

July 10, 2006

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

Welcome back for the second 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

Through the month of July, we still have free access to three full-text databases from EBSCO that we'd like you to check out if you haven't done so yet (click on "Trial Databases" under ELECTRONIC INFORMATION DATABASES at the LRC home page link below):

- Communication & Mass Media Complete (articles from over 240 journals, as far back as 1915; etc.)
- Literary Reference Center (articles from over 300 journals; 75,000 critical essays; etc.)
- SocINDEX with Full Text (articles from almost 300 journals; reference books; conferences; etc.)

Let us know if you'd recommend that the LRC consider subscribing to any of these databases.

A new graduate intern from the Simmons College library and information science program at Mount Holyoke College, Cheryl Livengood, is working in the LRC this summer, along with our continuing intern, Sue Raymond. Please introduce yourselves to Cheryl and Sue, and make them feel welcome at ACC.

The upgrade to our Voyager software proceeded without a hitch last month, and the online catalog works pretty much the same way it did before the upgrade, only more efficiently. My staff and I thank Lynne Gregor and the entire IT staff for their support throughout this process.

The LRC has added a CD and DVD burner to the adaptive technology computer in the rear area of the LRC. This equipment and the scanner at this computer may be used any time the LRC is open.

Finally, our 24/7 "virtual reference" service "InfoAnyTime" will continue 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/index.htm.

LRC SUMMER SCHEDULE (hours subject to change)

(effective July 10 – August 17, 2006)

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

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)