

Helping Your Students

Library Orientations

You can help your students go beyond Google by scheduling a Library orientation for your course. In just one hour or less, a librarian can provide an orientation that is custom-tailored to the needs of your students. Library orientations increase students' ability to find research materials for their assignments and help them make the best use of the many print and electronic resources available to them.

Orientations should be scheduled at least one week in advance. Fill out the online orientation request form on the Library's "Orientations" Webpage (which is available on the "Faculty Services" Webpage). If your students will be working on a specific assignment, please include the assignment information with the request.

Assignment Assistance

The Library provides research assistance to students. A librarian is at the Information Desk during all open hours. Please encourage your students to ask for help!

Librarians will work with you to make certain the Library has the material to support your research assignments. Contact **Pat Hernas** (ext. 5167).

Citation Creation Tool

The Library subscribes to NoodleBib, a service that helps students with creating citations and organizing research. It is not simply a "machine" that automates the process; it teaches evaluation and analysis. Faculty are encouraged to familiarize themselves with NoodleBib and promote its use. In order to use the Mission College subscription, you must first register for an account. NoodleBib is available on the Library's "Research Resources" and "Off Campus Library Services" Webpage. For assistance, contact **Michele Speck** (ext. 5169).

Additional Services

The Library has approximately 70 computers. Computers are available for Internet searches on a first-come, first-served basis. Printing is available and cost \$0.10 per page for black & white and \$0.80 for color.

The Library provides wireless access for laptop computers. Printing is not available for computers using the Internet via a wireless connection.

The Library has two public photocopiers. The machines are self-service and cost \$0.15 per page. Double-sided copies are available and cost \$.030 per page.

Contacting the Library

Web address:

<http://www.missioncollege.org/lib/>

Faculty Services Webpage:

<http://www.missioncollege.org/lib/facultyservices.html>

Information Desk: 408.855.5151

Check Out Desk: 408.855.5150

**Dean of Instruction, Liberal Studies
& Language Arts:** Tim Karas (ext. 5164)

Librarians:

Cathy Cox
Public Services (ext. 5165)

Pat Hernas
Technical Services & Outreach (ext. 5167)

Michele Speck
Electronic Resources & Instruction (ext. 5169)

Elaine Wong
Department Chair/Reference & Instruction (ext. 5162)

(Cover Photo: Asian American Collection)

Rev 11/10

Library Resources and Services for Faculty



Mission College
Santa Clara, California

Borrowing Materials

A Mission College photo ID card is needed to check out materials. Faculty must come in person to the Library Check Out Desk with their Mission ID card to activate their account. An active account is needed to check out books, and to access the library databases and the Inside Mission network from off-campus.

Faculty library privileges are more flexible than student privileges. Loan rules are as follows:

Circulating books, videos & DVDs – Three weeks, renewal possible.

Reference videos & DVDs– one day standard loan period.

Magazines, newspapers, reference books – may be borrowed for a brief time if needed in class.

At time of check out, faculty may request extended loan periods. However, library materials are not to be borrowed to use for an entire semester.

Reference videos/DVDs may be borrowed for Mission College classroom use and should be returned quickly to allow other faculty access. Faculty are limited to checking out a maximum of five reference videos/DVDs at any time.

Faculty may reserve reference videos/DVDs for specific dates. Reserving in advance is strongly advised to assure having the video when needed. Contact staff at the Check Out Desk (x5150).

Interlibrary Loan

Faculty and students may request books from West Valley College through the “request” feature of the online catalog. Books can also be requested from over 50 libraries across California and Nevada through LINK+. Books generally arrive within 2-4 working days.

Telecourse DVDs/Videos

The Library maintains a set of telecourse videotapes and/or DVDs for students to borrow at the check out desk and view in the library.

The Library also serves as the pickup point for students who wish to rent telecourse videos and/or DVDs. Telecourse tapes and/or DVDs are available for rent by students enrolled in the course.

Students must first pay \$50 (\$25 security deposit and \$25 rental fee) per course at the Cashiers Office, and then bring the receipt to the Library Check Out Desk. Students will be required to sign a telecourse tape rental agreement before the videos and/or DVDs are checked out to them. When students return the videos/DVDs on time and in good condition, the \$25 security deposit will be returned to them. If the material is damaged or lost the student will lose the security deposit and be charged \$10 per tape/DVD.

Instructor Reserves

"Instructor Reserves" are items placed on reserve by faculty for the students in their classes. Faculty may place as many of their own materials as necessary on reserve. Faculty may also request items from the Library's print or media collection to be placed on reserve for their students' use in the Library. Up to five books from the Library's collection may be put on reserve per semester, for a maximum of one semester.

If you wish to place an item on reserve, please print out and attach one *Reserve Request* form for each item (<http://www.missioncollege.org/lib/policies/ResReq.pdf>). Please allow at least 48 hours for processing new reserves.

Textbook Reserves

In addition to instructor reserves, the library purchases many, but not all, **required** textbooks for the reserve collection. Textbook reserves are for use in the Library only, and may not be taken home. Instructors can call the Check Out desk (ext. 5150) to check whether their specific textbook has been purchased and placed on reserve. Instructors are also encouraged to place any extra copies of required textbooks on reserve for student use. Questions about the selection of textbooks should be referred to **Cathy Cox** (x5165).

Suggesting Materials

The Library will try to accommodate faculty suggestions for Library purchases as our budget permits. Send requests to **Pat Hernas** (ext. 5167).

Library Databases

The Library subscribes to a variety of online research databases to support the curriculum (http://www.missioncollege.org/lib/database_top.html). When you register with the Library, you will be able to access the Library databases from off-campus (students are automatically added to the Library's system when they register).

Handouts/Quick Guides

The Library maintains a series of handouts and Quick Guides, online listings of Web resources specifically chosen to support Mission College assignments. Handouts and Quick Guides are available on the Library's “Research Resources” Webpage. To have Websites added to a Quick Guide or to suggest a new category for a Quick Guide or handout, contact **Michele Speck** (ext. 5169).