

Check It Out!

The Official Newsletter of the Evelyn S. Field Library

<http://library.raritanval.edu>

Fall 2005

Volume 2, Issue 1

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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.

Message From the Director

Dear Friends-

Welcome to our third issue of *Check It Out!* We are excited to tell you about new resources and services. You will find an article about *Reader's Corner*, our new web-based service highlighting recent popular fiction and best-sellers. This issue features the AP Photo Archive with 400,000 photos from the Associated Press taken in the United States and worldwide. There is also a brief report about the very successful, first meeting of the new Library Advisory Committee, comprised of library staff and faculty. Finally, we are happy to inform you that circulation of materials increased by 4% and library instruction classes increased by 10% this past year.

We look forward to working with you this fall to provide the best library services for our students. Have a great semester!

Library Director

New Collections!

Have you checked out the library's new DVD collection? How about our new audiobook collection? Did you know we have over 4,000 e-books in our catalog?

The library currently owns over 250 DVDs and over 70 audiobooks. The DVDs can be checked out for one week and the audiobooks can be checked out for 28 days. However, there is a three item limit for each and a College ID card is required.

The library's 4,000 e-books can be accessed by clicking on the netLibrary link under "Finding Books and Media" on the homepage.



College ID Requirement



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

Why do you need your ID?
There are several reasons:

- Your ID ensures that the correct library account is used since there are approximately 7,000 names in the library's database.
- Student workers may not recognize that you are an employee of the college.
- Once your ID barcode and pin number is in the library database, you may access your account online and renew your materials.

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:

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



Communication Resources

AP Photo Archive

The AP Photo Archive is an electronic library containing approximately 400,000 images in the AP Archive database since late 1995. The archive features state, regional and national photos from North America, as well as the best of the international photo report. Hundreds of spot news and feature pictures are entered daily, as well as weekly historical images capturing significant news events of the 20th century.

The database also contains maps, logos, and illustrations. All images are searchable by keywords, making the database easy to navigate. There is an option to create a light-box allowing the user to save

the images viewed. Images may be used in term papers, class handouts and research, but not for commercial purposes.

The AP Photo Archive offers 5 search tips:

1. Capture names and phrases in quotation marks
2. When multiple terms are entered, the default is "or" not "and"
3. For topics, simply typing in the topic will suffice
4. For dates, follow this format: 12/21/02
5. Do not abbreviate cities, states, or countries.

The database can be accessed remotely and would benefit students in a variety of classes, especially journalism majors.

The AP Photo Archive can be accessed from the library's database page at:

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

For more information about the AP Photo Archive, how to use this resource in your classroom, or how to access this database from home, contact your departmental library liaison, or contact Julie Maginn, Circulation/Serials Librarian and Liaison for Communications (x8303).

Library Workshops

Term Paper Workshops

October 12, 2005
1:00pm-2:30pm

October 13, 2005
10:00am-11:30am

October 17, 2005
6:00pm-7:30pm

The library is again offering three workshops to assist students with their term papers.

On Wednesday October 12th, Thursday October 13th, and Monday October 17th, 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.

Please advertise these sessions in all your classes.



Library Resources ~ Books Reader's Corner

The Reader's Corner is a new library service highlighting our new arrivals in Popular Fiction, best-sellers, and more.

Highlighted books have included The Time Traveler's Wife by Audrey Niffenegger, The Opposite of Faith: Memories of a Writing Life

by Amy Tan, and Three Weeks With My Brother by Nicholas Sparks.

You can find books listed in our Reader's Corner on the New Book Shelf. A selection of titles and their summaries and reviews can be found at:

<http://library.raritanval.edu/ReadersCorner/index.html>



The list is updated monthly.

A selection of our recent acquisitions are displayed on our New Books Shelf located on the main floor of the library.

A list of new acquisitions can be browsed by following the link shown below on the library's homepage.

Books can be checked out for 28 days and a College ID is required.

Library Resources ~ Periodicals ESL and Foreign Language Periodicals

ESL Periodicals

News for You - news and information for adults and older youth at reading levels 4-6. Stories are based on articles from the Associated Press and the Los Angeles Times-Washington Post News Service.

