GENERAL INFORMATION

Website: http://www.ramapo.edu/library/

Faculty Resource Page: http://www.ramapo.edu/library/faculty-resources/

Library Subject/Class Guides: http://libguides.ramapo.edu/

Unit Liaisons:
- ASB - Christina Connor   (cconnor@ramapo.edu)
- CA - Madel Tisi   (mtisi@ramapo.edu)
- HGS - Susan Kurzmann   (skurzman@ramapo.edu)
- SSHS - Shirley Knight   (sknight@ramapo.edu)
- TAS - Samantha Wittenberg   (switten1@ramapo.edu)

ITEMS FOR COURSE RESERVE

Contact person: **Marcia Sexton** (msexton@ramapo.edu)

- Allow at least **one week** to process items; **two weeks** at the start of the semester.
- Faculty are responsible for Copyright compliances.
- Photocopies under 25 pages are automatically processed as E-Reserves. WE CANNOT PROCESS E-RESERVES OVER 25 PAGES.

REQUESTING MATERIALS FOR PURCHASE

- Faculty are encouraged to make suggestions to the collection!
- The core collection is intended to serve the broadest possible audience, **with emphasis on undergraduate research**, in each discipline and for the long term.
- Fill out the **appropriate request form** found on the library website OR contact your **unit liaison** regarding requests of 4 or more.
- **Questions?** Email colldev@ramapo.edu

INFORMATION LITERACY PROGRAM

Helps your students understand how to develop good research skills, find appropriate information, and incorporate information into their papers/projects. Contact person: Christina Connor (cconnor@ramapo.edu)

- Sessions are faculty requested and are tailored to the specific objectives of the class and needs of the students.
- Submit your request at least **two weeks** before the desired date of the session.
- All library sessions are assessed using a librarian-developed assessment tool.
- **Please attend the session – your participation is important and appreciated!**

ADDITIONAL SERVICES

- Interlibrary Loan – A request to a borrowing institution is made on your behalf: https://www.ramapo.edu/library/interlibrary-loan/
- Reciprocal Borrowing – You are given borrowing privileges at a participating institution for a year: https://www.ramapo.edu/library/borrowing-in-person-from-other-colleges-and-universities/