

# **Library and Information Services Academic Support Manual**

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# **FACULTY LIBRARY MANUAL**

## **WELCOME**

On behalf of St. Johns River Community College's library system, we would like to extend our welcome to all new and returning faculty members.

Once again, the Library Faculty Handbook has been updated, and we hope that this handbook facilitates and invites your use of our three facilities.

The Library Staff

## **INTRODUCTION**

The three libraries of St. Johns River Community College (henceforth Library) recognize their basic responsibility to provide materials and services in support of the instructional program.

As an instrument of instruction, the library must stay abreast of curriculum developments, and its holdings must reflect the purpose of the institution. Apart from its instructional function, the library is committed to furnishing the means for stimulating the cultural and intellectual growth of both faculty and student body.

Close cooperation between the faculty and the library is necessary in developing and integrating the library as a part of the instructional program. We further recognize the necessity for maintaining communications with all faculty members in developing the library as one of the most important intellectual resources of the college community.

The purpose of this handbook is to encourage full use of each library as an instrument of instruction through the close cooperation of instructors and librarians. Any suggestions, criticism and assistance in achieving this purpose will be fully appreciated.

CARMEN M. CUMMINGS  
Dean of Library Services

CHRISTINA WILL  
Campus Librarian  
St. Augustine Campus

DIXIE YEAGER  
Campus Librarian  
Orange Park Campus

## LIBRARY STAFF & CAMPUS LOCATION

### Professional Staff

Cummings, Carmen M.	Dean of Library Services
Bass, Royce	Public Services Librarian St. Augustine Campus
Benjamin, Ruth	Public Services Librarian Palatka Campus
Biggs, Eric	Public Services Librarian Orange Park Campus
Smith, Joyce	Public Services Librarian Palatka Campus
Will, Christina	Campus Librarian St. Augustine Campus
Yeager, Dixie	Campus Librarian Orange Park Campus

### Paraprofessional Staff

Ackley, Jack	Library Technical Assistant I Palatka Campus
Calvert, Andy	Library Technical Assistant I St. Augustine Campus
Combs, Thyra	Library Technical Assistant I Palatka Campus
Craig, Marjorie	Library Technical Assistant I Orange Park Campus
Green, Diane	Library Technical Assistant I Palatka Campus
Hayes, Joan	Library Technical Assistant 1 Orange Park Campus
Hunt, Colise	Library Technical Assistant 1 St. Augustine Campus

## St. Johns River Community College Libraries

B.C. Pearce Learning Resources Center  
Orange Park Campus Library  
St. Augustine Campus Library  
Open Computer Labs  
sjrcc.edu/libraries/

## 2007 -- 2008 HOURS AND HOLIDAYS

### LIBRARY HOURS

#### FALL AND SPRING TERMS

Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday (Palatka & St. Augustine)	9:00 a.m. - 1:00 p.m.
Saturday (Orange Park)	12:00 p.m. - 4:00 p.m.

#### SUMMER A AND B TERMS

Monday - Thursday	8:00 a.m. - 7:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday (Palatka & St. Augustine)	9:00 a.m. - 1:00 p.m.
Saturday (Orange Park)	12:00 p.m. - 4:00 p.m.

### OPEN COMPUTER LAB HOURS

Open Computer Lab hours vary by campus and semester. Please check the computer lab doors or our [web site](#) for current hours.

### COLLEGE HOLIDAYS AND TERM BREAKS

The Libraries and Open Computer Labs will be **closed** on the following dates:

Independence Day	July 4, 2007
Regular Semester Break	August 10 - 18, 2007*
Labor Day Weekend	September 1 - 3, 2007
Veterans' Day	November 10 - 12, 2007
Thanksgiving	November 22 - 24, 2007
Regular Semester Break	December 12 - 19, 2007* and January 3-4, 2008*
Winter Holidays	December 20, 2007 - January 2, 2008
Martin Luther King Jr. Day	January 19 - 21, 2008
Spring Break	March 15 - 22, 2008
Regular Semester Break	April 29 - May 10, 2008*
Memorial Day Weekend	May 24 - 26, 2008
Regular Semester Break	June 27 - 28, 2008*

The Libraries and Open Computer Labs will close at 5:00 p.m. before most College holidays and breaks and will be closed on those Saturdays which fall during College holidays and breaks. Special holiday hours will be posted on doors.

\*The Libraries may be accessible to faculty & staff members on weekdays during breaks.

Approved by the SJRCC Administration 6/29/07

## FACULTY CIRCULATION SERVICES

All full-time and adjunct faculty members must obtain a library card at their campus library to access library materials. The SJRCC Library uses the LINCC automated circulation system, which requires a unique borrower's ID number.

### FULL-TIME FACULTY

#### Loan Period for Materials

Books, musical scores, vertical file and uncataloged paperbacks –

Extended loan up to one academic year. Subject to recall after three weeks if another borrower requests the item.

Audio-Visual media -

Loan of up to 21 days.

Audio-Visual Equipment -

Short and long term loan.

Reference books -

May be borrowed for a limited loan period depending on the title and need. Please consult the Public Services Librarian on duty on your campus.

Periodicals -

Unlimited number for a three-day period, which may be extended if needed.

Faculty family members (age fourteen and above) -

May apply for library loan privileges. Family loan privileges are the same as those of community patrons.

