Faculty Guide 2012-2013

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Connecticut College

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Faculty Guide
2012-2013

Greetings:
We, in Information Services, hope this Faculty Guide will help make you aware of the resources available for your teaching and research efforts. We try to provide innovative, reliable and universal access to our resources and services — and we are always interested in how we can improve our efforts. Let us know how we can assist you.

W. Lee Hise
Vice President for Information Services and Librarian of the College

Information Services
Connecticut College

Information Services Computer Classrooms
Shain Library Computer Labs: The computer labs in Shain Library are available for group research, library instruction and classes. Each lab is equipped with an instructor's workstation with computer projection. All requests for use of the Davis Classroom and for library instruction should be made through your library liaison. Requests for using the PC Electronic Classroom and Neff Lab should be directed to Chris Penniman (x2381), director of instructional technology. If specific software needs to be installed for your class, please give at least two weeks' notice. These labs are available during regular library hours.

Technology-enabled Classrooms: Computer and video projection systems are available in many classrooms on campus. See www.conncoll.edu/is/classrooms.htm or contact Chris Penniman (x2381) for more information. Classrooms are scheduled by the Office of the Registrar (x2068).

Course Web Pages
Course resources can be delivered online in a password-protected area using Moodle, our Web-based learning management system. For information about using Moodle, please contact Diane Creede (x5148), instructional designer/developer.

CamelWeb
CamelWeb, the College's intranet portal, offers secure access to forms, documents and policies as well as current campus information.

Office Computer Replacements and Purchases
The College's Computer Technology Purchases Policy is available on the IS website under Policies. All faculty and staff computers are on a replacement schedule. Please contact Ruth Seeley (x2090), manager of computer support services, with questions about computer replacement or purchases.

Off-Campus Access
Email: Web access to email is available at http://mail.conncoll.edu. Enter your network username and password for authentication. Contact the IT Service Desk for assistance at 439-4357.

Library resources: Most of the library's electronic subscription products such as e-journals and indexing databases (JSTOR, Academic Search Premier, etc.) are available from off campus with a valid campus network username and password. You will be prompted to log in when connecting from off campus. Contact the Reference Desk for assistance at x2655.

Contact Information Services
Shain Library Front Desk: 439-2662
IT Service Desk: 439-4357
Greer Music Library: 439-2711
Visual Resources Library: 439-2729
Media Services: 439-2693
Language and Culture Center: 439-2180
Digital Curriculum Center: 439-2093

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Hours of Service
Charles E. Shain Library 439-2662
Mon. - Thurs. 8 am - 2 am
Friday 8 am - 10 pm
Saturday 10 am - 10 pm
Sunday 10 am - 2 am

Greer Music Library 439-2710
Mon. - Thurs. 8:30 am - 11 pm
Friday 8:30 am - 5 pm
Saturday 1 pm - 5 pm
Sunday 1 pm - 11 pm

Reference Desk (Shain Library)
Phone: 439-2655
Email libref@conncoll.edu
Reference Desk hours when classes are in session:
Monday - Thursday 9 am - 5 pm; 7 - 10 pm
Friday 8 am - 5 pm
Saturday 1 - 5 pm (beginning and end of semester)
Sunday 2 - 10 pm

IT Service Desk (Shain Library)
Phone: 439-4357
Monday 9 am - 10 pm
Saturday closed
Sunday 7 pm - 10 pm

Check the IS website for hours during break: www.conncoll.edu/is/
First and Foremost

First and Foremost

Library and Instructional Technology Liaison Program
One reference and instruction librarian and one member of the instructional tech-
ology team are assigned as liaisons to each academic department to support the
research and teaching needs of the department’s faculty.
Library liaisons are subject-area librarians who provide instruction and develop
collections that support the academic and research needs of the department. Library
liaisons offer individual and group instruction in the use of the online library catalog
and research databases, and provide guidance with research projects. Liaisons can also
serve as a resource in developing course assignments with a library research com-
ponent. Recommendations and requests for new titles for the library’s collection
should be directed to the department’s library liaison.
Instructional Technology liaisons are assigned to departments to be available as a first
point-of-contact for faculty interested in incorporating technology in the curriculum.
IT liaisons can provide guidance in selecting appropriate technologies to address
curricular needs, provide one-on-one technology training to faculty or group training
to students, facilitate selection and purchase of academic software, and make
appropriate referrals to other specialists within the Instructional Technology team.
For a list of liaisons, please visit www.conncoll.edu/is/library- liaisons.htm.

IT Service Desk
The Information Technology Service Desk provides computer technical support to
members of the College community. The IT Service Desk can provide hardware
troubleshooting of any College-owned or leased computer equipment and support
for all standard software packages used at the College including email applications.
To submit a service request or report a computer problem, go to http://webdesk.
conncoll.edu and login with your network user name and password. You may also
call the IT Service Desk at x4357 or check the Computing and Telephone Support
section of the IS website under Computer & Technology Resources. The IT Service
Desk is managed by Amy Narducci, x2351 and located on the lower level of the
Shain Library.

