

August 28, 2007

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

Welcome back for the Fall 2007 semester! Here is the latest news from the LRC on matters of interest to you and your students. My staff and I hope 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**

- ❖ Starting within the next week, you'll receive the following brief (one-page) weekly updates from the LRC:
  - This Week in the LRC (focused on a particular topic or resource)
  - Media Services Schedule (continuing from the past few months)
  - Next Week on WACC (program highlights on the college radio station)

### **LRC FALL SCHEDULE (hours subject to change)**

(effective August 29 – December 17, 2007)

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 September 3 for Labor Day and November 22-25 for the Thanksgiving holiday weekend.

### **INFORMATION LITERACY INSTRUCTION**

Our librarians are available, as always, to lead Information Literacy (IL) 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'd like to schedule an IL session this semester, please complete an IL 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 Vesce**, 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 Library Associate, 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, Bev**, or **Qiong** 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 handles 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.