Lost materials –

Lost materials should be reported to the Circulation Desk as soon as possible. The faculty member is responsible for paying the replacement cost of the lost material.

The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the current price as found in Books in Print or other online book databases.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Bowker Annual of Library and Book Trade Information.

A refund of the replacement price will be issued for returned undamaged materials.

Damaged materials –

The faculty member will pay repair charges for damages done to materials.

Material inventory –

All materials charged out must be returned in the Spring Inventory Recall. Faculty members may check out materials again after presentation to the Circulation Manager.

### ADJUNCT FACULTY

#### Library Card

Adjunct faculty members should apply for a library card at his or her campus library. This card must be presented in order to borrow materials and must be renewed each term the faculty member is under contract.

#### Loan Period for Materials

Books, musical scores, vertical files, uncataloged paperbacks –

Extended loan up to one academic term. Subject to recall after three weeks if another borrower requests the item.

Audio-visual media -

Loan of up to 21 days.

Audio-visual Equipment -

Short and long term loan

Reference books –

May be borrowed for a limited loan period depending on the title and need. Please consult the Public Services Librarian on duty on your campus.

Periodicals -

Unlimited number for a three-day period, which may be extended if needed.

#### Lost materials –

Lost materials should be reported to the Circulation Desk as soon as possible. The faculty member is responsible for paying the replacement cost of the lost material.

The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the current price as found in Books in Print or other on-line book databases.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Bowker Annual of Library and Book Trade Information. A refund of the replacement price will be issued for returned undamaged materials.

#### Damaged materials -

The faculty member will pay repair charges for damages done to materials.

### FACULTY TEACHING DUAL-ENROLLED CLASSES

Faculty members teaching dual-enrolled classes have the same library privileges as adjunct faculty. (See above)

### DELEGATION OF AUTHORITY TO BORROW

Some faculty members may wish to have another person check out library materials for them. In order to grant this authority, the faculty member must fill out a special form that may be obtained through the Circulation Department. Materials thus borrowed are the responsibility of the faculty member concerned. (Contact the Circulation Manager on your campus.)

### ANNUAL MATERIALS INVENTORY

All library materials charged out by faculty members must be returned in the Spring Inventory recall. The materials must be presented to the Circulation Manager at each campus. Faculty may check out the materials again after presentation to the Manager. NOTE: The faculty member who charges out library materials is responsible for the materials. Therefore, please remember:

1. If you give library materials to someone else to return and the materials are not returned, the faculty member--not the alleged carrier--is responsible at annual time.
2. If you give library material to another faculty member, the faculty member whose ID number is attached to the borrower record is responsible for the library materials.

### ARTICULATED SERVICES TO ST. LEO UNIVERSITY

St. Leo University faculty members have the same library privileges as SJRCC adjunct faculty (see previous page). (Exception: St. Leo University will provide Interlibrary Loan services for its staff.)

The following “Memorandum of Agreement” between St. Johns River Community College and Saint Leo University explains the two libraries’ cooperation of services:

### MEMORANDUM OF AGREEMENT

This agreement is between Saint Leo University (SLU) and St. Johns River Community College (SJRCC) to provide library services to students enrolled in St. Leo University’s courses and their respective faculty.

1. Students enrolled in SLU courses and faculty will receive the same consideration and access to resources as any other users of SJRCC library resources and will be subject to the same policies and procedures as other library users.
2. SJRCC/SLU libraries will provide circulation services, provide access to reserve materials, and reference and information literacy to faculty and currently enrolled students. Interlibrary loan services will be provided by Saint Leo University.
3. A reasonable amount of space for library materials such as deposit collections, reserve material and equipment will be provided by the SJRCC Library if requested. Such collections will be processed and made ready for circulation by SLU as directed by SJRCC. SJRCC will be held harmless for losses of SLU material but will provide information to assist in retrieving material not returned.
4. SLU may provide audio-visual equipment for the use of SLU faculty. Need, availability, and storage space may vary from time to time. Equipment remains the property of SLU and may be recalled at any time. SJRCC may permit SLU faculty access to its equipment as determined by the SJRCC administrator in charge of such equipment.
5. SJRCC may deny borrowing privileges to SLU users who are delinquent or otherwise violate library or other College regulations.
6. The Library Directors will inform each other of problems encountered with users or procedures and endeavor to resolve problematic situations.

This agreement shall remain in effect subject to semi-annual review by the interested parties during the first quarter of each year. A letter noting continuance, with modifications or adjustments if any, shall be sent by SLU to SJRCC. Initiation of the review process is the duty of the SLU Library Director as is the drafting of the annual letter of continuance.

## **RESERVE SERVICES**

### Reserve Material Procedure

There are two ways in which material may be placed on reserve:

By the faculty member bringing the material to the desk and completing a “Faculty Reserves” request.

By the faculty member submitting a “Faculty Reserves” request to the Circulation Manager at least three days prior to the time of the class assignment. The request should include complete information—author, title, publisher, copyright date, circulation period desired, faculty member’s name, and the date material should be on the reserve shelf (see next page). Online [Faculty Reserves](#) forms are available from the library web page. There is no limit to the number of titles that can be placed on reserve. Reserve books circulate on Library Use Only, Overnight Loan, 3 Day Reserve and 7 Day Loan periods. Faculty must indicate which loan period they prefer when making the reserve request.

