

Check It Out!

The Official Newsletter of the Evelyn S. Field Library

<http://library.raritanval.edu>

Fall 2004

Volume 1, Issue 1

Inside this issue:

Welcoming New Staff	2
New Borrowing Policy	2
Liaison Librarians	2
Library Resources	3
Services for Faculty	4
What's New?	5
Annual Report News	5
Library Workshops	5

Welcoming Remarks From the Director

Welcome to our first newsletter, *Check It Out!* The newsletter highlights library services for Faculty, Staff, and Administrators at the College. We hope you will find this information useful and we encourage you to take advantage of the many rich resources we have. I want to thank Julie Maginn for taking the initiative to do this newsletter.

Library Director

Library Nominated for Excellence Award!

The library has been nominated again for the Excellence in Academic Libraries Award presented by the Association of College and Research Libraries.

The award recognizes the accomplishments of librarians and other library staff as they come together as members of a team to support the mission of their institution. The award is given each year to a College, Community College and a University Library.



College ID Requirement

It is the purpose of the library newsletter to promote library services and resources to the faculty and staff of the college, to encourage faculty involvement and participation, and to increase library awareness.

In order to check out library material, all Faculty, Staff, Administrators, and students, must present their College ID Card at the Circulation Desk. Library material cannot be checked out without a College ID Card.

With your College ID Card, you will be able to view your library record online. You will need your 14 digit bar-code number. If there are only

13 digits on your ID Card, please contact the Circulation Desk to find out the 14th digit. Any ID Cards obtained after August 31st, should include all digits.

Once in your library record, you will be able to find out what books you have checked out, when they are due back, and have the opportunity to renew your books online.

You can obtain your College ID card by visiting the Student Activities Office located in the College Center.

The hours for the Student Activities Office are as follows:

Monday-Friday
9:00am-5:00pm





W
E
L
C
O
M
E

Welcoming New Staff Members

The library would like to introduce and welcome two new staff members.

Jennifer Schwartz is the library's new Reference/Instruction Librarian. She has a BA in History from the University of Delaware, a MA in History from the Ohio State University, and a MLS from Pratt Institute.

Jennifer previously worked at New York University as the History Librarian.

Feel free to contact Jennifer at ext. 8412 to welcome her aboard, or to schedule library instruction sessions for your class.

Also new this semester is Keely Coffey. Keely joins the staff as a Full-Time Evening

Library Assistant. She is responsible for Interlibrary Loan Requests and Course Reserves. She graduated with a BA in Communications from William Paterson University this past Spring. Keely previously worked at the Maurice Public Library in Fair Lawn.

New Borrowing Policy

Beginning this semester, the library has changed the borrowing policy for faculty, staff, and administrators in order to provide better use of our collection. Instead of checking out library material until the end of the semester, the loan period will be 28 days. Should a faculty member, staff, or administrator

wish to keep the material for a longer period, please let the Circulation Staff know when checking out the material.

For a complete listing of all of the library's borrowing privileges, please see the following website:

<http://library.raritanval.edu/BorrowingPrivileges.htm>

If you have any questions regarding borrowing privileges or the circulation policies of the library, please feel free to contact the Circulation Librarian, Julie Maginn at ext. 8303, or any of the Circulation Staff at ext. 8423.

Faculty, Staff, and Administrators can now check out library materials for 28 days. Feel free to request a longer loan period if necessary.

Liaison Librarians

Each Academic Department at the college is assigned a Liaison Librarian. Feel free to contact your department's Liaison Librarian for ordering library books, requesting library instruction, or for any of the services the library provides.

You can work with your department's Liaison Librarian with collection development and weeding projects, detailing library services for accreditation reviews, and providing specialized library instruction for classroom assignments.

Bob Egan Ext. 8300

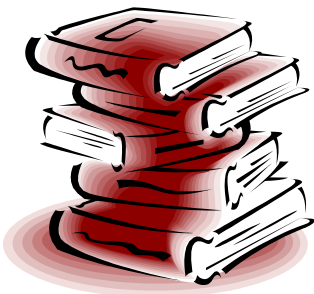
Humanities and Social Science
Mathematics
Science and Engineering Technology

Julie Maginn Ext. 8303

Communication and Languages
Health Science Education
Visual and Performing Arts

Jennifer Schwartz Ext. 8412

Business and Public Service
Computer Information and Education Technology
English



Library Resources ~ Books

The library has purchased many new books over the summer and some of them are displayed on the new book shelf located on the main floor of the library, across from the index tables. The covers of a few of these titles are illustrated on this page.

