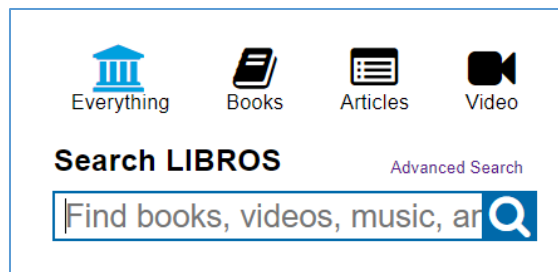


Graduate Assistant Orientation Library Overview August 27, 2021

Library Website: www.nmhu.edu/library

How to Find Books → LIBROS Catalog

Your NMHU id card is your library card. Graduate students can check out 30 items at a time from the library. Undergraduates can check out 20 items at a time. Books will be due at the end of the semester. DVDs circulate for two weeks.



How to Find Videos

- The LIBROS catalog allows you to search for DVDs in the collection, but does not provide access to streaming videos.
- To access streaming videos from the library, go to the Databases by Subject webpage and select Videos. This will give you a list of all the streaming video databases from the library.

How to Find Articles

- Databases – The library provides access to general and subject specific databases.
- Journal Titles (Journal Finder) – NMHU’s A-Z List of Journals, Link resolver in databases.
- LIBROS catalog searches two general article databases, Academic Search Complete (EBSCO) and Research Library (ProQuest) by default.

How to Get Material from Other Libraries

- Las Vegas City Wide Borrowing – NMHU students can get library cards at the below local libraries.
 - Las Vegas Carnegie Public Library
500 National Ave, Las Vegas, NM 87701
(505) 426-3304
 - Luna Community College Library
366 Luna Drive Las Vegas, NM 87701
505.454.2540
- NMCAL Passport – This document lets students borrow items directly from other participating colleges and universities throughout the state. Request a passport at the NMHU library.
- Interlibrary Loan – Request and receive research material, books or articles, not available at Donnelly Library, through interlibrary loan.
 - Submit requests through our Tipasa system. You must first create an Tipasa account.
 - Graduate Students are limited to 10 outstanding requests at a time. Instructors may request an increased limit by contacting libraryloan@nmhu.edu.
 - View [An Introduction to Interlibrary Loan Video](#) for more information.
 - Journal articles are typically sent electronically and are accessed through a link sent through email.
 - Books are sent through USPS and are picked up and returned at Donnelly Library.

Library Main Telephone Number: 505-454-3401. This number is answered by library staff members all the hours the library is open. The library can provide support in person, by phone, by email, by mail, and by Zoom.

Subject: Global - Library Services for Faculty

Welcome Back Highlands Faculty,

New Mexico Highlands University Libraries staff are here to support you as we begin the fall 2021 semester.

To request a library instructional session for your class, contact April Kent at 505-454-3139 or ajkent@nmhu.edu.

To schedule a center visit by a librarian or for more information about library support for distance education students and faculty, contact Kevin Corcoran, 454-3337, kacorcoran@nmhu.edu .

To put material on reserve for a class, contact Jalen Martinez at 505-454-3403, jjmartinez@nmhu.edu , or April Kent at 505-454-3139, ajkent@nmhu.edu. For Albuquerque Center reserve requests, contact Helen Robertson at 505-232-6000, hsrobertson@nmhu.edu.

For information about theses or professional papers, contact Josephine Sena at 505-454-3411 or jlsenag@nmhu.edu.

For research assistance for yourself or your students, contact April Kent at 505-454-3139, ajkent@nmhu.edu.

Donnelly Library has a new Interlibrary Loan software, [Tipasa ILL Service](#), to process your requests. For assistance with Interlibrary Loan, contact April Ortega at 505-454-3481, acortega@nmhu.edu.

NMHU students, faculty, staff, and administrators can sign up for an institutional sponsored online newspaper subscription with the Wall Street Journal and the New York Times through the library!

New York Times Instructions

Go to www.accessnyt.com

and create an account using your Highlands email address and a password you create. Users **MUST** create an account during initial sign in and will be registered as an NMHU user. Registration allows users to download the NYT app to devices and log-in using the account information they create.

Wall Street Journal Instructions

Go to www.wsj.com/nmhu. Sign in with your NMHU username and password and follow the prompts.

Donnelly Library's regular hours for the fall 2021 semester are given below.

Monday-Thursday	7:30 a.m. – 10 p.m.
Friday	7:30 a.m. – 5 p.m.
Saturday	Closed
Sunday	1 p.m. – 10 p.m.

Questions?

Contact the library at 505-454-3401 or libinfo@nmhu.edu