Please let the Circulation Manager know when the class assignment is over and you no longer need the reserve material so that there will be room for other reserve materials.

(NOTE: Faculty members must have a library card to place materials on reserve).



## SELECTION OF LIBRARY MATERIALS

The librarians at each Campus solicit and seek the help of all faculty members in building a comprehensive collection. Although it is the Director's ultimate responsibility to acquire suitable materials, each faculty member is encouraged to participate in selection process. Faculty requests are given priority and ordered as funds are available.

The guiding force behind our selection process is stated in the Library's [Collection Development Policy](#), which is approved and reviewed annually by the Faculty Library Committee.

### GUIDING PRINCIPLES IN SELECTION

Priority for books and other materials to be purchased for the Library is given to those materials that meet direct curricular needs in the courses offered. Included are items needed for (1) class assignments, (2) collateral reading, (3) references made in textbooks, (4) supplemental individual study or term papers and reports and (5) those references and bibliographic tools which will facilitate finding and using these materials. Special effort is made to develop a collection of classic works in each discipline. After the primary needs have been met, consideration may be given to other desirable materials, which will give balance to the collection or meet vocational, avocational, cultural or special interest needs of the student body and the faculty.

While the library has a certain responsibility to serve the research needs of the faculty, the major responsibility of the library lies within the teaching program on the undergraduate level. In most instances, specialized research needs can best be served by the use of interlibrary loan services.

Materials needed for classroom instruction must be purchased from department funds.

### How to Order Books and Audio-Visual Materials

Faculty members may request that materials be ordered by contacting the Dean or Campus Librarian at your library. Unless the material is unavailable, orders generally take 2 to 5 months to receive and process. Rush orders require at least 3 weeks to receive and process. The Acquisitions Department will notify you as soon as the order arrives and is ready for check-out. If you need status information on you request, please contact the Acquisitions Department located at the Palatka Campus.

### RECENT ACQUISITIONS

New items are always being added to the collections of the SJRCC libraries. To let people know about our new acquisitions, titles, descriptions and when available, cover art of new items added are posted on the [Recent Acquisitions](#) page of the library web site after they are processed.

## **PUBLIC SERVICES**

Inquiries concerning information services, information literacy tours, bibliographies, interlibrary loans and library publications should be directed to the Reference Department at each campus. The Director encourages faculty members to consult freely with the Campus and Public Services Librarians in planning assignments involving the use of library materials.

## **REFERENCE SERVICES**

Each library has a reference and information area for locating materials on all subjects. It maintains a collection of dictionaries, encyclopedias, handbooks, yearbooks, indexes, and many general information books on a variety of subjects. A Public Services Librarian is on duty to assist you and your students in making full use of the library's resources, including the online public access catalog, LINCC, the Internet, and other electronic resources and reference tools. The necessity and importance of consultation between the instructor and the Public Services Librarian cannot be over-emphasized.

## **INFORMATION LITERACY**

Librarians at each library are readily available for information literacy instruction, lectures, and tours. The librarians offer information literacy lectures for the Composition I, II, and Introduction to Literature courses.

In Composition I, the librarians give the students an overview of the library, instruct them on how to get a library card, and give them a guided tour of the library. The librarians also demonstrate how to search LINCC and other online sources.

The Composition II lecture consist of general information about the library, teaching students how to choose a topic, the strategies for collecting, analyzing, evaluating and citing sources, and information about intralibrary and interlibrary loans.

The Introduction to Literature lecture is primarily focused on teaching effective use of literature/literary resources, print and electronic databases.

These lectures are also available as individual online [Information Literacy Modules](#) on our website.

Lectures for other subjects such as College Success, Career Development, Nursing, and U.S. History are presented, as well. Upon request, the librarians will design and present lectures on most subjects in support of class assignments or special interests.

Handouts and other materials including research activities are produced to insure that the students are able to successfully complete their assignment. For more information regarding these lectures, please consult a Public Services Librarian at your campus. A three-day notice is required to schedule all lectures and tours.

## INTERLIBRARY LOAN (ILL) SERVICE

Interlibrary Loan serves the serious researcher by providing materials that are neither owned nor readily available for purchase by the St. Johns River Community College Library. Please contact the Campus or Public Services Librarian at each campus for additional information.

Current SJRCC full-time, adjunct, and dual-enrolled faculty can submit [ILL requests](#) online or at their campus library. ILL requests for books can be executed electronically while using LINCCWeb. ILL requests for articles can be made through the campus Public Services Librarian. The amount of time it takes for requests to be filled can vary; normally, however, most patrons receive materials 1 to 4 weeks from the date of the request. Prompt return of borrowed materials to each campus library is essential. Failure to return ILL materials on time could result in loss of borrowing privileges for the SJRCC Libraries.

## WORLD WIDE WEB RESOURCES

### **LINCCWEB**

The College Center for Library Automation (CCLA) maintains an Internet site (LINCCWeb) that provides 24-hour access to all its resources. LINCCWeb allows keyword searching of the catalogs of all 28 Florida community college libraries either statewide, by individual community college or individual campus. Faculty accessing this resource from their office, home, or any Internet accessible computer should use the following address: <http://www.sjrcc.edu/quickstart/>.

## RESPONSIBLE USE OF LINCC

The Libraries ask that all LINCC users adhere to the *Responsible Use of LINCC: Rules and Regulations* printed below.

