Reference Services
The following services are available to the Kean community:

- **On-Site Reference Service**
  Reference librarians are available during most weekday Library hours to answer research questions at the Reference Desk located on the first floor of the Nancy Thompson Library.

- **Phone Reference Service**
  Speak to a reference librarian at (908) 737-4629 during most weekday Library hours.

- **E-mail Reference Service**
  To submit reference questions by e-mail:
  √ Go to the Kean Library home page, [http://library.kean.edu](http://library.kean.edu).
  √ Click **Ask a Librarian**.
  √ Click **e-mail**.

**Research: Catalog, Databases, Online Journals**
The Kean University Library provides access to many electronic research tools, including an online catalog, research databases, E-books, and full-text online journals. From the Kean University Library home page, [http://library.kean.edu](http://library.kean.edu), you will be able to access:

- **Books, E-books, Videos, & More** (through the Kean Catalog)
- **Articles & More** (through the Databases, Full-Text, E-journals)
- **Periodicals List** (holdings information for the Library’s journals, magazines, newspapers)
- **Research Guides** (subject-specific research resources)

Access to many of the Library’s e-books and off-campus access to the Library’s databases require that you log in with your Kean Google username and password.

**Library Barcode**
A Library Barcode is your “key” to the Library’s services and collections. Please bring your Kean photo ID card to the Circulation Desk, so that you may receive a Library Barcode for your ID card. Your Library Barcode will enable you to check out books from the Library.

**Book Circulation**
Faculty who do not have overdue books may check out each book for a semester. For questions regarding book circulation, please contact Anita Nash at (908) 737-4615 or anash@kean.edu.

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Originally compiled by Linda Cifelli, Caroline Geck, Janette González, Shirley Horbati, Jean Mattson, Eleanor McKnight, Chrisler Pitts, Hongyi Sun, and Luis Rodriguez. Updated November 12, 2015.
Interlibrary Loan Requests
When the Library does not own a book or periodical that you need, you may request that the book or a photocopy of a specific periodical article be sent from another lending library. You will be notified when books are available for pick up at the Circulation Desk. Copies of articles and book chapters will be emailed to you. To submit Interlibrary Loan requests:
√ Go to the Kean Library home page, http://library.kean.edu.
√ Click Interlibrary Loan.
√ Click one of the Interlibrary Loan Request Form choices.
√ Fill out the form, then click Submit this form.

For questions regarding Interlibrary Loan, please contact Kimberly Fraone at (908) 737-4600 or keanill@kean.edu.

VALE Reciprocal Borrowing Program
The VALE Reciprocal Borrowing Program is a cooperative onsite borrowing agreement among 47 participating VALE member colleges and universities. Faculty from participating institutions who are in good standing at their home library qualify for onsite borrowing privileges at the other VALE libraries. Faculty must obtain a signed "VALE Reciprocal Borrowing Application Form," available at the Kean University Library, before they can borrow at one of the participating libraries. Visit http://www.valenj.org/newvale/recbor for more information. For questions regarding the VALE Reciprocal Borrowing Program, please contact Kimberly Fraone at (908) 737-4600 or kfraone@kean.edu.

Faculty Book Requests
Faculty members may recommend the purchase of specific library books by filling out a “Library Book Request Form.” Obtain your department’s ID and password from your department chair or library liaison. To request the purchase of specific book titles during the book request period:
√ Go to the Kean Library home page, http://library.kean.edu.
√ Click Forms.
√ Click Library Book Request Form.
√ Type your department’s ID and password.
√ Fill out the form, then click Send.

For questions regarding faculty book requests, please contact Kimberly Fraone at (908) 737-4600 or kfraone@kean.edu.

Library Reserves
Faculty may place required-reading items on reserve at the Circulation Desk. Please submit Library Reserve forms at least 2 weeks before the assignment. Up to 15 items may be placed on reserve for each class. To place items on reserve:
√ Go to the Kean Library home page, http://library.kean.edu.
√ Click Forms.
√ Click Library Reserve Form.
√ Fill out and print the form.
√ Bring the form and reserve materials to the Circulation Desk.
Personal copies may be picked up within two weeks after the semester ends. Unclaimed materials will be sent to the requester’s campus address.

For questions regarding Library Reserves, please contact Anita Nash at (908) 737-4615 or anash@kean.edu.

Library Instruction
Librarians provide library orientations and instruction sessions for classes to help support student development of research and information literacy skills. To schedule a library session for a class:
√ Go to the Kean Library home page, http://library.kean.edu.
√ Click Forms.
√ Click Library Instruction Request Form or Library Instruction Request Form for Kean Ocean Classes.
√ Fill out the form, then click Send.
For questions regarding library instruction, please contact Linda Cifelli at (908) 737-4603 or lcifelli@kean.edu.

Multimedia Materials
The Library no longer houses media material for use by academic departments; all previously held media material have been sent to the departments that most used them. Please refer to http://libguides.kean.edu/onlinemultimedia for more information as well as access to the Library’s Online Multimedia Resources.

Kean University Archives and Special Collections
The New Jersey Collection houses rare printed materials about New Jersey, with a focus on the history of the University’s immediate vicinity. The Archives is the repository for selected permanent and historical records about the history and development of Kean University of New Jersey. For information about Kean University Archives and Special Collections, please visit http://archives.kean.edu.