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3.3 Academic Resources

Saint Mary's College of California

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3.3 ACADEMIC RESOURCES

3.3.1 LIBRARY

Saint Albert Hall, named for the 13th-century philosopher and theologian, houses the collections, services, technologies, and staff. It also houses the Information Technology Service's Center for Teaching and Learning: EdTech and their drop-in Tech Bar. A summary of Library services to support faculty teaching and research can be found on the Library's home page under Services and Support: Faculty Services

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of information, scholarly resources, and data. Librarians, in consultation with faculty, will develop specialized and advanced library/research skills workshops or assignments that teach information literacy and support your course learning outcomes. Contact your subject librarian to learn more.

3.3.1.2 Research Assistance

Your subject librarian can help you with identifying and finding materials for your research and with information you may need as you prepare your promotion/tenure review materials. If you need an answer fast, get individualized, personal research assistance seven days a week from a professional librarian. No appointment is necessary. For more information, go to <http://www.stmarys-ca.edu/library/ask-us>.

3.3.1.3 Electronic Information Resources

The Library's electronic information resources include the online catalog ALBERT, periodical indexes, full-text resources, and interlibrary borrowing services for books, videos, and journal articles. In addition the Library has a collection of 45,000+ digital books (Ebrary). The books are cataloged in Albert and accessible through the Library's Databases web page. These resources are available in the Library and throughout the SMC campus and remotely throughout the world via the World Wide Web. An SMC email account and password is required to access these resources.

The ALBERT online catalog includes records for all the books in the library building, and records for periodical titles, videos, media, and digital resources. More than 150 electronic databases available on the campus network often include access to the full text of articles indexed, from over 57,713 periodicals. The library Web page (<http://library.stmarys-ca.edu>) also offers access to internet resources for study and research selected by librarians and organized by discipline.

The Library is associated with the Online Computer Library Center (OCLC), which enables librarians to locate and borrow books and periodicals from throughout the United States and beyond.

3.3.1.4 Access to Other Libraries

Full-time faculty are entitled to library privileges at UC Berkeley and the Graduate Theological Union Library. See the Library's Privileges page <https://www.stmarys-ca.edu/library/services-and-support/borrowing-policies/accounts-and-privileges>. Most libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, allow the public to use materials on-site. For questions or assistance with privileges at a particular institution not discussed above, contact the Library's Head of Access Services.

3.3.1.5 Interlibrary Loan and Document Delivery

Request books, films, and articles from other libraries across the nation or have material delivered to your home or office. Inquire at the Service Desk or see <https://www.stmarys-ca.edu/library/interlibrary-loan>.

3.3.1.6 Faculty Photocopying

Current Saint Mary's faculty, or a designated assistant, may use the Library's faculty copy card to make a copy of non-circulating library material, such as pages or chapters from a reference book or journal article. This card can be requested at the Circulation Desk. Multiple copies of material for the classroom or to place on Reserve may be duplicated at the campus Duplicating Center.

3.3.1.7 Collections and Circulation Policies

The Library supports faculty teaching and research and student learning. We purchase and license a wide range of materials--books (fiction and nonfiction), journals, newspapers, databases, films, DVD's, streaming media and other scholarly and general resources. Many

items are electronic and available remotely. The Library has national and international cooperative lending/borrowing relationships and can get most materials within a week. Faculty can have materials delivered to their offices or scanned copies sent to an email address.

Special Collections are both print and electronic and include the Library for Lasallian Studies, the Newman Collection and other historical research collections. See <https://www.stmarys-ca.edu/library/about-the-library/special-collections>.

Most materials may be borrowed by faculty for a semester, subject to recall if needed by another Saint Mary's borrower. Some materials, particularly those borrowed from other libraries, have different loan rules. Faculty may renew material up to three times, either in person, by phone, or online using *Albert*, the Library's online catalog under "My Account". When material is overdue, faculty will receive an email courtesy reminder. If not renewed or returned, the material will be considered lost and faculty will be billed replacement costs. Please see the Borrowing Policies page for more information <https://www.stmarys-ca.edu/node/175586>.

3.3.1.8 Textbook and Course Reserve Service

Material that is required or recommended for class, or is otherwise in high demand may be added to the Textbooks on Reserve or the Reserve collections. For details about processing time, copyright restrictions, and loan periods, come to the Library's Service Desk or go to <http://www.stmarys-ca.edu/library/using-the-library/reserves>.

Upon request by faculty, Access Services staff will place on Reserve course material for classes. Material may be scanned and placed on electronic reserve for 24/7 access. Physical copies of bound materials only may be placed on Reserve at the Service Desk. Placing items on Reserve ensures students will have equitable access to this material. The physical Reserves are Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open.

3.3.1.9 Library Exhibits

The scheduling of Library exhibits is coordinated by the Head of Access Services. Faculty members interested in arranging for an exhibit should fill out the "Proposal for Library Exhibit" form available at the front desk of the Library. Exhibit space fills up quickly, so please reserve as far in advance as possible.

3.3.1.10 Digital Commons

Saint Mary's College of California Digital Commons is an Institutional Repository service managed by the Library that provides an electronic repository for academic, scholarly, and creative works, administrative documents, electronic journals, and other content produced by and for the Saint Mary's community. Digital Commons currently houses the Undergraduate Course Catalog, as well as the Faculty, Staff, and Student Handbooks. See: <http://digitalcommons.stmarys-ca.edu/>.

3.3.1.11 College Archives

The Saint Mary's College Archives collects, preserves, and provides access to records, publications, and other documents pertaining to the history of the College to serve the research needs of the College community and the public. The Archives collections include documents dating from the founding of the College in 1863 in San Francisco, through its relocation to the "Brickpile" campus in Oakland in 1889, to its move to the Moraga campus in 1928 and up to the present. For more information, contact the Archivist at: archives@stmarys-ca.edu.