

IVY TECH REGION 6 LIBRARIES FACULTY/STAFF INFORMATION GUIDE (Summer 2006)

Welcome to Ivy Tech Region 6 libraries! The following information is provided to assist faculty and staff in making full and frequent use of library facilities, resources, and services. While the libraries on the Muncie, Anderson, and Marion campuses hold many of the same resources and provide basically equivalent services, there are occasional differences that are noted in this guide. As change is inevitable, library users are always encouraged to contact library staff members for further information whenever there is a question about library services.

LIBRARY STAFF

Susan Clark	Regional Library Director; jsclark@ivytech.edu
Sharon Griffith	Librarian—Muncie, Shafer Library; sgriffit@ivytech.edu
Steve McLaughlin	Library Assistant—Muncie; smclaugh@ivytech.edu
David Sarah	Library Assistant—Muncie; dsarah@ivytech.edu
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Janina Herring	Library Assistant—Marion; jherring@ivytech.edu

PHONE NUMBERS

Shafer Library	(765) 289-2291 Ext. 1321—Susan Clark Ext. 1450—Sharon Griffith, David Sarah Ext. 1451—Steve McLaughlin
Anderson	(765) 643-7133, Ext. 2313
Marion	(765) 651-3100, Ext. 337

HOURS OF OPERATION

Shafer Library, Muncie	
Monday – Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 4:30 p.m.
Saturday (closed in summer)	8:00 a.m. – 12:00 p.m.
Anderson Ivy Tech Library	
Monday – Friday	7:30 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 12:00 p.m.
Marion Ivy Tech/Tucker Library	
Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

*The Marion library is staffed by Ivy Tech and Tucker Vocational employees available to serve any library customer.

****Please note that hours at Region 6 libraries may vary according to semester breaks, holidays, staffing, etc. At such times, revised hours will be posted.**

LIBRARY RESOURCES

PRINT MATERIALS

Each campus library carries a wide selection of general collection and reference books. Books in the general collection may be checked out for two weeks and renewal is available. Faculty can apply for a library card online, using the form linked under “Help guides” (or you may [click here](#) if you have Internet access); or give us your contact information at the circulation desk. Reference books may not be checked out of the library; however, should there be a need, instructors are welcome to discuss short-term use of particular reference items with the library director. (When you encourage your students to get a library card, remind them to bring a photo ID to the library.)

Periodicals and newspapers—current and past issues—are items that do not circulate, though, as with reference items, short-term accommodations may be made on occasion.

AUDIO-VISUAL EQUIPMENT/SOFTWARE

***General information; details will vary depending on library.**

Through the libraries, instructors have access to a wide variety of audio-visual equipment, including TV/VCR units, slide projectors, camcorders, audiocassette and compact disc players. In addition, some TV units may be outfitted with DVD players. Also available for checkout are video and audiocassettes and slides. Depending on the library, equipment may be checked out through the automated circulation system or through a sign-out form. In most instances, borrowers are expected to pick up and return equipment and all other materials to the library.

An AV catalog listing videos available on the Muncie campus by program, is available in Shafer Library (on our [website](#)). Many videos in this catalog will be available on the other campuses, and if not, may be requested from Muncie. They are also searchable in IvyCat (limit your search by campus, and include the word “videorecording” in the keyword search box).

**With the exception of selected math tapes, students may not check out library videos; if a student wishes to use a video from the library collection in a class presentation, it will be necessary for the instructor to check out the video for class time use only.*

It is advisable to schedule equipment and software use in advance. Loans are made on a first-come-first-served basis. If an item is scheduled for use and the need changes, please alert library staff so other borrowers may have access. (Instructors must reserve AV equipment, even if students need it for presentations; in other words, you are taking responsibility for it.)

Generally, audio-visual equipment and software items are borrowed for the length of a class period, though videos checked out through the circulation system are automatically on loan for two days. If a longer loan period is needed, please make

arrangements with a library staff member. With this in mind, please be prompt about returning library materials—much library staff time and effort is expended in tracking down overdue videos and fellow instructors are placed at a disadvantage when needed resources have not been returned to the library.

