

2017

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 which make up the library. Print, audio, film, and electronic titles are selected and organized to support the undergraduate and graduate curriculum.

Access to text, images, and data on the Internet is enhanced by the library's Website (<http://www.stmarys-ca.edu/library>). The reference collection is designed to provide primary information, as well as links to other library resources in the Bay Area and beyond. The library also houses the College Archives, The Library for Lasallian Studies, and a special collection on Cardinal Newman and His Times (also available online). In addition to individual media stations, the Library offers three group study/media rooms—and the Wildenradt Theater.

3.3.1.1 Instructional Services

Librarians provide instruction to students and faculty in the effective access, use and evaluation of a variety of library and worldwide information resources, which include traditional print sources, networked electronic resources, and the Internet.

In addition to the basic-level library instruction sessions provided to all students in the English Composition program librarians, in consultation with faculty, provide specialized and advanced library instruction and/or assignments that provide information literacy and support course learning outcomes.

Instruction librarians also offer a series of Internet/WWW workshops which educate about the organization and evaluation of resources found on the Internet, including browsers, search tools, and retrieval options. Contact the Coordinator of Instructional Services or the librarian subject selector for your department.

3.3.1.2 Faculty Research Assistance

In addition to regularly scheduled reference/information assistance provided at the Library's Reference Desk, extended research assistance is also available. For some more specialized research needs, contact the librarian subject selector for your department or the Coordinator of Reference Services.

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 John F. Kennedy University Library in Pleasant Hill. In all instances, faculty must present proof of full-time status and current employment by the College (generally a letter certifying full-time employment at Saint Mary's College (available from your Dean) and photo-I.D. In addition, libraries at state-funded institutions, including the California State Universities, University of California campuses, and community colleges, generally provide public in-house access to their collections. Contact the Head of Access Services for more information.

3.3.1.5 Interlibrary Borrowing/Document Retrieval

Books, videos, and articles which are not available in the Saint Mary's Library may be requested using our Link+ service and are generally received within three to four days of request. Books and articles not available from Link+ may be requested from ILLiad, our Borrowing service. Articles are received within days, but books may take two or three weeks, depending on the lending institution. Scanned copies of articles or book chapters available in our collection (Document Delivery) may also be requested using ILLiad. There is no charge to faculty for this service.

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 Circulation Policies

Books may be borrowed by a faculty member for a semester, subject to recall if needed by another Saint Mary's borrower. Faculty may renew material up to three times, either in person, by phone, or online using ALBERT, the Library's online catalog and circulation system. When material is overdue, faculty will receive an email courtesy reminder. If not renewed or returned, the books will be considered lost and faculty will be billed for a replacement.

3.3.1.8 Reserve Service

Upon request by faculty, Circulation staff will place on Reserve course material for classes. Material may be scanned and placed on electronic reserve for 24/7 access, or physical copies may be placed on reserve at the Circulation Desk. Placing items on Reserve ensures that students will have equitable access to this material. The physical Reserves Collection, which can be accessed in ALBERT, is located at the Circulation Desk and is available during the hours the Library is open. For details about processing time, copyright restrictions, and loan periods, refer to the Library's "Reserve Services Guide," or from the Library's web page under "Services for Faculty." Electronic reserve items (ERes) are available 24/7/365.

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.