

Library Services

Library

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Interlibrary Loan (ILL):

ASU students, faculty, or staff seeking books or articles not available at our library or through GIL Express may request them from another library through Interlibrary Loan. Request forms are available online and at the Circulation Desk. You will be notified by phone or e-mail when your Interlibrary Loan Request has arrived.

Reserves:

Faculty Reserves: Faculty may make specific materials available to their students by placing them on reserve at the Circulation Desk. Some materials may be placed on three-day reserve or one-week reserve at the faculty member's discretion.

Course Textbook Reserves: Reserves are checked out for two hours and must be used on the 2nd or 3rd floors in the library. To check to see if a textbook is available in the reserve room [visit the Online Public Catalog](#). A RAM ID or valid picture ID and the textbook's library call number are required for checkout.

Government Documents:

The library has a number of government documents. These materials do not circulate from the library. Exceptions are made for special needs.

Scholarly Journals & Periodicals:

The library receives approximately 300 scholarly journals and periodical titles in both print and microform formats dealing with a wide range of subjects. Scholarly journals and periodical holdings are listed alphabetically in the **Serial Printout** in the Serials Collection on the 2nd and 3rd floors in the library or can be viewed in the OPAC at gil.asurams.edu.

ASU Archives

The Albany State University Archives is a collection of historical papers and resources that detail the history of Albany State University. In order to access information in the Archives, please call for an appointment at 229.430.4799. You must provide a 24 hour notice for the request to be filled. Your request will be taken, and the materials that are requested will be retrieved by a library staff member for use. Click here to access the [Archives Materials Request Form](#). For more information about archives click [here](#).

ERIC:

The ERIC Collection (Education Resources Information Center) is the product of a nationwide information network which provides ready access to educational literature. Sources of the documents contained in ERIC include : state and local educational organizations, school study councils, regional and national conferences, etc. [Click here to view the ERIC website](#).

Newspapers:

The Albany Herald and the Wall Street Journal are available at the Circulation Desk on the second floor. The Albany Herald may be accessed on the web by clicking [here](#). Most newspaper backfiles for *The New York Times*, *The Albany Herald* and *The Atlanta Journal-Constitution* are available on microfilm. Microfilm/Microfiche may be viewed on the U-Scan reader printer located on the second floor. [Several newspapers may be accessed digitally through GALILEO by clicking here](#).

Library Bibliographic Instruction Tours:

Faculty may request bibliographic instruction for specific library resources related to their classes. These sessions include a library tour and a computer demonstration of GALILEO (Georgia Library Learning On-Line) and the GIL (Galileo Interconnected Libraries) RAMCAT. Bibliographic instruction may be requested by calling the library at (229) 430-4799 or by [e-mail](#). [Click here to view the Bibliographic Instruction Request form](#).