ONLINE RESOURCES

Along with Ivy Tech libraries around the state, Region 6 libraries are proud to offer faculty, students, and staff the Virtual Library. Developed by the librarians of Ivy Tech, the Virtual Library is a comprehensive gateway to the Internet and College resources. To access, simply enter the URL: <http://www.ivytech.edu/library/east-central>. Through this page, literally thousands of quality Internet websites are available for use.

Through subscriptions and publication agreements, Region 6 libraries offer several full-text, online database resources. Available to students, faculty, and staff are:

- SIRS Renaissance
- ProQuest Nursing
- ProQuest Tech
- ProQuest Psychology
- ProQuest Criminal Justice
- EBSCOhost (including Academic Search Premier and PsycARTICLES)
- Gale Health and Wellness Center
- Gallup Brain
- Lexis-Nexis/Academic Universe
- Biography Resource Center
- Informe (Spanish database)
- Access Science
- Encyclopedia Britannica
- NetLibrary
- Books 24X7
- Opposing Viewpoints
- Congressional Quarterly Researcher
- xReferPlus (100 reference titles)

Please note that most of these resources are also available off-campus—on-screen instructions are provided when accessing the VL away from campus, or you can use the Library tab in Campus Connect.

****When assigning projects to students, please remember that the above resources, while accessible through the Internet, are part of the Virtual Library and simply online versions of the print materials. Library staff members often spend time contacting faculty and assuring students that articles from these databases are acceptable for papers when students come in with instructions that they may not use Internet resources.***

Additionally, instructors and staff have access to the PBS VIDEO *database* of America's History and Culture, a rotating collection of over 400 PBS videos. Lesson plans and a variety of printouts are available with this collection, and access to these tools and a searchable index is obtained through the Virtual Library home page.

FACULTY DEVELOPMENT

Each Region 6 library maintains a faculty development collection. Books and videos in this area may be checked out for two weeks.

SERVICES

TOURS/ORIENTATIONS

Beginning with the Spring 2004 semester, library orientation sessions have been changed. In response to larger class sizes, limited computer workstations, and time allowances, the general tour and orientation to the library is now possible online (working better in library or on campus). We believe that this new library orientation process will give your students a solid introduction to the Ivy Tech libraries and services available to them. In addition, once your class has completed this initial phase of library instruction, we encourage you to schedule library time to allow students to work on research projects with the assistance of library staff and/or to arrange in-depth research instruction to databases and services important to a given assignment or your program area. (There are forms in the library, or [online](#), to schedule this subsequent instruction.)

The library modules include the following information:

- **Visit Your Library** (about 15 minutes)—Students begin this virtual tour at the library's door; they see first-hand the collection of library resources available to them, and Library Director Susan Clark introduces them to services and procedures that will give them a good understanding of how the library works and who is available to provide assistance.
- **Overview of the Virtual Library** (15 minutes)—In this module, students are given the basics in accessing and using the electronic resources available through Ivy Tech's Virtual Library. Mini-tours on several additional online services are also available. (Use with the handout, "New Virtual Library Guide" online or find it in the display rack.)
- **IvyTILT**—Region 6's own information literacy tutorial! Students can make their way through the six modules that comprise this program and as they do so, come away with a solid understanding of how to select the right resources for a particular project, how to search the online catalog and the Internet, and how to choose topics, select articles, and cite sources.

We recommend that your students complete the Visit Your Library Tour, the Overview of the Virtual Library, and IvyTILT modules and answer the questions associated with each. To ensure that your students are completing their assignment, you may instruct them to print and turn in their question responses to the virtual tours and their quiz answers to IvyTILT.

Students have several options available to them in accessing the library modules: they can use any campus or off-campus computer with Internet capabilities (plus sound) and click "Today @ your library" on the Virtual Library page, or find direct links in the library.

Finally, as part of the orientation process, after you direct your classes to go through this introduction to the library, instructors please fill out and submit the short form 'Virtual Orientation' under Faculty Resources at Today @ your library. Doing so will help us gauge how this new process is working and give us the count we need for annual statistics reports.

