

- **Scanning** - we can scan sections of books or journals. You can drop off a copy of the section with the relevant bibliographic information or we can locate the book in our collection or through ILL (please note that if it needs to be requested through ILL, the process will take longer). Please be as specific as possible to ensure accuracy.
- **Database Articles** - we can locate and upload PDF copies of articles that you assign your students. (If the article is not available in a database we subscribe to, we can request it through ILL. Please note that if it needs to be requested through ILL, the process will take longer).
- **Textbooks** - the Library has a substantial amount of textbooks available to SJC students and it is a very popular program. However, we are not able to sustain purchasing a copy of every textbook/book assigned each semester. If you think your students could benefit from this service, we ask that you provide us with an instructor or desk copy to loan out. (Please note that we are not trying to discourage students from purchasing their own copy, but we want to ensure that students have access to their textbooks at all times.)
- **Collection Development** – If there is an item you would like to see added for the benefit of your students and the college please contact us with the details. A “Faculty Purchase Request” form can be found on the Library’s website under “Services” or by clicking [here](#).
- **Audio/Visual** - the Library has a growing Audio Visual collection, but if there is a particular item you would like to see added, please contact us.
- **For More Information** – visit the Library’s website or click [here](#).