



Faculty Orientation to Puksta Library

Puksta Library staff offer this information as a means of introducing the services we provide to the faculty of River Valley Community College. We welcome suggestions for improving our services. If you have a question not covered here, please call the Library at 542-7744 X5465. Much more information is available on the Library web pages at: <http://www.rivervalley.edu/library.html>.

Library Staff

Name	Title	Ext.	Email	Areas of Responsibility
Jim Allen	College Librarian	5336	jallen@ccsnh.edu	Administration
Gloria Oakes	Library Associate	5466	goakes@ccsnh.edu	Cataloging & Instruction
Megan Coleman	Library Technician	5466	mcoleman@ccsnh.edu	Reference, Equipment & ILL

Mission of the Library

While recognizing the individual missions of its respective colleges, the CCSNH libraries support a common mission to provide access to up-to-date technology and informational resources to all who use their facilities, including students, faculty, staff and the local and wider community. The CCSNH libraries fulfill this mission in an environment that is welcoming, conducive to learning and research, and current in its resources. The library is the “knowledge hub” of the campus and, as such, provides program and curriculum support, assesses and teaches information literacy, and encourages life-long learning and independent research.

Online Catalog

The Library’s public access catalog is available at <http://library.ccsnh.edu>. Please speak with a librarian if you have questions or comments about the catalog. A librarian would be happy to familiarize you with search techniques in our online catalog.

Collection Development

Puksta Library is committed to the purchase of information resources in all formats. River Valley Community College Librarians monitor collection needs on an annual basis to identify areas of rapid growth or particular weakness with the intent of providing the best possible access to information and service to patrons. Collection development ideas are welcome, either in the form of recommendations of individual titles or suggestions for improving subject areas. If you have book reviews to accompany your requests for books, please submit them as well. When we purchase the recommended title, we will notify you.

Reference

Librarians guide library users in designing and executing research strategies. We want the user to be able to repeat some of the process we have just gone through, the next time he or she has similar information need. A librarian is available during the following hours throughout the academic year:

M-TH: 8 – 8:00 p.m.

Fri: 8 – 4:30 p.m.

Librarians can be reached in person, phone, email, and online chat.

Website and Databases

Our website is located at <http://www.rivervalley.edu/library.html>, and features links to a number of electronic databases which include eBooks, articles and reference books. You will also find news sites, an ask-a-librarian feature, information literacy for Faculty, information about copyright and fair use, Meebo chat widget, citation sites and more. The following databases are available for on- and off-campus use. Off-campus users will need to go here <http://rivervalley.edu/library.html> and will be prompted for a username and password [CCSNH email address and password].

➤ **ProQuest Central**

ProQuest Central is the largest aggregated full-text database for libraries, totaling more than 12,000 titles (with over 9,000 titles in full text). A central resource for researchers at all levels, ProQuest Central provides access to millions of full-text articles from thousands of scholarly journals, covering over 160 subjects. ProQuest Central also offers information not available in other aggregated resources, such as:

- Over 600 full-text U.S., Canadian and international newspapers, including exclusive access to the full text of *The Wall Street Journal* and *Los Angeles Times*
- Nearly 30,000 full-text dissertations in business, psychology, physical sciences, health, education, and more
- Concise business information from nearly 9,000 market reports, including 43 industries in 40 countries

➤ **EBSCOhost**

EBSCOhost is a powerful online reference system accessible via the Internet. It offers a variety of proprietary full text databases and popular databases from leading information providers. The comprehensive databases range from general reference collections to specially designed, subject-specific databases for academic libraries.

➤ **Ebrary**

Electronic book collection of 70,000+ titles, covering all academic subjects including: business, economics, computers, IT, education, humanities, language, literature, linguistics, law, life sciences, nursing & allied health, physical sciences, psychology, philosophy & classics, sociology, anthropology and more.

Key Features for Library End-Users

- Anytime/anywhere access.
- Multiple options for searching and navigating.
- Personal bookshelves automatically store links to highlights, notes, and more, providing an archive of research. Folders can be emailed to peers.
- Automatic citations when text is printed or copied and pasted into Word or any text applications. Citations include an automatic URL hyperlink back to the source.
- Highlighting and annotating.