### **St. Johns River Community College Responsible Use of LINCC Rules and Regulations**

Users of LINCC, Library Information Network for Community Colleges, have a responsibility to maintain the integrity of the LINCC system and to protect its purpose of providing access to shared resources at the local, national, and international levels. Irresponsible behavior can destroy the reliability and availability of the system on all levels of access. Therefore, it is imperative that users act responsibly and “with the common good of LINCC system in mind.”<sup>1</sup>

#### **I. RESPONSIBLE BEHAVIOR**

1. Users should report errors, problems, and questions of access to the library staff.
2. Users must not intentionally perform an act, which will seriously impact or modify the operation of computer software, computers, terminals, peripherals, or

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<sup>1</sup> College Center for Library Automation. Guidelines for Responsible Use of LINCC. Report of the Ad Hoc Committee on Responsible Use. 1 June 1995: 2

networks.

3. Users must abide by the terms of all software licensing agreements and copyright laws.
4. Users should practice appropriate computer etiquette and refrain from unfairly monopolizing resources to the exclusion of others. Please adhere to the posted SJRCC use policies.
5. Users must not attempt to breach the security of LINCC or other computers system accessible through LINCC.

## II. VIOLATIONS

1. Violations of these rules or regulations will not be tolerated. Any violation is cause for dismissal, suspension, removal, and /or criminal prosecution.
2. Offenders will be prosecuted to the full extent of the law as outlined in the **Florida Statutes 815.01-07 Florida Computer Crimes Act of 1993** and the **18 US Code 1030: The Computer Fraud and Abuse Act of 1986** and the **Computer Abuse Amendments Act of 1994**. For example, Florida law states that if the damage to computer software, computers, terminals, peripherals, or network is \$1,000 or greater, the offender is guilty of a felony of the second degree which requires up to 15 years imprisonment and a maximum fine if \$10,000.

### ONLINE DATABASES

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With a current SJRCC ID, you have access to full-text databases which you can use at home or in the library. These databases provide complete articles from magazines and journals at no cost to you. To access these databases, go to [www.sjrcc.edu/quickstart/](http://www.sjrcc.edu/quickstart/)

Academic Search Premier (EBSCOhost) - Full-text resource containing information from a wide range of academic areas including business, social sciences, humanities, general academic, general science and education.

Academic OneFile (Gale) - Provides full-text periodical resources containing articles from wide ranging disciplines from 1980 to the present.

America's Newspapers (NEWSBANK) – Provides full-text access to over 600 Florida and national newspapers.

Applied Science & Technology Full Text (H.W. Wilson) - Periodical coverage includes 575 trade and industrial publications, journals issued by professional and technical societies, and specialized subject periodicals, as well as special issues such as buyers' guides, directories, and conference proceedings.

Art Full Text (H.W. Wilson) - Full text plus abstracts and indexing of an international array of peer-selected publications—now with expanded coverage of Latin American, Canadian, Asian and other non-Western art, new artists, contemporary art, exhibition reviews, and feminist criticism.

Biography Resource Center (GaleNet) - Comprehensive, full-text, on-line biographical reference

database covering literature, science, multicultural studies, business, entertainment, politics, sports, government, history, current events and the arts.

Book Index with Reviews (EBSCO) - A comprehensive database that provides information on over 3.8 million book titles in a wide range of formats, including large print, books on tape, etc. Fiction and non-fiction titles for juvenile and adult audiences are included in the database, in all genres. The product contains over 800,000 full-text searchable reviews from the sources that you trust: Library Journal, School Library Journal, Publishers Weekly, CHOICE, and others.

Book Review Digest Plus (Wilson) - now has select full text —dramatically expanding its scope with entries drawn from over 8,000 periodicals covered by other Wilson databases. With coverage back to 1983, Book Review Digest Plus indexes reviews of current fiction and non-fiction, and provides review excerpts and over 100,000 full text reviews.

Business Full Text (Wilson) - Provides fast, convenient access to a multitude of outstanding sources—from The New York Times Business Section and The Wall Street Journal to magazines and scholarly journals. Users will find feature articles, product reviews, interviews, biographical sketches, corporate profiles, obituaries, surveys, book reviews, reports from associations, societies, trade shows and conferences, and more.

Business Source Premier (EBSCO) - providing the full text for more than 8,800 serials. Business Source Premier provides full text back to 1965 (or the first issue published for that journal) and searchable cited references back as far as 1998. Additional full text, non-journal content includes market research reports, industry reports, country reports, company profiles and SWOT analyses.

CINAHL Plus Full Text (EBSCO) - provides indexing for 1,835 journals from the fields of nursing and allied health. The database contains more than 1,000,000 records dating back to 1982. Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses Association, CINAHL with Full Text covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

Computer Database (Gale) - Offers access to today's most well-read and influential periodicals on the computer, telecommunications and electronics industries.

CQ Researcher (CQ Press) – noted for its in-depth, unbiased coverage of health, social trends, criminal justice, international affairs, education, the environment, technology, and the economy.

Criminal Justice Periodicals Index (ProQuest) - Full-text database providing articles from criminal justice periodicals addressing law, incarceration and political issues.

Education Full Text (H.W. Wilson) - Full-featured database covering such topics as technology, science, art, humanities, business, law, and social sciences. Many articles are in full-text.

