

2014

Faculty Guide 2014-2015

Fred Folmer

Connecticut College, ffolmer@conncoll.edu

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Instructional Technology

Digital Scholarship & Curriculum Center

860-439-2093 Cummings 212

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. The facility also has resources for scanning text and images. Contact Lyndsay Bratton (x2729), digital scholarship and visual resources librarian, or Mike Dreimiller (x2093), digital media specialist.

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, for additional information.

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. Computer-aided instruction in languages is also supported. For more information, contact Laura Little (x5387), instructional designer/developer.

Media Services

860-439-2693 Room 108 of Blaustein Humanities Center

Media Services provides the Connecticut College community with equipment and technical support. Requests for equipment and support 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 (within copyright protection laws) 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/is); click "Technology Services," then "Teaching & Learning with Technology." Contact the IT Service Desk (x4357) 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 Liaison.

Information Services website: www.conncoll.edu/is

Information Services Computer Classrooms

Computer Labs: For the 2014-15 academic year, two computer labs will be available for group research, library instruction and classes. One lab will be located in Main Street East; it will replace Shain's Neff Lab for the year. The other lab will be in the Knowlton Dining Room, replacing Shain's PC Classroom for the year. Each lab is equipped with an instructor's workstation and computer projection. All requests for library instruction should be made through your library liaison. Requests for using the two computer labs should be directed to Jessica McCullough (x2381), instructional design librarian. If specific software needs to be installed for your class, please give at least two weeks' notice.

Technology-Enabled Classrooms: Computer and video projection systems are available in many classrooms throughout campus. See the the IS website (click "Technology Services," then "Computer Labs & Classrooms") 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 (x5145), 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 Technology Services section of the IS website under "Computers, Software and Printing." 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 860-439-4357.

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.

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, and new courses are added every week. You can access the lynda.com library through CamelWeb or from a mobile device.

Connecticut College Information Services

Faculty Guide

2014-2015

www.conncoll.edu/is

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 particularly committed to this goal during the Shain Library renovations.

You can visit our website at www.conncoll.edu/is, or the library renovation website found at www.conncoll.edu/shainreno. 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 Services in Blaustein: 860-439-2662

IT Service Desk: 860-439-4357

Greer Music Library: 860-439-2711

Media Services: 860-439-2693

Language and Culture Center: 860-439-2180

Digital Scholarship & Curriculum Center: 860-439-2093

Hours of Service:

Shain Services in Blaustein: 860-439-2662

Mon.–Thurs.: 8 a.m.–2 a.m.

Friday: 8 a.m.–10 p.m.

Saturday: 10 a.m.–10 p.m.

Sunday: 10 a.m.–2 a.m.

Greer Music Library: 860-439-2711

Mon.–Thurs.: 8:30 a.m.–11 p.m.

Friday: 8:30 a.m.–5 p.m.

Saturday: 1–5 p.m.

Sunday: 1–11 p.m.

Reference Desk (Ernst Common Room in Blaustein):

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: 8 a.m.–5 p.m.

Saturday: 1–5 p.m. (beginning and end of semester)

Sunday: 2–10 p.m.

IT Service Desk (Hamilton Hall, daytime hours; Blaustein 108, evening hours):

Phone: 860-439-4357; Web: <http://webhelpdesk.conncoll.edu>

Monday–Wednesday: 9 a.m.–5 p.m. (Hamilton); 7–10 p.m. (Blaustein)

Thursday–Friday: 9 a.m.–5 p.m. (Hamilton)

Saturday closed; Sunday 5 p.m.–10 p.m. (Blaustein)

Check the IS website (www.conncoll.edu/is/) for more information.

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. For the 2014-15 year, items can be picked up and returned to Shain Library Services in Blaustein's Ernst Common Room.

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 call 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 is available at the libraries' website, <http://libraries.conncoll.edu>; click "Research Services" and then "For Faculty."

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 to support the teaching and research 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 component. 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 into 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/information-services/libraryit-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, 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 at x4357 or visit the Technology Services section of the IS website under "IT Service Desk." The IT Service Desk is located for 2014-15 in Hamilton Hall (during open daytime hours) and Blaustein 108 (during open evening hours).

Connecticut College Libraries

Charles E. Shain Library

860-439-2662

The Charles E. Shain Library, under renovation for 2014-15, houses an excellent collection developed by librarians and faculty to support the College's liberal arts curriculum. **Note that because of the Shain Library renovations taking place during the academic year 2014-15, all library materials will have to be requested through the catalog for pickup in Blaustein's Ernst Common Room. Please refer to the enclosed addendum or www.conncoll.edu/shainreno for details.** The library holds nearly 500,000 bound volumes, 1,155 print serial and 12,239 electronic journal subscriptions, and more than 100,000 government documents in print. In addition, there are more than 750,000 e-resources that can be found in 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. 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. (Please note that because of the Shain Library renovations taking place during the 2014-15 academic year, researchers will be required to make appointments 24 hours in advance and be escorted to the reading room.) Located in the Linda Lear Center for Special Collections & Archives on the second floor of Shain Library, the collections include more than 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 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 course.



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://illiad.conncoll.edu>). All journal article requests should be submitted through ILL. During the 2014-15 year, materials can be picked up at and returned to the ILL desk in Blaustein's Ernst Common Room. 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 throughout campus that enable copying, printing and scanning. For the 2014-15 academic year, devices are available in Blaustein, the two temporary computer labs (Main Street East and Knowlton Dining Room), 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. Contact your library liaison or Carrie Kent (x2444), director of research support and instruction.