

January 22, 2008

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

Welcome back for the Spring 2008 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 encourage your students to do likewise.

### **LATEST LRC NEWS**

- ❖ This semester you'll continue to receive the following brief (one-page) weekly updates from the LRC:
  - Media Services Schedule (staff hours and contact information)
  - Next Week on WACC (program highlights on the college radio station)
  - This Week in the LRC (focused on a particular topic or resource - **NEW**)

### **LRC SPRING 2008 SCHEDULE (hours subject to change)**

(effective January 24 – May 19, 2008)

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 March 21-23 for the holiday weekend. LRC hours for the rest of Spring Break (March 17-22) will be posted later.

### **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.

In the past we've used a college computer lab to do hands-on demonstrations of online catalog, database, and Internet searches, finishing or following up with a brief tour of the LRC. In preparation for the NEASC report later this semester, we'd welcome assistance from faculty across the curriculum in diversifying this model to include more interactivity, small group work, and flexibility for online, self-directed learning.

If you'd like to schedule an IL session this semester, please complete an IL request form (on our web site: <http://www.acc.commnet.edu/LRC/documents/2007-01LIisnowILrequestform.pdf>; or at the Circulation Desk) at least one week in advance. Contact **Bev Himmelstein** or **Sherry Gelwasser**, our Information Services Librarians, **Qiong Zou**, our Library Associate, 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 (on our web site: <http://www.acc.commnet.edu/mediarequest.htm>; or at the Circulation Desk) by 12 noon Friday for the following week (**NEW**). 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. See **Tom Vesce**, our Media Services Director, or **Ben Durant**, our Media Assistant and Web Guru, 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** 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 (on our web site: <http://www.acc.commnet.edu/LRC/documents/2005-08Books.doc>; [http://www.acc.commnet.edu/LRC/documents/2004-12Periodicals\\_001.doc](http://www.acc.commnet.edu/LRC/documents/2004-12Periodicals_001.doc); or at the Reference Desk: 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 usually have some 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 Strom 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.