ERIC via FirstSearch (FirstSearch) - A guide to published and unpublished sources on thousands of educational topics, with information from RIE (Resources in Education) and CIJE (Current Index to Journals in Education). ERIC records now include full-text documents from the ERIC Digest at no extra charge. The database includes the ERIC thesaurus, a complete list of descriptive terms used by ERIC to index and search the database. Includes 1.1+ million records from 1,016 journals and other documents from 1966 to the present. Updated monthly.

Expanded Academic ASAP (Gale) - Topics range from arts and the humanities to social sciences, science, and technology. Access scholarly journals, news magazines, and newspapers - many with full text and images.

Funk & Wagnalls Encyclopedia (EBSCO) – Database contains over 25,000 records, covering a wide range of topics. Full text and images are available.

General BusinessFile (Gale) - Analyze company performance and activity, industry events and trends, and the latest in management, economics and politics. Search broker research reports, trade publications, newspapers, journals and company directory listings.

General Reference Center (Gold) - Integrates a vast array of key business and general interest titles in a single database. It includes national news magazines, encyclopedias, core business journals, Knight-Ridder/Tribune News Service newspaper articles, more than 15 reference books, and more than 2,000 titles, including 1,200 in full text.

General Science Collection (JSTOR) - Contains seven titles, including several of the most important historical scientific journals published: *Science*, *PNAS*, and the publications of the Royal Society of London. The material included in this archive reaches back to the seventeenth century and in total covers more than eight hundred years of journal publication

General Science Full Text (H.W. Wilson) - Periodical coverage includes 242 popular science magazines as well as professional journals. General Science Full Text also covers The New York Times Science Section (published weekly on Tuesday).

Grangers World of Poetry (Columbia) An in-depth online poetry reference resource.

Grove Art Online (Oxford) - Provides web access to the entire text of The Dictionary of Art (34 volumes, covering all aspects of the visual arts of every civilization from prehistory to the 1990s) with annual additions of new material and updates to the text, plus extensive image links.

Grove Music Online (Oxford) - An integrated music resource on the web, including the full text of *The New Grove Dictionary of Music and Musicians*, *The New Grove Dictionary of Opera* and *The New Grove Dictionary of Jazz*.

Health & Wellness Resource Center (GaleNet) - Full-text, multi-source database providing access to nursing and allied health journals, plus a wide variety of personal health information.

Health Reference Center Academic (Gale) - An advanced interface to the full-text nursing and allied health journals found in the *Health & Wellness Resource Center*. Does not include reference sources or the *Alternative Health* suite of resources.

Health Source: Consumer Edition (EBSCO) - This database is the richest collection of consumer health information available to libraries worldwide, providing information on many health topics including the medical sciences, food sciences and nutrition, childcare, sports medicine and general health. It features searchable full text for nearly 150 journals.

Health Source: Nursing/Academic Edition (EBSCO) - This database provides nearly 550 scholarly full text journals focusing on many medical disciplines. *It* features abstracts and indexing for nearly 850 journals. This database is updated on a daily basis.

History Reference Center (EBSCO) - Full text from more than 1,000 reference books, encyclopedias and non-fiction books, cover to cover full text for 60 history magazines, 58,000 historical documents, 43,000 biographies of historical figures, more than 12,000 historical photos and maps, and more than 80 hours of historical video.

Hoovers Premium – Comprehensive coverage of business and financial markets.

Revised 8/2007

Humanities Full Text (H.W. Wilson) - Over 500 English-language periodicals covering literature and language, history, philosophy, archaeology, classical studies, folklore, gender studies, performing arts, history, religion and theology. Many articles in full text.

Informe Revistas en Espanol (Gale) - Created exclusively for Spanish-speaking users, this full text electronic reference tool is the first system to provide indexing, images and full text of popular Hispanic magazines -- not just translations. Also included is a thesaurus and interface that are uniquely designed for Spanish-speaking users. ¡Informe! thinks through every query in Spanish. Terms and thesaurus are based on the expressions Spanish-speakers commonly use, allowing users to easily navigate through the database without experiencing inaccurate search terms.

InfoTrac OneFile (Gale) - Includes more than 4,200 full-text titles; five newspaper indexes -- a total of nearly 8,000 titles in all with more than 20 years of backfile coverage from 1980 to present. InfoTrac OneFile makes approximately 25 million database records available with a single search query. It includes newswires from 89 wire services, newspapers, general interest magazines, refereed academic journals, business publications, technology periodicals, and specialty titles in law, health care and computers.

Issues & Controversies (Facts.com) – “Offers a wealth of current topics research information, including pro/con discussions of hot issues, newspaper editorials, numerical snapshots of key topics, photos and graphics, and selected historical source documents.”

JSTOR - Access back issues of core journals in the humanities, social sciences, and sciences. More than 115 titles available.

Legal Periodicals (H.W. Wilson) - Full text plus expert indexing of the most important legal journals and books.

Library Literature & Information Science Full Text (H.W. Wilson) - PDF page images of the full text articles reflecting the latest trends in a rapidly evolving field, this database indexes English and foreign-language periodicals, selected state journals, conference proceedings, pamphlets, books, and library school theses, plus over 300 books per year.

Literature Resource Center (GaleNet) - Full-text resource providing access to biographies, bibliographies and critical analyses of authors from every age and literary discipline.