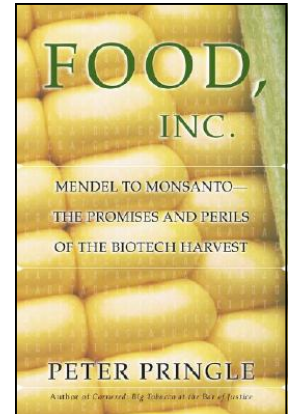
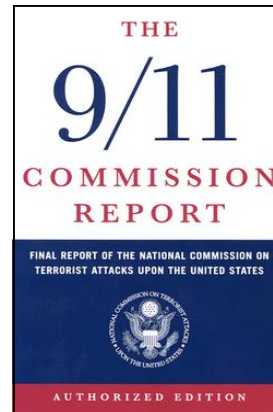
You are welcome to check out any of these new titles for 28 days. And if you should need them longer, just let us know at the time of checkout.

To see a complete listing of all of the library's new books, please visit the following webpage:

<http://library.raritanval.edu/Accessions/Q200406.html>.

This list is updated quarterly.

To help the library purchase the books you need, contact your department chair to request titles for ordering. They will then forward the requests to the department's Liaison Librarian.



Library Resources ~ Periodicals

The library owns numerous periodicals on community colleges and education. Combining our in-house resources and our online databases, the library has access to 213 education journals, 137 journals on teaching methods and curriculum, and 90 journals for higher education.

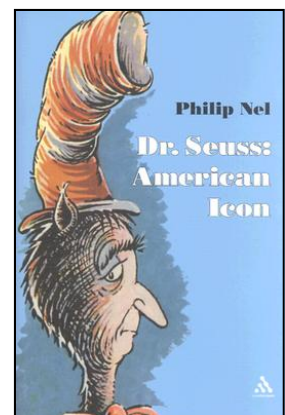
Some of the titles we have access to include:

- American Journal of Education
- Community College Journal
- Community College Journal of Research and Practice
- Community College Review
- Community College Week
- Curriculum Review
- Educational Leadership
- Hispanic Outlook in Higher Education
- Journal of Applied Research in the Community College
- Journal of Developmental Education
- New Directions for Community Colleges

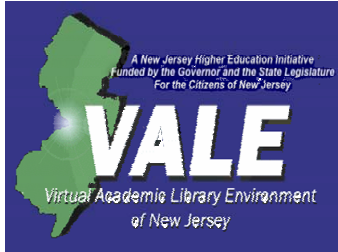
All of our Periodicals are located at the Circulation Desk on the main floor of the library. Faculty, Staff, and Administrators may check out periodicals for two weeks.

To access any of the online databases from off-campus, you will need to provide your username and password.

We also have a wide array of leisure titles. Feel free to come and relax in the library while reading one of your favorite magazines.



Services for Faculty



Library Instruction

If you have assigned your class a research project, big or small, or if you would like your students to get a general introduction to library services, please contact Jennifer Schwartz at ext. 8412 to arrange a date and time, or you can use the online form at:

http://library.raritanval.edu/forms/bi_form.html.

The library provides both general and specialized instruction classes that will help your students become more familiar with what services the library offers and how to use those services.

The instruction classes take place in the library's newly renovated classroom, equipped with 29 computer stations. Most sessions include both a demonstration of the library catalog and several of the online databases, and allow time for the students to begin their research project using the services they just learned.

VALE Borrowing Program

The library is a member of New Jersey's Virtual Academic Library Environment. This initiative allows academic libraries to share materials among faculty members, as well as graduate students.

If you would like to borrow materials from one of the participating member libraries, simply fill out an application

form located at the Circulation Desk, and then take the completed form to the library you would like to borrow from. They will issue you a library card that will be valid until June 30th of that year.

For more information please contact Julie Maginn at ext. 8303 or visit the following website:

<http://www.valenj.org/vale/recbor/recbor.html>.

Interlibrary Loan

Looking for a book but the library does not carry a copy? Use our Interlibrary Loan Service. We can request books and articles from thousands of participating libraries throughout the United States.

You may either make a request in person at the Circulation or Reference Desk, or by using the appropriate online form accessible from the library homepage.

On average, requested material will arrive within one week, but please allow 2 weeks for delivery.

If you have any questions regarding the Interlibrary Loan Service, please contact Chad Peters or Keely Coffey at ext. 8423.

Coursepacks

If you would like to make a coursepack for an upcoming semester, the process begins in the library with copyright

permissions. Each book chapter or article to be used must obtain copyright clearance to be reprinted. Step-by-step instructions can be found at:

<http://library.raritanval.edu/Copyright/Coursepacks.htm>.

These instructions will outline when and what you need to do when compiling a coursepack. If you have any questions, please contact Sean Boyle at ext. 8385 or Julie Maginn at ext. 8303.

Course Reserves

Course Reserves allows faculty members to place certain items at the Circulation Desk for students to come and view. Typical items include article chapters, books, videos, and lecture notes.

To place articles or book chapters on reserve, copyright permission must be obtained. Instructions for placing items on reserve can be found at:

<http://library.raritanval.edu/Copyright/CourseReserves.htm>.

