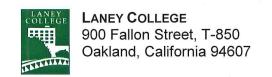


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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	TITLE:	INFORMATION DESK						
PURPOSE:	,								
To provide information/references services for Faculty, Staff and Students.									
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PROCEDURE:	6		/ .						
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) .									
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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Library Services	Т	TTLE:	INFORMATION DESK			
KEY WORDS							
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DEFINITIONS AND ABBREVIATIONS							
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