Library Services for Faculty

Library Instruction
> Far more than a tour, we gear instruction to the *assignment at hand*. Let us help your students learn to select and efficiently utilize the resources provided by the library.
> To schedule instruction, fill out the [Instruction request form](#).

Course Reserves
> Videos, books, class notes, articles, even web sites can be placed on reserve. Wherever possible, they will be available electronically 24/7.

> - [Information about Course reserves](#)
> - [Course reserve request form](#)

Borrowing from other libraries
> Choose from [Interlibrary Loan (ILL) or TexShare](#).

Remote Access to electronic resources:
> Students log in using their myLC username and password. Faculty and staff use their computer account username and password.

LibGuide Request
> You can request a librarian to create a LibGuide for a subject or for your course in specific. A LibGuide is an online collection or resources providing research help and information on specific topic or course.

Online Tutorial Request
> You can request the librarian to create a online video covering an aspect of library instruction or other subject to be posted on the library web page or BlackBoard course.

Suggest Library Purchases
> Tell us what books and other media will support your courses. Provide your "recommended reading lists" *before your students ask us* for the items on them.
> Help us support your courses by filling out the [Material purchase request form](#)

Textbook Request
> The library is able to purchase textbooks that cost over $100 for in library student use. This a great way to help students out who are unable to afford the textbooks or are waiting for them to arrive while classes are starting. Here is the [textbook request form](#).

Subject Liaison
> Each discipline at Lee has a librarian who communicates with faculty and oversees collection development in that area. If you need library help please contact us (x6584 or email library@lee.edu).

Copyright information
> [Sandra Brown](#) is the campus Copyright Advisor and is available to help you evaluate the intellectual property you plan to use.
> [Copyright helps](#)

More information for faculty:

- [Faculty Circulation Policy](#)
- [Tools for creating plagiarism–proof assignments](#) and more on the topic.

 [FIND A CAREER](#)
[My Next Move](#)