There are two types of reserves, "traditional" and "electronic." Traditional is a hard copy of the material, and electronic is an online copy of the material. When requesting a course reserve, please specify if you would like it to be traditional or electronic.

If you have any questions regarding course reserves, please contact Chad Peters or Keely Coffey at ext. 8423.

Spread the Word

New Copiers in the Library!

Please let your students know that copy cards are back in the library. We have two new copiers located by the Robeson Center and by Study Room L211 on the second floor. The copy card dispenser is located near the entrance of the library. Copy cards cost .50 cents and each copy costs .07 cents.



What's New?

Online Databases

The library is proud to offer three new databases to the college community. We now have online access to the Oxford English Dictionary, which provides word definitions and word origins.

We have obtained access to the ACM Digital Library, which contains computer science publications from the

Association for Computing Machinery in full text.

Finally, the library has access to Literature Online, or LION, which provides full text poetry, prose and drama, as well as criticisms and reference resources.

These databases, as well as all of our databases, can be accessed from home using your college username and pass-

word. They can be found on the following website:

<http://library.raritanval.edu/databases/allDB.cfm>.

DVDs and Audiobooks

We also have been building our new DVD and Audiobook collection. Please stop by the library and browse some of our titles that may be checked out for 7 days.

Annual Report News

The 2003-2004 academic year in the library saw increases in several areas of our services. Database usage went up by 72%; circulation of library materials rose by 26%; reference desk questions increased by 8%; books and articles borrowed from other libraries increased by 14% and 38% respectively.

Some of the library's new services included an E-journal

portal with access to over 13,000 journals, wireless access, a Paperback Exchange, and a new audiobook and DVD collection.

The student survey showed very high satisfaction with library services, with 86% of responders awarding the library with an A or B for overall services.

The library provided 173 bib-

liographic instruction classes during the year, which includes tours, English I classes, and subject-specific instruction for advanced-level courses.

Our book collection currently consists of 67,000 titles and 79,723 volumes, including the circulation books, reference books, Holocaust Center books, and oversized books.

Library Workshops

The library is again offering three workshops to assist students with their term papers. On Monday October 5th, Tuesday October 6th, and Wednesday October 7th, your students will have the opportunity to have the term paper process explained in detail by one of our librarians. Basic

research strategies will be covered, as well as how to format bibliographies.

As the date approaches, students will be able to register for these workshops by calling the Reference Desk at ext. 8350, completing the online form on the library's homepage, or by stopping by and

signing up in person. There is one morning, one afternoon, and one evening session to accommodate all students. All workshops will take place in the library instruction classroom.

Please advertise these sessions in all your classes.

"The road to knowledge begins with the turn of the page."

~Anonymous



Term Paper Workshops

**October 5, 2004
6:00pm-7:30pm**

**October 6, 2004
1:00pm-2:30pm**

**October 7, 2004
10:00am-11:30am**

Library Classroom

**Library Hours
Fall 2004**

Monday-Thursday 8:00am-9:00pm
Friday 8:00am-5:00pm
Saturday 9:00am-5:00pm

Phone: 908-218-8865
Fax: 908-526-2985

Street Address:
Route 28 and Lamington Road
North Branch, NJ 08876

Mailing Address:
P.O. Box 3300
Somerville, NJ 08876

Please forward any comments, suggestions, or questions pertaining to the newsletter to Julie Maginn at ext. 8303, or email jmaginn@raritanval.edu.

Library Mission Statement

The mission of the Evelyn S. Field Library is to provide services and resources that support the educational goals and purpose of Raritan Valley Community College. The Library is dedicated to providing the highest quality service, resources, and environment for the students, faculty, and staff of the College.



Library Directory

Sean Boyle	Library Assistant	Serials, Copyright, Reserves (Evening)	Ext. 8385
Keely Coffey	Library Assistant	Circulation, Interlibrary Loan, Reserves (Evening)	Ext. 8423
Bob Egan	Librarian	Technical Services	Ext. 8300
Grace Hsu	Library Assistant	Serials	Ext. 8385
Janet Knoeringer	Library Assistant	Cataloging	Ext. 8368
Barbara Kreyling	Adjunct Librarian	Reference	Ext. 8350
Sylvia Levy	Library Assistant	Circulation, Overdues	Ext. 8423
Carolyn Logan	Adjunct Librarian	Reference	Ext. 8350
Julie Maginn	Librarian	Circulation, Serials, Interlibrary Loan, Copyright	Ext. 8303
Birte Nebeker	Director	Library Management, Electronic Resources	Ext. 8351
Laura Palmer	Adjunct Librarian	Reference	Ext. 8350
Chad Peters	Library Assistant	Circulation, Interlibrary Loan, Reserves	Ext. 8423
Jennifer Schwartz	Librarian	Reference, Instruction	Ext. 8412
Diana Simon	Adjunct Librarian	Reference	Ext. 8350
Margaret Truszkowski	Administrative Assistant	Office Management	Ext. 8559