Information Services Faculty Guides   Information Services

2015

Faculty Guide 2015-2016

Fred Folmer
Connecticut College, ffolmer@conncoll.edu

Follow this and additional works at: http://digitalcommons.conncoll.edu/isfacguide

Technology Commons

The Technology Commons, located on the lower level of Shain Library, offers a rich array of resources that enable student and faculty digital research as well as spaces that promote collaboration and group project work. It includes the Diane Y. Williams '59 Advanced Workstations. Other components include:

Digital Scholarship & Curriculum Center

The DSCC provides high-end audio, video and image production equipment, as well as support for digital scholarship and the development of digital resources in the curriculum. Contact **Lyndsay Bratton (x2729)**, digital scholarship and visual resources librarian, or **Mike Dreimiller (x2093)**, digital media specialist.

Advanced Technology Lab

The ATL includes media creation stations with a range of high-end software for use in digital projects. The stations include video, audio, design and productivity software. The lab can also be used as a space for technology instruction. Contact **Mike Dreimiller (x2093)**, digital media specialist.

Diane Y. Williams '59 Visualization Wall

The Technology Commons includes a state-of-the-art, eight- by four-foot visualization wall, made possible through the generosity of Diane Y. Williams '59. The wall offers significant opportunities for interaction with large-scale display of class and research projects, with geospatial, scientific, programming and artistic possibilities. Contact **Lyndsay Bratton (x2729)**, digital scholarship and visual resources librarian.

Instructional Technology

Tempel Summer Institute

The Tempel Summer Institute is a one-week pedagogy and technology workshop designed for faculty interested in incorporating Web-based technologies into a course. Contact **Chris Penniman (x2381)**, director of instructional technology.

Language and Culture Center

860-439-2180 Room 102 of Blaustein Humanities Center
The Language and Culture Center supports foreign language departments and the Toor Cummings Center for International Studies and the Liberal Arts (CISLA) program. Students may use videocassettes, CD-ROMs and DVDs in conjunction with departmental courses or for independent work on listening comprehension and speaking skills. Contact **Laura Little (x5387)**, instructional designer/developer.

Media Services

860-439-2693 Room 108 of Blaustein Humanities Center
Media Services provides equipment and technical support. Requests require two weeks' advance notice and are scheduled through the **Events Office (x5462)**. Contact **Dave Baratko (x2693)**, media services senior technician, for additional information.
The following equipment can be requested for classroom support:
- Overhead, slide, film, video and data projectors
- CD, cassette, VHS and DVD players
- Multi-region/format VCR and DVD players

The following equipment can be reserved for individual checkout:
- Digital camcorders
- Cassette tape recorders

Media Services also offers video dubbing services and a basic video-editing suite.

Academic Software

A number of software applications are licensed and available to the College community through the Software Library Server. Further information about the Software Library Server is available through the IS website (www.conncoll.edu/information-services); click "Technology Services," then "Computers, Software and Printing." Contact the **IT Service Desk (x4357, http://webhelpdesk.conncoll.edu)** for assistance. Funds are available for the purchase of academic software to support teaching and research. Requests for the purchase of academic software should be sent to your Instructional Technology Liasion.

Information Services Electronic Classrooms

Electronic Classrooms: Shain Library provides three electronic classrooms for group research, library instruction and classes. Each classroom is equipped with an instructor's workstation and computer projection. All requests for library instruction should be made through your library liaison; direct requests for using the electronic classrooms to **Jessica McCullough (x2381)**, instructional design librarian. If specific software needs to be installed for your class, please give at least two weeks' notice. Further, computer and video projection systems are available in many classrooms throughout campus. See the IS website (click "Technology Services," then "Computer Labs & Classrooms") or contact **Chris Penniman (x2381)**.

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 (x5145)**, instructional designer/developer.

CamelWeb

CamelWeb, the College's intranet portal, offers access to the College directory; announcements and events, updated daily; links to email, Moodle and Self-Service; information on campus services; documents and policies; and Human Resources information. There's also a tutorial video on the main page to help you get started. Visit http://camelweb.conncoll.edu.

Office Computer Replacements and Purchases

The College's Computer Technology Purchases Policy is available on the Technology Services section of the IS website under "Computers, Software and Printing." All faculty and staff computers are on a replacement schedule. Contact **Ruth Seeley (x2090)**, manager of computer support services.

Off-Campus Access

Email: Web access to email is available at http://mail.conncoll.edu. Enter your network username and password for authentication. For assistance, contact the **IT Service Desk (x4357, http://webhelpdesk.conncoll.edu)**.

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**.

Lynda.com

All students, faculty and staff have access to lynda.com, an online subscription library that teaches the latest software tools and skills through high-quality instructional videos taught by recognized industry experts. More than 1,400 training videos cover a broad range of subjects. You can access the lynda.com library through CamelWeb (http://camelweb.conncoll.edu) or from a mobile device.

Connecticut College Information Services

Faculty Guide

2015-2016

www.conncoll.edu/information-services

Greetings:

We in Information Services hope this guide will help make you aware of the resources available for your teaching and research. 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. For more information, you can visit our website at http://www.conncoll.edu/information-services. Please let us know how we can assist you.

W. Lee Hisle
Vice President for Information Services
and Librarian of the College; x2650

Contact Information Services:

Shain Library Front Desk: 860-439-2662
IT Service Desk: 860-439-4357
Greer Music Library: 860-439-2711
Media Services: 860-439-2698
Language and Culture Center: 860-439-2180
Digital Scholarship & Curriculum Center: 860-439-2093

Hours of Service:

Charles E. Shain Library: 860-439-2662	Greer Music Library: 860-439-2711
Mon.–Thurs.: 8 a.m.–2 a.m.	Mon.–Thurs.: 8:30 a.m.–11 p.m.
Friday: 8 a.m.–10 p.m.	Friday: 8:30 a.m.–5 p.m.
Saturday: 10 a.m.–10 p.m.	Saturday: 1–5 p.m.
Sunday: 10 a.m.–2 a.m.	Sunday: 1–11 p.m.

