

Advanced Research Policy

Requests for assistance are filtered through the Information Commons Desk via phone, email or personal contact. The Information Commons Staff assists students in finding and using the library's resources. Information Commons Staff are trained to give assistance in obtaining materials for a term paper or getting information on a specific subject. Staff members will provide instruction in the use of periodical indexes, reference tools, and in the use of Information Commons Catalog, software on the workstations in the Information Commons and CD-ROM applications on our workstations. Any unmet needs are entered into the advance research calendar as well as forwarded to the advance research department/individuals who follow up with some form of same day response or answer.

Simply put...

Requests for advanced research are filtered through the Information Commons Desk via phone, email or personal contact. Any unmet needs are entered into the advance research calendar as well as forwarded to the advance research department/individuals who follow up with some form of same day response or answer.

Procedure...

1. The Information Commons staff receives the request from students (via phone, email or personal contact)
2. The Information Commons staff answer general information and if unable to answer the request they proceed to step three.
3. Any unmet needs not answered by the Information Commons staff are entered into the advance research calendar as well as forwarded to the advance research department/individuals
4. The advance research department/individuals follows up with some form of same day response or answer.
5. When the request has been completed the advance research department/individuals will note that in the advance research calendar.