Easy English News - welcomes newcomers to the United States and helps new readers of English learn about the language, culture, cus-

oms, history, heroes, geography, laws, and government of the United States at 3rd and 4th grade reading levels. It is published monthly September through June.

Both *News for You* and *Easy English News* are accompanied by a teacher's guide and a worksheet for students. The ESL periodicals



are kept for one year, plus the current year. They can be found at the Circulation Desk and checked out for two weeks.

Foreign Language Periodicals

The library subscribes to several foreign language periodicals. They are kept for one year, plus the

current year. The current issues can be found on display; back issues are kept at the Circulation Desk and can be checked out for two weeks.

Titles include:

- Bell'Italia
- Cambio 16
- France-Amerique
- Hola
- Journal Francais
- Stern

Services for Faculty

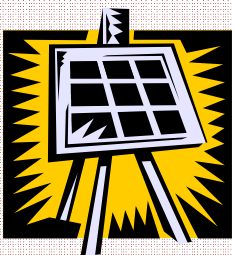
Fall 2005

Library Displays

A display on Jim Crow, the Ku Klux Klan, and Reconstruction is planned for September 15th thru October in the Robeson Center.

Other displays will highlight National Heritage Month, Banned Books Week, and National Career Development Month.

Watch for announcements about further displays located in the Library and around campus.



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 (x8412) to arrange a date and time, or you can use the online form:

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 a demonstration of the library catalog, several online databases, and re-inforce critical thinking skills. We also allow time for the students to begin work on their projects with individual assistance from the librarian.

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://library.raritanval.edu/VALE.htm>

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 at ext. 8224 or Keely Coffey at ext. 8317.

Coursepacks

If you would like to make a coursepack for an upcoming semester, the process begins in the library with copyright permissions. Each book chap-

ter 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. 8901 or Julie Maginn at ext. 8303.

Course Reserves

Course Reserves allow faculty members to place certain items at the Circulation Desk for students to use in the library. Typical items include articles, 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 at ext. 8224.



Library Advisory Committee

The purpose of the Library Advisory Committee is to serve as a forum for dialog between the library and the faculty on library issues. The discussions are meant to lead to the best possible services for all the library users.

The agenda for the first committee meeting on April 28th included an introduction of library services and collections, open discussion of li-

brary issues, and the current state of online database subscriptions and usage.

Would you like to add an item to the committee's agenda for the Fall meeting? Interested in serving on the committee? If so, please contact Birte Nebeker (x8351).



Pictured, from left: Melanie Lenahan, Birte Nebeker, Robert Egan, Karen Gaffney, Thomas Valasek, Julie Maginn, Jennifer Schwartz, Kathleen Krov, Mary Ann Balut, Jennifer Szczesniak.

Annual Report News

The past year has been a productive year with a number of new services. The library added four new databases: ACM Digital Library, ARTstor, Literature Online, and Oxford English Dictionary. We conducted our first amnesty week in the spring, instituted the Library Advi-

sory Committee, implemented two new copiers, and started publishing *Check It Out!*

Circulation of materials increased by 4% and library instruction classes increased by 10%. Our annual spring survey indicated high satisfaction with library services with 86% of the respondents giv-

ing an A or B for our performance.

Some of the library's goals for the upcoming year include establishing our newly revised information literacy program, extending the library presence in online courses, and promoting copyright compliance campus-wide.

**Knowledge
is free at the
library.
Just bring
your own
container.**

- Unknown

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 Science
English



**Library Hours
Fall 2005**

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

<i>Reference Desk</i>	<i>Ext. 8350</i>		
<i>Circulation Department</i>	<i>Ext. 8423</i>		
<i>Serials Department</i>	<i>Ext. 8385</i>		
Sean Boyle	Library Assistant	Serials, Copyright, Reserves (Evening)	Ext. 8901
Keely Coffey	Library Assistant	Circulation, Interlibrary Loan, Reserves (Evening)	Ext. 8317
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
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. 8224
Nanette Peterson	Adjunct Librarian	Reference	Ext. 8350
Jennifer Schwartz	Librarian	Reference, Instruction	Ext. 8412
Diana Simon	Adjunct Librarian	Reference	Ext. 8350
Margaret Truszkowski	Administrative Assistant	Office Management	Ext. 8559