MagillOnLiterature Plus (EBSCO) - This database includes all the literary works, reviewed critical analyses and brief plot summaries that are included in *MagillOnLiterature*, as well as all the biographies and author essays included in *MagillOnAuthors*.

Military & Government Collection (EBSCO) - Designed to offer current news and information to all branches of the military, with a thorough collection of military titles, trade publications and newsweeklies. Includes cover-to-cover full text for nearly 350 titles.

NetLibrary eBooks (netLibrary) - Searchable collection of eBooks specifically selected for Florida's community colleges.

New York Times Historical (ProQuest) – Full-text and full-image articles for The New York Times®, covering the period from 1851-2001.

Omnifile Full Text Mega (H.W. Wilson) - Full text periodicals, along with article abstracts and indexing, covering business, education, science, social sciences, art, humanities and plus popular magazines.

Opposing Viewpoints Resource Center (Gale) - Search viewpoint articles, contextual topic overviews, government and organizational statistics, court cases, profiles of government agencies and special interest groups, newspaper and magazine articles and more concerning social issues.

Oxford English Dictionary (Oxford Univ. Press) - Searchable online version of the *Oxford English Dictionary*. Includes the complete text of the *Oxford English Dictionary's* twenty-volume Second Edition and three-volume Additions Series. Updated quarterly.

Physicians' Desk Reference (Medical Economics) – Provides instant access to FDA approved drug information to include drug interactions, side effects, recommended dosages, contraindications, and more.

PsycArticles (EBSCO) – A definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology. The database contains more than 45,000 articles from 57 journals - 46 published by the American Psychological Association (APA) and 11 from allied organizations.

Reader's Guide Full Text (Wilson) - Offers the ultimate in current events coverage, curriculum support, and quality periodicals research for students, educators, and library patrons.

Regional Business News (EBSCO) - Regional Business News provides comprehensive full text for more than 50 regional business newspapers and periodicals.

SIRS Knowledge Source (SIRS) - Integrated online access to full-text articles and Internet resources from SIRS reference databases - *SIRS Researcher*, *SIRS Government Reporter*, *SIRS Renaissance* and *SIRS NetSelect*.

Social Sciences Full Text (H.W. Wilson) - Full-featured database covering such topics as technology, science, art, humanities, business, law, and social sciences. Many articles in full-text.

Teacher Reference Center (EBSCO) - Offers the complete content of three science-oriented databases at one time: Applied Science and Technology Full Text, Biological & Agricultural Index Plus, and General Science Full Text can be accessed simultaneously with a single search. Includes full text and abstracts for a wide range of scientific and general interest publications.

Virtual Reference Library (Gale) - Gale Virtual Reference Library offers more than 85 reference sources including encyclopedias, almanacs, series and more, allowing libraries to provide respected authoritative essays on varied topics from numerous subject areas.

What Do I Read Next? (Gale) - A powerful readers' advisory tool offering the expertise of specialists, critics and librarians to find the best examples of internationally known fiction and nonfiction. Contains over 100,000 titles, more than 58,000 plot summaries, 562 awards titles, recommended reading lists and biographical information. Genres include inspirational, mystery, romance, science fiction, fantasy, horror, western and historical novels, general fiction, classic fiction and nonfiction.

## WEBLUIIS

The library network of Florida's public state universities is administered by the Florida Center for Library Automation. To access WebLUIIS go to <http://www.sjrcc.edu/libraries/recip.htm/>

## **SJRCC LIBRARY WEB PAGE**

SJRCC's library web page provides access to a variety of information and resources for faculty, staff and students. Faculty accessing this resource from their office or any Internet accessible computer should use the following address: <http://sjrcc.edu/libraries/>

### **Quick start**

Direct access to the online catalog and periodical databases

### **Library information**

Hours and holidays, locations, item recommendations and more

### **Do research from home**

View instructions for finding books and articles, request items from other campuses or colleges, get help from a SJRCC Librarian

### **Library card information**

Information about your Borrower ID number and PIN. Apply for or renew a card by phone or email

### **Reference services**

Contact one of SJRCC's professional librarians for research assistance

### **Check your account**

See what you have checked out, renew items online and view the status of requested items

### **Cite your sources**

MLA and APA citation guides for citing print and online resources

### **Administrative Information**

Policy manuals, organizational chart, survey results, and planning forms

### **Information literacy**

Online tours designed for COMP I, II, and Introduction to Literature are primarily focused on teaching effective use of literature/literary resources, print and electronic databases. students, but helpful to all users.

### **SJRCC library news**

Recent acquisitions, new products, improved services, and special happenings

If you have any questions or would like a demonstration of any of the resources listed above, please contact the Public Services Librarian at your campus.

## **PERIODICAL COLLECTION**

The Periodical Collection is an important source of material on a wide variety of subjects. The combined collection of the three centers is in excess of 400 titles, which include magazines, journals, bulletins, and newspapers selected by the faculty and librarians to provide general reading material and to support the college curricula. The library's collection includes popular

titles as well as specialized journals in many subject fields. Requests for new periodical subscriptions may be made at any time. However, at present, publishers require 120 days to process a new subscription; therefore, there can be no “rush” orders. As the periodical collection must be limited, it is recommended that the faculty consider the following criteria when requesting periodicals to be purchased:

1. General impression and price of the title as compared to other similar titles.
2. Appropriateness to the instructional program with particular regard for the reading level of community college students.
3. Suitability of the periodical’s purpose and scope.