➤ **CredoReference**

Credo Reference is a full-text online reference service. Our collection includes over three million entries from hundreds of well-regarded titles from some of the world's best reference publishers. Credo's collection is intelligently integrated with millions of cross-references and contains dictionaries, bilingual dictionaries, thesauri, encyclopedias, quotations and atlases, plus a wide range of subject-specific titles covering everything from art to accountancy, science to Shakespeare and law to literature.

Please see our library website page for more information @ <http://www.rivervalley.edu/library.html>

Library Instruction

Academic libraries have a fundamental responsibility to provide library instruction. Library instruction has two main purposes: training users to use library materials and instilling in users the principles and practices of information literacy. Puksta Library provides library instruction with emphasis on active learning and curricular integration. We want our session to relate directly to the work being performed in your class. We do not recommend that you consider a student's English Comp classes to have given students solid grounding in information literacy; returning to the library so that students can learn about specialized terms and skills related to your discipline is often a good idea. Course instructors must be present for the library instruction session. Course instructors are encouraged to contact librarians in advance to customize the session for the needs of their section(s).

Library Instruction for Other Courses

Instructors teaching courses within specific disciplines are encouraged to schedule library instruction sessions for their courses. These sessions are generally designed in conjunction with the Librarian and offered by the Librarian. Instruction sessions should be linked to a specific assignment and a specific set of learning outcomes.

Circulation

To the left of the main entrance, you will see the circulation counter. Staffed by student workers and staff, this area is a main service point in the Library. Materials housed at the circulation counter include course reserves. It is also the pick-up point for interlibrary loan materials. Please contact a library staff member with questions regarding circulation matters. Most circulating items are loaned to faculty for four weeks with the possibility of renewal for another four weeks. We also have a collection of DVDs and videocassettes that circulate for one week. All library materials are identified in the online catalog at <http://library.ccsnh.edu>. We will notify you when a loan period is over, asking you to either renew the item or return it promptly. We wish it were unnecessary to mention this, but: Faculty members with long overdue items will be billed for replacement and processing costs and may have borrowing privileges suspended.

Interlibrary Loan

Since the Library's first responsibility is to meet the needs of students by purchasing materials in support of the curriculum, we are not always able to accommodate requests for the purchase of materials solely supportive of faculty research projects. Our modest budget compels us to carefully choose materials that are appropriate to the River Valley curriculum. However, often we can successfully accommodate your research needs through our Interlibrary Loan (ILL) service. Contact Megan Coleman in the library with questions regarding interlibrary loan.

Course Reserves

The Reserve stacks behind the circulation counter house books, movies, and print copies of journal articles faculty set aside for use by students in their classes. If you would like to place library materials or personal items on reserve for a semester, please bring those items to the circulation counter and fill out a course reserve form. Faculty members are responsible for compliance with U.S.C. 17 copyright laws. Please allow us at least three business days to prepare the reserve materials before notifying your class of the availability of the items. Options for loan periods include in-library use and overnight use. At the end of the reserve period, personal copies will be returned to you and library copies will be reshelfed. Megan Coleman can answer your questions regarding reserves.

Periodicals

The Librarians monitor use of the library's periodicals collection in hard copy, replacing low and non-used items with titles that satisfy the changing needs of faculty and students. Access to online periodical literature makes it possible for library personnel to locate and acquire information through the use of interlibrary borrowing and document delivery services when we do not have either physical or electronic access to the item. Through the use of our online article databases, all members of the River Valley community have access to thousands of periodicals.

Media Services

Faculty wishing to use AV equipment need to reserve it at least 48 hours in advance to insure its availability. Call Puksta Library at x5465 to make a reservation or stop by. Most classrooms are equipped with overhead projectors. Other available equipment includes LCD projectors, laptops, carousel slide projectors, stereo system, handheld video cameras, CD/AM-FM radio/cassette player and more. Please make an appointment to familiarize yourself with equipment that is new to you.

Comments and Suggestions

We welcome your questions, comments, and suggestions. Please keep in touch with us – drop in, email, phone, instant messaging –whatever you'd like. While there are budget limitations, we are glad to discuss and implement ideas for new and improved services and resources. We are committed to developing our students' ability to locate, evaluate, and use information and look forward to collaborating with you.

Sources

DiPietro Library, Franklin Pierce University: http://www.franklinpierce.edu/fp_library/index.htm