Reference Desk (Shain Library):

Phone: 860-439-2655; text: 860-787-5001; email: refdesk@conncoll.edu
Reference Desk hours when classes are in session:
Mon.–Thurs.: 9 a.m.–5 p.m. and 7–10 p.m.; Friday: 9 a.m.–5 p.m.
Saturday: 1–5 p.m. (beginning and end of semester only)
Sunday: 2–10 p.m.

IT Service Desk (Shain Library):

Phone: 860-439-4357; Web: http://webhelpdesk.conncoll.edu
Monday–Wednesday: 8:30 a.m.–5 p.m. and 7–10 p.m.
Thursday–Friday: 8:30 a.m.–5 p.m.
Saturday closed; Sunday 5 p.m.–10 p.m.

For more information on IS programs, spaces and services, visit the website at www.conncoll.edu/information-services.

First and Foremost

Course Reserves
Shain Library will place library books, video tapes 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. Items can be picked up and returned to the Shain Library circulation desk.

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 may occur during peak periods. Please contact **Carol Strang (x2663)**, reserves 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 contact **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. More information on copyright policy is available at http://www.conncoll.edu/information-services/libraries/copyright-resources/.

Library and Instructional Technology Liaison Program
One reference and instruction librarian and one member of the instructional technology team are assigned as liaisons to each academic department.

Library liaisons are subject-area librarians who provide individual and group instruction, as well as guidance with research projects. Requests for new titles for the library's collection should be directed to the department's library liaison.

Instructional Technology liaisons can provide guidance in selecting appropriate technologies, offer technology training, and facilitate the selection and purchase of academic software.

For a list of liaisons, please visit http://libraries.conncoll.edu, then click the link for "Research Resources," then click the link for "Library/IT Liaisons."

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, as well as 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://webhelpdesk.conncoll.edu and log in with your network username and password. You may also call the **IT Service Desk (x4357)** or visit the IS website (http://www.conncoll.edu/information-services), then click "Technology Services," then click "IT Service Desk." The IT Service Desk is located on the lower level of Shain Library.

Connecticut College Libraries

Charles E. Shain Library
860-439-2662
The Charles E. Shain Library houses an excellent collection developed by librarians and faculty to support the College's liberal arts curriculum. During the 2014-15 academic year, the library underwent a $9.875 million renovation that provided the facility with refurbished study, classroom and collaborative spaces; new furniture; improved access to technology resources; and a new café. The library holds nearly 475,000 print volumes and approximately 11,000 electronic journal subscriptions, and provides access to more than 200,000 government documents. In addition, there are nearly 1,000,000 e-books that can be accessed through our catalog. Consortial borrowing arrangements with Trinity College and Wesleyan University expand access to more than 2.2 million volumes.

Greer Music Library
860-439-2711   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. Greer contains more than 11,000 books, 19,000 scores and 20,000 recordings. 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 accordance with Information Services Course Reserves 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, for more information.

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 more than 21,000 volumes and 4,000 linear feat of manuscript and archival collections, including 10,000 photographic prints and 44,000 slides and negatives.

The Center also holds 275 paintings and 125 fine prints. Manuscript collections include 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 Linda Lear Center also houses a growing collection of contemporary artists' books. Consult with **Ben Panciera (x2654)**, director of special collections and archives, to learn how these materials can be used to enrich your courses.

Faculty Publications
Information Services encourages faculty members to contribute copies of their published work to the College Archives for inclusion in the Connecticut College Faculty Authors Collection. Electronic archiving of faculty publications is possible through Digital Commons @ Connecticut College (http://digitalcommons.conncoll.edu). Contact **Ben Panciera (x2654)**, director of special collections and archives, for details about how to submit your work.

Faculty Borrowing Privileges
A College ID card is required to check out library items. An account can be obtained at the Circulation Desk in Blaustein's Ernst Common Room during open 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
In keeping with the understanding that knowledge is a public good and should be transmitted as broadly as possible, the faculty of Connecticut College has adopted an Open Access Policy. This policy was modeled on those already in place at large research institutions as well as peer Oberlin Group member colleges. The policy seeks to make scholarship produced by the faculty of the College freely available to all through our institutional repository, Digital Commons @ Connecticut College (http://digitalcommons.conncoll.edu), unless prohibited by the licensing agreement between the author and publisher. The policy will benefit the faculty, by increasing the potential audience for their scholarship; the College, by enhancing its research reputation; and the broader community, by ensuring that scholars without access to research libraries will still be able to carry out their work. The complete text of the Open Access Policy and an FAQ on Open Access at Connecticut College can be found on the IS Open Access page (http://www.conncoll.edu/information-services/open-access-/). The Open Access movement is enjoying considerable recent momentum, with dozens of colleges and universities adopting new policies and the federal government instituting new rules. We are excited to be a part of this momentum.

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://www.conncoll.edu/information-services/libraries/interlibrary-loan). All journal article requests should be submitted through ILL. Materials can be picked up at and returned to the Shain Library Circulation Desk. Although 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 that enable copying, printing and scanning. Devices are available in Shain Library, Greer Music Library, the Language & Culture Center, in many academic buildings, and in the College Center at Crozier-Williams. 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. Contact your library liaison or **Carrie Kent (x2444)**, director of research support and instruction.