

October 25, 2006

TO: Faculty & Staff
FROM: Mike Moran, Director, Learning Resource Center (LRC)
SUBJ: News from the LRC

I hope your Fall 2006 semester is going well as we reach its midterm. Here is the latest news from the LRC on matters of interest to you and to your students. My staff and I hope you'll continue to visit us often this semester to get the most out of your teaching and that you'll encourage your students to do likewise.

LATEST LRC NEWS

- ❖ Our longer Friday and Saturday hours this semester (see below) have been drawing more students and other patrons into the LRC on those days than ever before. Please remind your students that we're now open from 8:30 AM to 4:00 PM on Fridays and Saturdays.
- ❖ Two graduate interns from the Simmons College library and information science program at Mount Holyoke College are continuing to work in the LRC this semester: Sue Raymond, on Monday evenings; and Cheryl Livengood, as her off-campus work schedule permits. We're grateful to both of them for the high quality of their service to our students, faculty, and other LRC users.
- ❖ This semester the LRC is inaugurating a new series of what we're calling "Book Talks," beginning with a discussion on November 2 of the book *My Sister's Keeper*, by Jodi Picoult (watch your mail for a separate announcement). In the Spring 2007 semester, we'll present several of our own faculty authors, as well as at least one off-campus author with local roots. I hope you can join us then.
- ❖ In an effort to follow up on last year's NEASC report, I plan to schedule brief (up to a half hour) one-on-one meetings this semester with all full-time ACC faculty to review: (1) how well the LRC is currently meeting your needs; and (2) any suggestions you may have for new and/or improved LRC services. Thanks in advance for giving me a little space on your calendars soon!
- ❖ Finally, our 24/7 "virtual reference" service "InfoAnyTime" continues to give ACC students reliable help with their research assignments from professional librarians this semester when the LRC is closed. You can access "InfoAnyTime" on the LRC home page: www.acc.comnet.edu/lrc.

LRC FALL SCHEDULE (hours subject to change)

(effective September 5 – December 19, 2006)

Monday - Thursday	8:30 AM – 8:30 PM
Friday - Saturday	8:30 AM – 4:00 PM

Along with the rest of the college, the LRC will be closed November 23-26 for the Thanksgiving recess.

LIBRARY INSTRUCTION

Our librarians are available, as always, to lead Library Instruction (LI) sessions for your classes this semester on how to make the best use of the LRC for research and other assignments. These sessions can be geared to the particular needs of each class and usually include distribution of several handouts about the LRC and its services. We use a computer projector to do hands-on demonstrations of online catalog, database, and Internet searches. We like to begin these sessions in one of the college computer labs, where each student has a computer, and finish or follow up with a brief tour of the LRC.

If you haven't yet scheduled an LI session this semester and would like to do so, please complete an LI request form (at the Circulation Desk, or we can email it to you) at least one week in advance. Feel free to contact **Bev Himmelstein** or **Sherry Gelbwasser**, our Information Services Librarians, or **me** if you have any questions, concerns, or special needs.

MEDIA AND WEB SERVICES

We will set up AV equipment and materials in your classroom if you fill out a blue request form (also at the Circulation Desk) at least one day in advance. We may also be able to arrange for film or video rentals on request. We will also update any links or content on the college web site by request if you fill out the appropriate white form, which requires a Dean’s signature. See **Tom Vesci**, our Media Services Director, or **Ben Durant**, the college Webmaster and Media Assistant, for all your media and web-related needs.

RESERVE SERVICES

If you would like to put any books, articles, or other materials (our property or yours) “on reserve” for students in your classes, see **Qiong Zou**, our Circulation Coordinator, for the correct form to fill out. We will restrict such items to in-LRC or overnight use unless you specify otherwise.

Some reminders about LRC Reserve Services:

- As with all other LRC materials, students must have library cards (always available at the Circulation Desk) to use items on reserve.
- We do not routinely place all textbooks sold in the bookstore on reserve unless they are already in our collection or a faculty member specifically requests them.
- Because we need time to process items for reserve, please get them to us at least 3-4 days before you send your students in to use them.
- Please also remember to let us know when to take items off your reserve shelf, too!

INTERLIBRARY LOAN SERVICES

As always, full (and free) interlibrary loan service is available this semester for you and your students (pink forms for book requests, green forms for periodical article requests). See **Sherry** or **Bev** for help with ILL.

COLLECTION DEVELOPMENT – WE NEED YOUR INPUT!

Your suggestions are not only welcome but essential for new book titles, AV materials, or other items to be added to the LRC collection. We never think it’s enough, but we do have money to spend, and LRC materials are useful both in the classroom and for individual research. Contact **any LRC staff member**.

ADDITIONAL SERVICES

LRC staff also handle the scheduling of all events in the LRC Conference Room next to our entrance. See **Qiong** or **me** about how to check online for when the room is available and how to schedule an event there.

If you would like to receive copies of the “Table of Contents” pages from new issues of magazines or journals that the LRC subscribes to, let **Qiong** or **me** know which titles you are interested in. Or, simply fill in the tear-off section below and drop it in the LRC mailbox.

(tear here and return to LRC)

TABLE OF CONTENTS request

YOUR NAME _____ DATE _____

PLEASE SEND ME CONTENTS INFORMATION FOR THE FOLLOWING TITLES:

1. _____
2. _____
3. _____
4. _____

(USE A SEPARATE SHEET IF YOU HAVE MORE TITLES)