What can COM Library do for you?
COM Library offers a number of services to our faculty. These include library instruction for classes, placing materials on reserve, selecting books, and more. COM Library encourages faculty to develop an active partnership with the Library so that together we can better serve our students.

Collection Suggestions
We welcome suggestions for our book collection anytime, but especially when a new program is starting or when new topics will be covered in existing classes. You can suggest specific books or just let us know if you need books on specific subjects. We can also look into acquiring new databases and journals at your request.

The Faculty Page (http://library.com.edu/How_To/The_Faculty_Page/index.html)
We’ve created a web page just for you! From this page you can access:

- Latest headlines from the Chronicle of Higher Ed with direct links to special interest sections and articles—available on and off campus
- How to Create an Electronic Reading List
- How to Create Library Friendly Research Assignments
- How to Set Up Current Awareness Tools
- How to Place Materials on Reserve
- The Faculty Survey—tell us what you think!
- And lots more!

Guides
We have created a number of online guides that are available to our students 24/7, as well as select print guides that they can pick up in the library. Our most popular guides are The Research Tutorial (how to do college level research) and MLA Style. With enough lead time we’re also happy to create guides for you on special topics.
Library Instruction
Let us help you get your students up to speed for their research assignments. We can show them the best resources for college level research and include hands-on training. Training for a specific assignment is especially effective. Not only are students more engaged, if they run into problems during class they can get immediate help, and that makes it easier for them when they’re on their own.

Reference
It’s not just for students! If you are running into trouble with your research, we can help point you in the right direction.

Remote Access to Online Resources ([http://library.com.edu](http://library.com.edu))
You and your students can access all our databases, eBooks, Web pages and the library catalog, COMCat, off campus!

Reserves
We can place materials on reserve for you when you anticipate high demand, or if you’d like to loan items that you own. Reserve materials may be library use only or something a student can take with them for 1 day or more. It’s all up to you!

Library Contacts
Questions, concerns, suggestions, whatever—who to contact for what:

- **Instruction, Guides or Database Suggestions**
  - Kathy Park  x 201
  - email kpark@com.edu
- **Reference or Book & Journal Suggestions**
  - Erika Sollosi  x 204
  - email esollosi@com.edu
- **COMCat or Remote Access** (if you can’t log in off campus)
  - Kathie Goldfarb  x 202
  - email kgoldfarb@com.edu
- **Reserves**
  - Tillie Henson  x 205
  - email thenson@com.edu