



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	INFORMATION DESK
PURPOSE:	To provide information/references services for Faculty, Staff and Students.		
PROCEDURE:	<p>A LIBRARIAN is always on duty at the Information/Reference desk. The Librarian is available to assist library users with their research needs. Librarians also teach the CSU, UC transferrable course LIS 85: Introduction to Information Resources course (2 units). The information/reference desk has more information about the course. Computer searching of periodical (journals, newspapers) and other online databases are available in the Reference Area. A list of Laney College Library databases is available at the Information/Reference desk. Books in the Information/Reference area do NOT leave the library building. They are Library Use Only (LUO).</p>		



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DEPARTMENT: Library Services		TITLE: INFORMATION DESK	
KEY WORDS			
DEFINITIONS AND ABBREVIATIONS			
RESOURCES			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			