

Helping Your Students

Library Orientations

You can help your students go beyond Google by scheduling a library orientation. 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 from the Library.

Orientations should be scheduled at least one week in advance. Fill out the online class orientation request form available from the Library's "Faculty Services" Webpage. If your students will be working on a specific assignment, please include a copy of the assignment 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 faculty to make certain the Library has the material to support your research assignments. Contact **Pat Hernas** (ext. 5167).

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).

Additional Services

The Library has a nearly 70 computers. Computers are available 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 (user name: *guest*, password: *wireless*). 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.

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

Library Director: Tim Karas (ext. 5164)

Librarians:

Cathy Cox

Collection Development (ext. 5165)

Pat Hernas

Access & Outreach Services (ext. 5167)

Michele Speck

Electronic Resources & Instruction (ext. 5169)

Laura Witschi

Technical Services & Cataloging (ext. 5168)

Elaine Wong

Reference & Instruction (ext. 5162)

Library Resources and Services for Faculty



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 PARIS network from off-campus.

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

Circulating books & media– three weeks, renewal possible.

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

Reference videos & DVDs – one day.

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).

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.

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.

Instructor Reserves

"Instructor Reserves" are books placed on reserve by faculty for the students in their courses. 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 a book 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 some, but not all, **required** textbooks for the reserve collection. Textbook reserves are for use in the Library only, and may not be taken home. Faculty can call the Check Out desk (ext. 5150) to check whether their specific textbook has been purchased and placed on reserve. Faculty are also encouraged to place any extra copies of required textbook on reserve for student use. Questions about the selection of textbooks should be referred to **Cathy Cox** (x5165).



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 entered into the Library's system when they register; faculty must stop by the Check Out desk to add their information.

Telecourse DVDs/Videos

The Library maintains a set of telecourse videos/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/DVDs. Telecourse videos/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 rental agreement before the videos/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 video/DVD.

Suggesting Materials

The Library will try to accommodate faculty suggestions for Library purchases as our budget permits. Send requests to **Cathy Cox** (ext. 5165).