

May 25, 2006

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

Welcome back for the first Summer session of 2006!

Here is the latest news from the LRC on matters of interest to you and to your students. My staff and I hope that you'll 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

During the Spring 2006 semester, the LRC added another new electronic information database to our web site that will be of special interest to students of state and local history and government: the Historical Hartford Courant (1764-1922). This database offers full page and article images with searchable full text back to the very first issue. Click one of the links under "Electronic Databases" on the LRC web site (see below) to check it out for yourself.

This semester our 24/7 "virtual reference" service "InfoAnyTime" will continue to give our students reliable help with their research assignments from professional librarians when the LRC is closed. This service was first offered by five libraries in our system as a pilot project through the Connecticut Library Consortium (CLC) in the Spring 2005 semester. You and your students can access "InfoAnyTime" on the LRC home page: www.acc.commnet.edu/LRC/index.htm.

One event coming up in mid-June that my staff and I believe will improve access to the LRC's book and media collections is an upgrade of our online catalog and circulation systems to the next generation of Voyager software. We'll send you more details about any down time we may encounter as we get closer to that date, but we expect no disruption of LRC services during this transition period.

LRC SUMMER SCHEDULE (hours subject to change)

(effective May 23 – August 17, 2006)

Monday - Tuesday	8:30 AM – 8:30 PM
Wednesday - Thursday	8:30 AM – 6:00 PM

We'll be closed on Monday, May 29, for Memorial Day, Tuesday, July 4, for Independence Day, as well as on Fridays and weekends during the summer months.

LIBRARY INSTRUCTION

Our librarians will be available this semester, as always, to lead Library Instruction (LI) sessions for your classes on how to make the best use of the LRC.

These sessions can be geared to the particular needs and assignments of each class and usually include distribution of several handouts about the LRC and its services. To make these sessions interactive and involving for students, we use a computer projector to do hands-on demonstrations of online 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 would like to schedule an LI session, please complete the request form (at the Circulation Desk) 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**, our Media Assistant/Webmaster, 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)