

# Faculty Guide to Library Services

Saint Michael's College Library & Information Services [www.smcvt.edu/library](http://www.smcvt.edu/library) Aug 2009

## WELCOME TO THE DURICK LIBRARY

### Meet the library liaisons!

**Librarians** are assigned to academic departments to provide information to, and support for, faculty and students. Examples of liaison work include: teaching library instruction sessions, consulting with faculty on integrating research into course assignments, developing web based guides, collaborating on collection selection and evaluation, providing orientation to resources, and supplying guidance with research. Contact your department liaison with questions and suggestions regarding library services.

Liaison	Department	Phone	
Steve Burks	Astronomy Biology Chemistry Computer Science	Environmental Sciences Geography Mathematics Physics	654-2354
Laura Crain	English / Literature		654-2388
Kristen Hinds	Education	Psychology	654-2590
Stacey Knight	History		654-2402
Mark McAteer	Journalism	Political Science	654-2403
Michele McCaffrey	Applied Linguistics Classics Fine Arts First Year Seminar Global Studies	Humanities MATESOL Modern Languages First Year Seminar	654-2411
John Payne	Medieval Studies		654-2401
Elizabeth Scott	Religious Studies	Theology	654-2540
Marilyn Scoville	Anthropology Business Economics	Gender/Women's Studies Sociology	654-2410

### Frequent Questions from the Faculty:

**How do I know what journals the library makes available?** Use the link **Journal Finder** located on the library website in the left hand column to determine locations for print and electronic journals, periodicals, and newspapers. From within the databases, click on the **Check for Full TEXT** link. This link will trigger a search to locate the full text of an article in all of the library databases and online journals.

**Can I access databases and online journals from off campus?** Yes, just go to the library website and select the database or journal you would like to use. You will be prompted for your MikeNet username and password. This will give you access to all online resources for the duration of your session.

**Can I link to electronic articles from eCollege?** Yes. It requires that you use the "durable" link to the article and that the link goes through the proxy server so your off-campus students can access the articles. An online tutorial covering the linking steps is available from the library's **Faculty and Staff** information page (access via the library's home page, right hand column.) eCollege training will also include sessions on linking to articles. If you need one on one help, contact your library liaison.

**How do I know what databases the library has in my discipline?** From the library homepage, select **Research by Subject**. The subject page you then select includes all of the article and reference databases relevant to the discipline, along with key print reference sources and websites.

# THE ABC'S OF ACQUISITIONS

**T**he Library Staff strives to accommodate the needs of all faculty, and to provide current materials for all courses. If you cannot find the books, videos, databases or periodicals you need for your classes in our collection, please let us know, and we will endeavor to purchase them.

## How are library purchasing decisions made?

Library materials are selected and acquired based on collection management principles that reflect the teaching and research requirements of the College. Priority is given to purchasing materials that directly support student research and the curriculum.

## What types of material does the library purchase?

The library acquires materials in a variety of formats, including print materials (books, periodicals, maps), microform collections, video and audio recordings, CD-ROMs, full-text databases and electronic indexes.

## How can I submit an order for materials?

You can recommend materials in a number of ways. First, you may submit a request through your library liaison. You can find the name of the liaison for your department on page 1 of this guide. You may also request materials by using our web form, or by sending an email to Laura Crain, Associate Director for Collection Services at [lcrain@smcvt.edu](mailto:lcrain@smcvt.edu). You may submit requests by phone or email, or you may submit a book review, web print-out, a bibliography, a page from a newspaper, or even a handwritten note.

## Do all requests receive equal consideration?

Resources are limited, therefore we need guidance from you on the priority of materials you are requesting. Especially for longer lists, we ask that you give a priority rating for each of your purchase requests as follows: (1) Essential, (2) Important or (3) Useful.

## How long will it take for my materials to arrive?

We will do our best to fill every order within the time frame requested, however we appreciate your patience with variables outside our control. Domestic books, DVDs, and rush, reserve or personal hold orders generally take two weeks; regular orders take from two weeks to several months. Items from very small publishers and back-ordered titles will be among those orders that take longest. Foreign books and videos can take from two weeks to several months.

## Will I be notified when my materials arrive?

For orders marked RUSH and PERSONAL HOLD you will be notified and the item will be held at the Circulation Desk. We do not send out notices when regular, reserve, or standing order items arrive. Please note that we advise you to keep copies of your orders before submitting them in the event that you need to refer to them in the future.

**What is the procedure for ordering periodical subscriptions?** Due to escalating serials prices, and an annual inflation rate of 9 to 11 percent on periodical subscriptions, the library is able to add new subscriptions only after undertaking a review of all periodicals in a given subject area.

