Things Faculty Can Do at the Library

Ask a librarian (RD)
How to find library materials and use library tools. In person, phone, email or live chat.

Course Reserves (CD)
- Articles, chapters of books, previous exams: turn in a clear print copy or e-copy 72 hours in advance. libreserve@aub.edu.lb
- Books: turn in a list of book titles. Circulation Desk

Borrow books & other library items (CD)
100 items for one academic year.
Renew online
Authorize a graduate assistant to borrow items on your behalf

Order articles not available in the library collections (DDS, Library Forms)
Fill e-form to order it through the Document Delivery Services

Order a book or any library item not in the library (AD, Library Forms)
Fill e-form www.aub.edu.lb/ulibraries to order it through the Acquisitions Department

Library Instruction (ISD, Library Forms)
- Classes: reserve a library instruction session for your class
- Tour: book a library tour for your class

Research Guides (ISD, RD)
Subject librarians have developed research guides by discipline. They can also work with you to create customized guides

Journal impact factor, citation tracking, H-index
Know a Journal Impact Factor, ask for or calculate your H-Index (ISD, RD)

Archives and Special Collections (ASC)
Discover the Libraries’ archival collections and primary sources (rare books, manuscripts, maps, photographs, posters, and more)

RefWorks (ISD)
We can show you how to manage and cite your sources using RefWorks and how to share citations with your students

Jafet Library hours

Fall & Spring Semesters
Monday - Friday: 7:30am - Midnight
Saturday: 8am – 8pm
Sunday: Noon – Midnight

Reading Periods 24/7

Summer Semester
Monday - Friday: 7:30am – 9pm
Saturday: 8am – 8pm
Sunday: Closed

www.aub.edu.lb/ulibraries
libreserve@aub.edu.lb
Circulation Desk
ASC
libreserve@aub.edu.lb
ext. 2609/10/35
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www.aub.edu.lb/ulibraries

RD
Reference Desk, Reference Department, main floor, jftref@aub.edu.lb, ext. 2620/2621

ISD
Information Services Department, main floor, libinfo@aub.edu.lb, ext. 2629/2659

AD
Acquisitions Department, acquis@aub.edu.lb, ext. 2628, 2615/16

CD
Circulation Desk
- Engineering and Architecture Library, englib@aub.edu.lb , ext.2633
- Jafet Library, libcirc@aub.edu.lb, ext. 2619
- Science and Agriculture Library, scilib@aub.edu.lb, ext. 2641

DDS
Document Delivery Services, main floor, dds@aub.edu.lb   Ext. 2619

ASC
Archives and Special Collections Department, basement, asc@aub.edu.lb, ext. 2609/10/35

Jafet Library, libcirc@aub.edu.lb, ext. 2619

Science and Agriculture Library, scilib@aub.edu.lb, ext. 2641

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