San Diego City Public Libraries. CIRCUIT books are usually delivered within 24 hours Monday-Friday only and can be checked out for 28 days with two renewals. You will be emailed when your items arrive. Books not checked out within 7 days will be returned to the lending library. Please contact Alex Moran at (619) 260-2364 or clill@sandiego.edu with any CIRCUIT inquiries.

Interlibrary Loan (ILL)

Items not available at USD or Circuit libraries may be requested through Interlibrary Loan (ILL) using the ILLIAD interface on the Copley Library website. When your item arrives, you will be contacted via email. A PDF of articles and book chapters will be delivered to your ILLIAD account. Most libraries charge for ILL services. Copley Library will absorb the borrowing costs associated with ILL, up to 25 invoiced items per academic year. Please contact Alex Moran at (619) 260-2364 or clill@sandiego.edu for assistance with ILL.

HathiTrust

Copley Library is a HathiTrust member. HathiTrust is a collaborative of academic and research libraries that offers a large collection of digitized books. It preserves and provides lawful access to the 17+ million digitized items. During an emergency, such as the pandemic, we can activate the Emergency Temporary Access Service to provide temporary access to Copley's digitized titles contained in the Trust's collection. Faculty undertaking research can search for a book using the search box on the HathiTrust webpage. Individual volumes (when confirmed to be in the public domain) can be viewed and searched as well. For more about the HathiTrust, see <https://www.hathitrust.org/about>.

Center For Research Libraries

Copley Library is a member of the Center for Research Libraries (CRL). CRL includes over 200 member libraries and a research collection of five million items. The Center offers USD faculty access to a vast and rich global network of information sources. Membership in CRL also affords Copley Library the ability to participate in a wide variety of beneficial programs such as shared purchasing, digitization projects, and educational webinars. For more information on CRL programs and services please visit the library's research guide at <http://libguides.sandiego.edu/crl>.

GetItNow

GetItNow is available to faculty for emergency research needs on the weekends and holidays when the library is closed. This service will allow faculty to order four articles per semester from the Copyright Clearance Center via the Library's homepage. Turnaround time for delivery of full-text journal articles is as quick as 5 to 10 minutes. GetItNow also has the added advantage of copyright clearance assurance. Ideal for last minute needs of a researcher who is working under a tight deadline.

Workshops

Throughout the academic year, the library offers a series of workshops for faculty on topics such as author rights and open access. Faculty are encouraged to refer students to workshops that will assist them with use of the library and its resources. By request, your liaison librarian can develop a specialized workshop. For a complete listing of workshops, see www.sandiego.edu/library/workshops.

Remote Access to Library Databases

Copley Library provides remote access to many databases. To access databases from outside the USD campus, start with the library's homepage at www.sandiego.edu/library. You will be validated as an authorized user via your USDOne account by selecting the database of your choice. Please contact clers@sandiego.edu for assistance with access concerns.

BibliU

BibliU is an e-textbook platform that provides electronic access to a number of popular and cost-prohibitive textbooks to USD's undergraduate students. BibliU is entirely funded by the Associated Student Government, but Copley Library supports the initiative by acting as liaison to BibliU, managing the collection records, and advising on collection development. Faculty may request their required textbooks be added to the BibliU collection by visiting <https://libguides.sandiego.edu/BibliU> or by contacting our Visiting Evening Access Librarian, Catherine Paolillo, at cpaolillo@sandiego.edu or (619) 260-7761.

Articles in Blackboard

Want to make an article available to students in Blackboard? Strive to add a permalink to the article from the library's databases, rather than uploading a PDF. Making additional copies of a work may violate Fair Use. For assistance with determining the correct permalink to provide, contact your liaison librarian.

