**Faculty Development Week: Library Overview**

1. How to use the library’s website
	1. www.nmhu.edu/library



1. How to check out books
	1. Your NMHU Employee ID is your library card.
2. How to access databases remotely
	1. Your NMHU login will give you access.
	2. You have to change your password from the temporary password first.
	3. Some institutions have strict firewalls (schools, government agencies, hospitals). You may have to contact your IT department to get into our resources.
3. How to request a library instruction session for your class
	1. Contact Leslie Broughton at 505-454-3408 or labroughton@nmhu.edu.
4. How to put material on reserve for a class
	1. Contact Raymond Chavez at 505-454-3403, chavez\_ray@nmhu.edu or April Kent at 505-454-3139, ajkent@nmhu.edu. For Albuquerque Center reserve requests, contact Helen Robertson at 232-6000, hsrobertson@nmhu.edu.
	2. Both e-reserves and physical reserves are available.
5. How to use the Interlibrary Loan Service
	1. Set up an account from the library website, or
	2. Come to the library’s main desk for assistance.
6. Please encourage your students to take the Library Research Class – Advanced and Basic available—see flyers.
7. Contact us if you have any questions.
	1. See other side of this handout for all librarians’ contact information.