Welcome to UWSP
The staff of the University Library is happy to serve your and your students’ research and information needs. In addition to perusing this information sheet and the Library homepage, we encourage you to contact a member of the library faculty or staff if you have questions about the Library’s services. The following includes information about some of the essential services you may want to know about the Library and contact information.

Borrowing Materials
Faculty and Graduate students may borrow an unlimited number of items with a UWSP ID card. The loan period for books is 1 semester with a maximum 2-year loan period. The loan period for undergraduate students is 4 weeks (with 2 renewals).

Item Page & Delivery Service
The Library offers both a page and delivery service. This service allows faculty and staff to request items from the Library to be placed on hold at the Circulation Desk or delivered to their office or administrative office, Monday through Friday, (8:00 a.m. - 4:30 p.m.). Requests can be made directly from Search@UW or you may place a request via email libcirc@uwsp.edu or by calling the desk at 715-346-2540.

Resource Sharing
Resource Sharing is a service that allows UWSP students, faculty, staff and emeritus faculty to search the catalogs of all other libraries in the University of Wisconsin System to request titles in our library. Materials will be delivered directly to the Circulation Desk within 2-3 days. You will be notified via email when your materials have arrived.

Interlibrary Loan
Interlibrary Loan will assist you in obtaining research materials that are not available in the University Library. Books not available from other University of Wisconsin campuses through Resource Sharing and copies of journal articles can be requested from other libraries. Many items can be obtained within 24 hours. Some items may take longer (2-7 days or more) depending on availability. For more information, please visit: https://www.uwsp.edu/library/Pages/interlibraryLoan.aspx.

Reserves
Faculty may place materials on reserve or eReserve for students, including books, articles, and multimedia. D2L is the platform for our eReserve system. Materials are posted as a module in D2L. We also help identify, purchase and scan materials, and offer guidance on any applicable copyright rules. For more information, please visit: https://www.uwsp.edu/library/Pages/reserves.aspx.

Instruction
The Library offers instruction sessions for classes (tailored to assignments), three sections of a 1 credit course, LRES 101, “Information literacy skills for college-level research,” and a 1-3 credit internship course, LRES 380. It also assists users through our reference services and individual appointments. For more information, or to request a library session, please visit: https://www.uwsp.edu/library/Pages/libraryInstruction.aspx.

Ordering Materials
Please contact your library liaison (see contact information on back page) for procedures on ordering materials or visit: https://www.uwsp.edu/library/Pages/collectionDevelopment.aspx.

Reference
Please visit: https://www.uwsp.edu/library/Pages/reference.aspx.

Contacting the Library
Library Homepage https://www.uwsp.edu/library
Acquisitions/Thesis Info 715-346-4937
Archives & Area Research Center 715-346-2586
Circulation Desk 715-346-2540
Interlibrary Loan 715-346-2809
Library Administration 715-346-3038
Library Instruction 715-346-4206
Periodicals 715-346-4202
Reference 715-346-2836
Reserves 715-346-3349
### Library Faculty Directory and Liaison Departments

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