The library’s periodical collection is greatly augmented through access to online full-text electronic resources. These databases are updated with a frequency ranging from weekly to quarterly.

The non-current periodical collection is continually increasing so that the library can maintain a source of retrospective research materials. At the Palatka Library, bound volumes of back issues of periodicals are available. Generally, periodicals do not circulate; however faculty members may check out periodicals for a three-day use. Special permission slips are issued at the Circulation Desk.

## ACCESS FOR STUDENTS WITH DISABILITIES

### THE ADA AND SJRCC LIBRARIES

SJRCC Libraries constitute an equal access/equal opportunity institution, providing services and resources in compliance with the Americans with Disabilities Act. Each library’s ADA Committee is responsible for surveying the needs of the users and implementing the necessary policies and procedures needed for recommended changes. Each library has a copy of its progress report available for public inspection.

The SJRCC Libraries provide information concerning accessible services for students with disabilities. This information is available in accessible formats.

Each library provides services that afford students with disabilities the opportunity to obtain the same result, gain the same benefit, and reach the same level of achievement as other patrons.

All patrons (regardless of disabilities) may make appointments for individual services.

### ACCESS ABOVE ALL

Librarians and other staff gladly perform any functions that are necessary in order for students and patrons with disabilities to utilize the library’s resources. The SJRCC Library staff is committed to helping provide access to all users.

Each library is equipped with a video phone for students with hearing impairments and Zoom Text and/or JAWS assistive reading devices for the visually impaired. Also, the phone number for the Florida Relay Services (FRS) is available for students with hearing disabilities and other interested patrons at each library’s Circulation Desk.

Services for students with disabilities are provided via the ADA Coordinator in the Counseling Center at each campus.

More specific information regarding services provided for students with disabilities is available in the most current edition of the [Reference and Information Services Policy Manual](#).

#### ADA LIBRARY COORDINATORS

Ruth E. Benjamin  
Christina Will  
Dixie Yeager

Palatka Campus  
St. Augustine Campus  
Orange Park Campus

#### SERVICES FOR DISTANCE LEARNERS

##### CIRCULATION SERVICES

A distance learner must have a valid SJRCC library card to borrow materials and access online services. The student may apply for a library card by e-mail, by phone or at a local campus library. The card is valid for the current term only and must be re-validated each term. For eligibility requirements, please visit our [web site](#) or a campus library.

##### PRIVILEGES

With a valid library card, the student can borrow books and A/V materials, access online databases and services, and borrow items from other libraries.

SJRCC Libraries provide reference and information services to students enrolled in distance learning courses. Distance learners may access the SJRCC Reference Desk via telephone, e-mail, fax and the U.S. Postal Service or via the Ask a Librarian service at [www.AskaLibrarian.org](http://www.AskaLibrarian.org). Reference services are available during weekday library hours by phone, by e-mail or in person. Our services for distance learners include:

- ❖ Answering questions, including those requiring facts, statistics, or bibliographic information.
- ❖ Instruction and assistance in accessing and using LINCCWeb, online databases, and other applicable information technologies.
- ❖ Assistance with formulating search strategies.
- ❖ Referral to appropriate resources, agencies, and libraries.
- ❖ Document delivery either electronically, via U.S. mail or to the nearest Campus Library. Delivery method will depend on the type of item requested.

LINCC, the library's online catalog, eBooks and online databases are accessible via the World Wide Web at [www.sjrcc.edu/libraries/research.htm/](http://www.sjrcc.edu/libraries/research.htm/). A valid Library ID number is required.

#### RESOURCE SHARING AND INTERLIBRARY LOAN SERVICES

LINCC provides access to the collections of Florida's 28 community college libraries. If the SJRCC libraries do not have an item, distance learners may search statewide and request the item from another college using LINCC's request feature. If a community college library does not own the book the student needs or the student can't find a needed article in one of our online

databases, the material may be requested through Interlibrary Loan (ILL). Both of these services are free. Delivery time varies. The SJRCC library card is also accepted at every community college and state university library in Florida, allowing distance learners to check out materials directly from another library, however, the borrower is responsible for returning such items to the lending library.

#### DELIVERY OPTIONS

There are a couple of ways for distance learners to receive library materials. They can pick up an item at the most convenient campus library or have an item mailed to their home. Please note that videos, reserve items, and ILLs will not be mailed.

#### LOAN PERIODS, RENEWALS & HOLDS

Most books are loaned out for three weeks. The loan periods for A/V, reserve materials and interlibrary loans vary. Circulating materials may be renewed unless the item is overdue or a hold has been placed on the item by another borrower. Items may be renewed once online by using the “myAccount” feature or by calling the local campus library. Subsequent renewals must be requested in person. Library materials may be returned to any SJRCC campus library.

A “hold” may be placed on an item that is checked out so it will be reserved upon its return. To place a hold, use LINCCWeb’s request feature or contact the SJRCC campus library that owns the item.

#### CONTACT INFORMATION

For assistance with library services, please contact the local campus library.

Palatka:	(386) 312-4153
Orange Park:	(904) 276-6751
St. Augustine:	(904) 808-7474

Or visit our [web site](#).

# **AUDIO-VISUAL RESOURCES**

## **Audio-Visual Resources**

### **Audio-visual materials**

Each campus library has a variety of audio-visual materials. To view the library's audio-visual holdings, search LINCC, our online catalog ([linccweb.org](http://linccweb.org)).