Archives and Special Collections

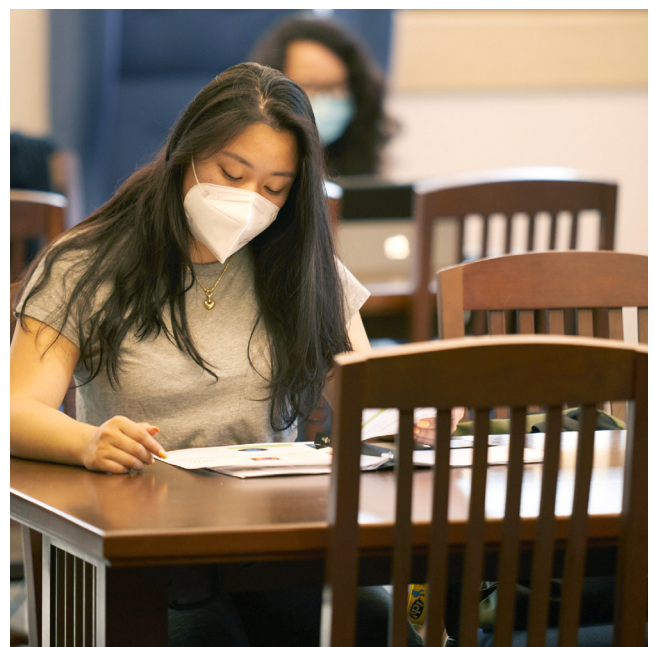
The Archives, Special Collections, and Digital Initiatives Department collects, arranges, preserves, and makes accessible archival, rare, and unique materials for teaching, learning, and research. To schedule a consultation, a class visit or instruction for the Archives or Special Collections, please contact us at spcoll@sandiego.edu. To explore our collections online, visit <https://www.sandiego.edu/library/special-collections/>

Digital USD

Digital USD (digital.sandiego.edu), our institutional repository (IR), is the perfect tool for faculty to showcase their scholarship worldwide, to preserve their research, and track downloads. The IR provides open online access to the scholarship, creative work, original data sets, and archival material produced by or affiliated with the University of San Diego community. Contact Amanda Makula, Digital Initiatives Librarian, at amakula@sandiego.edu or digital@sandiego.edu to learn more.

Copyright

Copyright is a service the library offers. Our copyright guide will provide faculty with resources on fair use, copyright for authors, and information on using images and media. For copyright assistance, contact Christopher Marcum at cmarcum@sandiego.edu or call (619) 260-2362.



► Your Liaison Librarian

Your liaison librarian is available to assist you with your library needs whether it be helping you order books and other resources, tracking down a book or article, scheduling a research consultation, or obtaining copyright permission. Use this form to request materials to support your teaching or research: <https://sandiego.libwizard.com/ff/materials>. Liaison librarians also offer instructional sessions on library databases and other resources students may need to complete research assignments. Contact your liaison librarian to schedule a session for your class or simply use this form: <https://sandiego.libwizard.com/ff/instruction>. See this page for more information on library instruction: <https://www.sandiego.edu/library/services/library-instruction.php>.



LIAISON AREA	LIBRARIAN	PHONE	EMAIL ADDRESS
Theology & Religious Studies, Ministry, and Philosophy	Martha Adkins	(619) 260-2950	marthaa@sandiego.edu
Biology, Physics, Chemistry, Marine & Environmental Studies, Math, Computer Science, Gender Studies, and Engineering	Amy Besnoy	(619) 260-2368	abesnoy@sandiego.edu
Business	Jennifer Bidwell	TBA	TBA
Counseling, Education, Leadership Studies, Learning & Teaching, Marriage & Family Therapy, and the Center for Educational Excellence	V Dozier	(619) 260-4695	vdozier@sandiego.edu
Communication Studies, English, French, Theatre Arts, and Film Studies	Hugh Burkhardt	(619) 260-2366	hburkhart@sandiego.edu
Anthropology, Criminal Justice, Psychology, Sociology, and Sports & Recreation	Michael Epstein	(619) 260-2360	epstein@sandiego.edu
Architecture, Art History, Visual Arts	Millicent Fullmer	(619) 260-2336	mfullmer@sandiego.edu
History	Christopher Marcum	(619) 260-2362	cmarcum@sandiego.edu
Nursing	Karen O'Grady	(619) 260-4694	kogrady@sandiego.edu
Spanish, Italian, Latin American Studies, Peace Studies, Medieval and Renaissance Studies	Alma Ortega	(619) 260-2259	alma@sandiego.edu
Ethnic Studies	Amanda Makula	(619) 260-6850	amakula@sandiego.edu
Political Science, International Relations, and German	Steve Staninger	(619) 260-6812	sstan@sandiego.edu
Music	Laura Turner	(619) 260-2365	lauraturner@sandiego.edu

► See our Copley Library Faculty page at:
<https://www.sandiego.edu/library/faculty.php>



COPLEY LIBRARY

5998 Alcalá Park
 San Diego, CA 92110-2492

(619) 260-4799
 Email: copley@sandiego.edu
www.sandiego.edu/library

HOURS

Monday–Thursday: 7 – 2 a.m. Saturday: 9 a.m. – 9 p.m.
 Friday: 7 a.m. – 9 p.m. Sunday: noon – 2 a.m.

(Check the website for updates including breaks and holidays.)