**For more information**, please contact Laura Crain, by phone (654-2388) or email ([lcrain@smcvt.edu](mailto:lcrain@smcvt.edu)).

## Taking Advantage of Interlibrary Loan

Contact Kristen Hinds (654-2590) with questions about ILL.

### How do I request materials?

**My Interlibrary Loan** (<http://www.smcvt.edu/library/services/myaccount.asp>) allows you to request materials, check the status of ILL requests, and request renewals. While using a library database, click **Check for Full Text**. If the SMC Library doesn't have it, you can click on "Submit Interlibrary Loan Request." This prompts you to log into **My Interlibrary Loan**. Your request form will be populated with information about the article or book you want and your own account info. Click "Submit Request." Once the ILL office has placed the request, you will be able to see the status of your request in **My Interlibrary Loan**. Use your MIKENET username and password to log in.

### Can I request materials located at UVM?

Yes, materials held at UVM can be requested from ILL. A courier service between SMC, UVM, and Middlebury College occurs twice weekly. SMC students and faculty can also check items out directly from the main libraries at UVM, Middlebury, and Champlaine College.

### Are there charges for ILL?

There are no charges for SMC faculty, staff or students.

### How long will it take to get materials through ILL?

The average turnaround time is eight days for books and four days for photocopies. Once materials arrive, an email notification is sent.

### Where do I pick up ILL materials?

Items are left at the Circulation Desk for pick up. Photocopies sent to ILL electronically will be forwarded via email to you.

### How long can I keep ILL materials?

Photocopies are the property of the patron and do not need to be returned. The due dates for books are determined by the lending institution. Renewal requests can be made from **My Interlibrary Loan** and must be made prior to the item's due date. If renewal is denied by the lending institution, the patron will be asked to return the item.

# ALL YOU NEED TO KNOW ABOUT RESERVES

The SMC Library is pleased to place on reserve materials required for use in courses. Items remain on reserve for one semester, unless specifically requested by the instructor. The following guidelines ensure that items get to the reserve room as quickly and accurately as possible, and that they comply with all copyright laws.

## How Do I Place Items on Reserve?

Please completely fill out the Reserve Room Submission Form available at <http://www.smcvt.edu/library/about/policies/reservescopyright.asp>.

You may fill it out and submit it electronically or submit it in person to Kathy Godlewski at the Circulation Desk. Essential information on the form includes the professor's name, course number, title, author and call number of the item. A copy of the syllabus or the URL for your electronic syllabus must accompany this form as well as documentation detailing copyright permission or letters requesting copyright permission. An incomplete submission will trigger a return of material to you delaying access for your students.

## How Long Does It Take to Process an Item for Reserve?

To guarantee that your materials are available at the start of a new semester, submit items no later than one week before the first day of classes. Once the semester has begun, allow at least three days for new items to be processed for reserve.

## What Can Be Placed on Reserve?

We process numerous items each semester, most during the first three weeks, and only those materials that are required reading, viewing, or listening for courses are put on reserve.

## How Long Do Reserve Items

**Circulate?** Reserve items are for in-library use only. They circulate for two hours but may be renewed if no other student has requested this item. Videos

and audios with running times in excess of two hours are given additional circulation time, as appropriate.

## How Do I View a List of My Reserves?

Once reserve items have been processed, you can view your reserve lists in the online catalog. Select "Course Reserves" from the library web pages.

## Can I Find Out Who has Checked Out a Reserve Item?

No, by law, all circulation records are confidential.

**Books Owned by the Library:** It is the faculty member's responsibility to pull books from the shelves for reserve. Reference books are not normally placed on reserve.

**Books Not Owned by the Library:** If books are not listed in the online catalog, the Library will attempt to purchase them. You may order them using the online form:

<http://www.smcvt.edu/library/departments/collection/ordering.asp> or orders may be made directly to the Acquisitions Department. Be sure to indicate that the item is for reserve and include the course number. Acquisitions staff will attempt to purchase these items for the collection and will notify you when they are received. Allow 4 to 6 weeks for shipping and processing.

**Personal Copies** of books and periodicals may be placed on reserve when the library is unable to acquire a copy or until it is received. Search the online catalog to determine whether the Library already owns a copy before submitting your own copy. **Note:** Personal copies of books and photocopies cannot be protected from the wear and tear of heavy reserve use. Personal copies must be marked and bar-coded for use with our automated circulation system. The Library cannot assume liability for personal copies that are lost or mutilated.