Library audio-visual materials are designated for short-term use by SJRCC students and faculty only. If a faculty member requires an audio-visual resource for his or her exclusive or long-term use, the faculty member must submit a purchase request to the appropriate Dean or Vice-President as stated in the *College Handbook*. Library audio-visual resources are for supplemental, short-term use only.

If faculty are aware of an audio-visual resource that would benefit our students and the request meets the standards set forth in our *Collection Development Policy*, the item will be purchased pending availability of funds and vendor supply. After the item is purchased, it will be placed in the circulating or reserve collection for use by all students and faculty. The acquisition of new items takes at least three weeks. To request an item, simply bring a photocopy of a catalog page or a printout from an online retailer to the library, or use our online item request feature ([sjrcc.edu/libraries/recommend.htm](http://sjrcc.edu/libraries/recommend.htm)).

Any item owned by a faculty member or SJRCC department may be placed on reserve in the library. The library then checks out the item to the user so the faculty member does not have to manage the item. The item's owner determines the loan period. To place an item on reserve, submit the *Faculty Reserve Request* form on page 4 of this section to the Circulation Manager of the campus library where you would like the item to be housed.

### **Audio-visual equipment**

Each campus library has televisions, VCRs, DVD players, audio cassette players/recorders, and CD players for in-library use by students and faculty. The library's equipment may be checked out by faculty for short-term use. The faculty member must come to the library to check out and return the equipment or authorize a student to do so on his or her behalf. The equipment is checked out to the faculty member's account and is usually due back at the end of class or, for night classes, the following day.

In Palatka and Orange Park, the libraries house all of the equipment available for short-term classroom use. On the St. Augustine Campus classrooms share an overhead projector and a TV/DVD/VCR. The St. Augustine Campus Library's equipment is for supplemental or emergency back-up purposes.

In Palatka and Orange Park, the faculty may call the Circulation Manager to arrange for equipment and should do so five days in advance.

Palatka: 312-4153  
Orange Park: 276-6830

In St. Augustine, faculty should arrange for classroom use of audio-visual equipment through the campus Administration office. The number is 808-7400.

The libraries have the following equipment available for short-term loan or in-library use. Items marked with an asterisk (\*) are designated for in-library use only.

<b>Palatka Campus Library</b>	<b>Orange Park Campus Library</b>	<b>St. Augustine Campus Library</b>
Cassette recorder (5)	CD/Cassette player w/radio (1)	CD/Cassette player w/radio (2)
DVD player (3)	Overhead projector (4)	CD/Cassette player
Cassette/CD player	Record player	Flip chart - standing
CD player (4)	Screen (2)	Flip chart – table top
Filmstrip viewer	Slide projector	Overhead projector
Filmstrip projector (4)	TV/VCR/DVD on cart (2)	NOMAD in L-112*
Karaoke system	NOMAD Presentation Station	TV/VCR/DVD on cart
NOMAD Presentation Station	LCD Projector on cart	DVD player (2) *
Opaque projector		TV (3)*
Overhead projector (10)		Computer and projector on cart (5)
Record player (3)		Headphones (2)
Slide projector (3)		VCR (2)*
Slide viewer (3)		Laptop (1)
TV/VCR on cart (6)		LCD Projector (1)
TV/VCR combos (2)*		Ext. CD-Rom drive (1)
VCR (2)		

If a faculty member or department needs a piece of equipment for long-term or exclusive use, a purchase request should be submitted to the appropriate Dean or Vice-President as stated in the *College Handbook*.

Equipment purchased by a College department may be placed on reserve for faculty or student use. Usage terms are determined by the item's owner. To place an item on reserve, submit the *Faculty Reserve Request* form on page 4 of this section to the Circulation Manager of the campus library where you would like the item to be housed.

### **Assistive Technology Resources**

Assistive technology resources are available for disabled students at each campus. Faculty should contact the ADA Coordinator in the Counseling office to find out what resources are available, to arrange for equipment use, or to report the need for additional equipment. The Counseling office numbers are:

Palatka: 312-4035  
 Orange Park: 276-6855  
 St. Augustine: 808-7400

Assistive technology housed at the library varies by campus. Each library is equipped with a video phone for students with hearing impairments and Zoom Text and/or JAWS assistive reading devices for the visually impaired. Also, the phone number for the Florida Relay Services (FRS) is available for students with hearing disabilities and other interested patrons at each library's Circulation Desk. When a patron with a hearing disability needs to contact the library by phone, he or she is able to call the FRS number using the TDD (Telecommunications Device for the Deaf). FRS will then contact the library and relay the patron's message. Likewise, library staff calls the FDR "voice" phone number with a message for the patron, and FRS will call the patron on TDD

The St. Augustine Campus Library has a variety of assistive technology resources available for disabled students. Some equipment, due to its size, must remain in the library; those items are marked with an asterisk (\*) in the table below. Other devices may be checked out by the campus ADA Coordinator on a student's behalf for up to a term or may be checked out by a faculty member for short-term use.

<b><i>St. Augustine Campus Library Assistive Technology Resources</i></b>
Assistive technology computer workstation
Audio amplifier/microphone/transmitter
Book magnifier in L-111*
Variable speed tape recorder/player (3)
Variable speed tape recorder/player - mini