Faculty Publications: The library encourages faculty members who publish to
contribute copies of their work to the College Archives for inclusion in the
Connecticut College Faculty Authors Collection. Electronic archiving of faculty
publications is possible through DigitalCommons@ConnecticutCollege. Contact
Ben Panciera (x2654), director of special collections and archives, for details.

Connecticut College Libraries

Charles E. Shain Library
439-2662
The Charles E. Shain Library houses an excellent collection developed by librarians
and faculty to support the College’s liberal arts curriculum. The library holds more
than 500,000 bound volumes, 1,200 print serial and 6,000 electronic journal
subscriptions, and nearly half a million government documents. Consortial
borrowing arrangements with Trinity College and Wesleyan University expand access
to more than 2.2 million volumes.

Greer Music Library
439-2711
Lower level of Cummings Arts Center
The Music Library serves the research, information and performance
needs of the Department of Music and the entire College community.
Required reading, listening and viewing assignments for music courses, as well as
other courses needing music materials, may be placed on reserve at Greer in accord-
dance with Information Services Course Reserve Policies.
Faculty members who are interested in incorporating music resources into their courses,
regardless of discipline, are encouraged to contact Carolyn Johnson (x2710),
music librarian.

Special Collections and College Archives
Faculty members are invited to make use of the primary source materials in Special
Collections and the College Archives for classes to support student projects and for
their own research. Located in the Linda Lear Center for Special Collections &
Archives on the second floor of Shain Library, the collections include over 20,000
rare books, artwork and College history materials, as well as manuscript collections
including the Sheaffer-O’Neill Papers on Eugene O’Neill, the William Meredith
Papers, the Linda Lear/Rachel Carson Collection, the Conservation and Research
Foundation Archive, and the papers of important historical figures such as Prudence
Crandall, Belle Moskowitz, Frances Perkins and Lillian Wald. The
Lear Center also houses a growing collection of contemporary artists’
books. Consult with Ben Panciera (x2654), director of special
collections and archives, or Nova Seals (x2686), College archivist, about how these materials can be used to enrich your course.

Course Reserves
Shain Library will place library books, videos and DVDs on reserve, as well as
other forms of multimedia available through the CTW Consortium. The library will
also place personally owned and commercially produced materials on reserve for your
class. Processing reserve items requires three to five days, so please plan accordingly. Last
minute requests will be processed on a first-come, first-served basis and delays should be
expected during peak periods. Please call Carol Strang (x2663), reserve supervisor,
for further information.
Electronic course reserves are provided through Moodle, our Web-based learning
management system. Faculty interested in providing electronic course reserves should
touch Diane Creede (x5145), instructional designer/developer.

CopyRight Resources
The Copyright Resources Web page explains copyright policy at Connecticut College
as it pertains to print and e-reserves, coursepacks and permissions. The page is
available on the IS website under Teaching Support.

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Faculty Borrowing Privileges
A College ID card is required to check out library items. An account can be
obtained at the Circulation Desk in Shain Library during library hours. Books are
charged to faculty for the academic year, videos and DVDs for eight days, and
CD-ROMs for 28 days. Books not in regular use should be returned at any time
during the year and must be returned when requested by another user. All library
materials must be returned prior to going on leave. Exceptions may be discussed with James Gelarden (x2662), access services librarian.

Scholarly Communication and Open Access
Beginning in 2008, the National Institutes of Health began requiring public access
to published results of NIH funded research. Information about compliance with the
policy is available from NIH at http://publications.nih.gov. Science Commons
provides a Scholar’s Copyright Addendum Engine, which generates a form that can
be attached to journal publishers’ copyright agreements to allow authors to retain
certain rights (http://scholars.sciencedomains.org). Over the past few years, faculty
at an increasing number of colleges and universities have voted to provide their
institutional repositories with copies of their scholarly work so that it can be made
freely available. Faculty interested in participating in open-access publishing should
consider depositing their scholarly and research output in Connecticut College’s
institutional repository, Digital Commons (http://digitalcommons.conncoll.edu).

CTW and Interlibrary Loan
The CTW library catalog allows you to place requests for books and media items
held by Trinity and Wesleyan. For books not available through the CTW catalog,
Interlibrary Loan (ILL) requests can be submitted electronically (http://illiad.
conncoll.edu). All journal article requests should be submitted through ILL. While
lending libraries will occasionally impose charges for shipping or photocopying,
members of the Connecticut College faculty will not be charged for ILL borrowing.
Contact Emily Aylward (x2667), ILL supervisor, for additional information.

Photocopies and Printing
The College has consolidated printing services across campus, providing multi-
functional devices throughout campus that enable copying, printing and scanning.
There are several of these devices available in Shain Library, on the main, second
and lower levels, as well as in the Greer Music Library and in the Language & Culture
Center. There is no charge for scanning. Costs for copying and printing are charged
to departmental accounts.

Research Instruction
Research librarians at Connecticut College are committed to helping students by
providing a variety of services that will enhance classroom learning through group
instruction and individual research appointments. Your library liaison can also
develop online research guides tailored to the requirements of your course. Faculty
interested in incorporating information literacy concepts into their courses should
contact their library liaison or Carrie Kent (x2244), director of research support
and instruction.