INTERLIBRARY LOAN

Faculty, staff, and students are invited to request materials from any Region 6 library and other libraries around the state and country via interlibrary loan. [Forms are available online](#) (linked on the “Help guides” menu) and at each Region 6 library to facilitate this process. Please ask library staff members for assistance.

Do be aware that every lending library has its own specific policies regarding ILL; most print materials are loaned, but A-V materials (i.e. videocassettes) are usually not available. Additionally, a lending library may charge a fee to loan certain items, but that is a rare occurrence and borrowers always have the option of paying the fee or canceling the loan before it is processed.

An exception to audio-visual interlibrary loan is made within Region 6 itself. Requests for videos and other resources between the three campuses can usually be honored within a matter of days.

Apart from Region 6, please bear in mind that items borrowed through interlibrary loan may take anywhere from one to three weeks to obtain, so it’s best to plan ahead. Also note that borrowing times are usually generous, and as these materials do not belong to our libraries and late returns are costly and endanger future borrowing privileges, faculty members, as well as students, will be charged \$1.00 per item per day for overdue ILL material, and \$5.00 per day for videos borrowed from Ball State through our courier service.

BALL STATE COURIER SERVICE

Shafer Library has an audio-visual borrowing agreement with Ball State University. Instructors may arrange to borrow videos from BSU for one week, if time and location permit. Each week on Monday (or Tuesday), a library staff member is available to go to Ball State to pick up videos—requests must be submitted no later than the Friday before. Instructors who borrow these items must return them to Shafer Library no later than the following Monday morning. (Instructors from Anderson and Marion must be willing to pick up and return videos to Ivy Tech Shafer Library in Muncie.)

Please bring to the attention of library staff any Ball State video titles likely to be borrowed on a regular basis—they will be considered for purchase.

**Please do not ask to borrow the Ivy Tech/BSU library card and do not attempt to borrow videos directly from Ball State using the library director’s name.*

SUGGESTIONS/REQUESTS

Ivy Tech Region 6 libraries welcome suggestions and requests from faculty and staff as to material purchases that would meet the educational goals of the College. While it may not be possible to honor all suggestions, every attempt will be made to accommodate the need.

[Request forms](#) are available online in the Faculty Resources section of Today @ your library; once completed (with as much information as possible, please) they may be submitted for consideration.

RESERVE MATERIALS

Instructors may place materials on reserve at any of the three Region 6 libraries. Please leave staff members with detailed instructions as to how you would like the material maintained, distributed, etc.

Materials must be picked up at the end of each semester unless instructors make renewal arrangements with library staff.

REGIONAL LIBRARY WEB SITE: Today @ your library™

When you visit our VL page, you will see on the right a link for [Today @ your library™](http://www.ivytech.edu/library/muncie/shafer) (<http://www.ivytech.edu/library/muncie/shafer>) -- a new service we are offering our region. This site offers an ever-expanding number of resources and tools that should be useful to you and your students. Along with library news and recommended web sites, Today @ your library™ makes many forms and resource guides available online (including the one you are reading now!). Tools for general use include our library brochure and handouts, such as “Evaluating Web Information.” Look for Faculty Resources in the column on the left side of the page where you will find tools such as those listed (and linked) here:

- [Library Assignment Alert Form](#) (to let us know of assignments which may bring whole classes to the library to use particular resources, putting them in high demand; or when something special is needed)
- [Library Instruction/Orientation Request](#) (to request a library session for specific instruction after your class has completed Virtual Orientation)
- [Purchase Recommendation Form](#)
- [Research Strategies Assignment](#) (sample for student use)
- [Tips for Creating Effective Library/Research Assignments](#)
- [Alternative Research Assignments](#)
- [Professional Development Resources](#) (links page by John Fribley)
- [Beyond the Textbook](#) -- Librarian John Fribley's guides for integrating online library resources into the curriculum
- [AV Materials Catalog](#) (large Word document)
- [Faculty/Staff Information Guide](#) (online .pdf version of what you are reading now)