**Videos, DVDs, Audio CDs and Audiotapes** in the library collection circulate and must be placed on reserve to ensure their availability to your students. Unauthorized copies of videotapes or audiotapes will not be placed on

reserve and will be returned to you.

**Photocopies:** Faculty must write or attach a full bibliographic citation on the cover sheet of each photocopied item to conform to the College copyright policy. Photocopies received without a full copyright citation will be returned, thereby delaying placement on reserve. Please be sure copies adhere to the SMC Copyright Policy. Guidelines are available at

<http://www.smcvt.edu/library/about/policies/copyright.asp>. Circulation staff will stamp all copies with a copyright notice. If you have requested or received permission to use a copyrighted document, please include all pertinent information with your submission. Faculty are responsible for providing copies; a copier that accepts your department code is available in Durick 226. Most items available full text using a library database can be made available to your students as an electronic reserve. Additional information concerning reserves is available at [http://www.smcvt.edu/library/about/policies/reservescopyright.asp#Reserves\\_and\\_Copyright](http://www.smcvt.edu/library/about/policies/reservescopyright.asp#Reserves_and_Copyright). Contact Mark McAteer for copyright questions at 654-2403.

## Special Note on Photocopies from

**Books :** If the library owns the book from which the photocopy is made, we will place the book on reserve. If we do not own the book, we will make every attempt to purchase it for the collection.

**Thousands of items are placed on Reserve each term.** We ask for your understanding and cooperation in expediting a complex process which must meet the requirements of students, instructors, copyright law, and our automated library system. **Contact Kathy Godlewski,** 654-2419, with your questions.



# REFERENCE AND INSTRUCTION SERVICES

## Reference Services

**R**eference services are available to assist students, faculty, and staff with research and information retrieval. The librarians' goals are to facilitate access to the vast resources available to the college, and to assist individuals with developing information literacy skills including how to locate, evaluate and select reputable and reliable information sources.

### What services do the reference librarians provide?

- Serve as research consultants
- Connect students with the best possible resources
- Assist students with structuring and mapping research
- Clarify the evaluation of resources
- Differentiate between scholarly and popular literature
- Demonstrate effective subject and keyword searching
- Provide direction with database and Web searching

### Where are reference services located?

The reference desk and the reference print collection are located just inside the main entrance to the library. Electronic resources are available through the library website subject guides and database pages. Go to the library URL: [www.smcvt.edu/library](http://www.smcvt.edu/library) to access the library catalog as well as other selected resources.

### What are the reference desk hours?

Students and faculty are invited to stop by the reference desk for immediate assistance. The reference desk is staffed:

Monday — Thursday 9:30 a.m. to 9:30 p.m.

Friday 9 a.m. to 5 p.m.

Sunday: 1 p.m. to 8 p.m.

### May faculty and students set up appointments for consultations?

The librarians encourage individual consultations. Contact a library liaison or reference services.

Telephone: 654-2405

Email: [referencelibrarian@smcvt.edu](mailto:referencelibrarian@smcvt.edu)

Electronic request forms available on the Web, <http://www2.smcvt.edu/library/resources/consultation.htm>

## Library Instruction Services

Librarians collaborate with faculty to design and deliver instruction that will assist students with their research as well as equip them with information literacy skills for lifelong learning.

### Why should faculty use class time to schedule instruction for students?

Many students do not know how to research a topic effectively, efficiently and thoroughly. Students view the Internet as an easy, dependable resource and often do not question the reliability of website information. The librarians collaborate with faculty to plan instruction that will prepare students for the wise and effective selection, evaluation, and use of reputable sources. Students will engage in lessons that guide them toward acquiring information literacy skills for lifelong learning.

### What kinds of instruction are available?

Librarians work with faculty to design instruction that accommodates the needs of students and complements the requirements of specific assignments. Instruction may include the following:

- Selecting and searching databases and catalogs
- Locating books and journal literature
- Identifying reference sources
- Developing effective search strategies
- Evaluating resources including Internet sources
- Requesting materials through ILL
- Identifying proper formats for documenting and citing
- Introducing students to RefWorks--a citation builder database

### What is information literacy?

Information literacy skills prepare students to think critically and use information wisely and effectively in their academic, professional, and personal lives. Further discussion about information literacy skills is available on the library instruction Web page:

<http://www.smcvt.edu/library/departments/reference/infolit/default.asp>

*Contact your library liaison for more information about the instruction program or visit the library website:*

<http://www.smcvt.edu/library/departments/reference/instruction>

**Research by Subject** pages: Substantial new content has been added in many areas on the **Research by Subject** pages. We encourage you to review the library's subject guides for your discipline and send any suggestions for additions or enhancements to your library liaison.