Library Services for Faculty and Staff
The library webpage can be accessed directly at: (http://library.flcc.edu/).

This guide can be found online at: http://libguides.flcc.edu/faculty

Contact the Library Reference Desk at 585.785.1432 for assistance.
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## Faculty & Staff Library Services

Use this guide to learn more about the Library resources that are available for FLCC faculty and staff.

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Library Instruction
Library instruction is available for all FLCC courses. Librarians provide assignment-based library instruction when requested by faculty for their students. Instruction classes may include library overview, research database, library catalog and internet searching, evaluating sources, library tour, or other topics as requested by faculty.

Schedule a Class
Requests must be submitted at least two weeks before the class session.

Contact your Library Liaison or the Reference Desk (585-785-1432). The Reference Librarian on duty can take your request.

For More Information Contact
Contact your Library Liaison or the Reference Desk (585-785-1432).

Library Classes Are Assignment Based
- Faculty should coordinate a library class with a specific course assignment.
- Librarians are available to collaborate with instructors in designing an assignment.
- Submit a copy or a description of the assignment with the request.

Off-Campus Library Instruction
- Library instruction is also available at the Geneva, Victor, and Wayne Campus Centers. In addition to scheduling the library instruction class with a librarian, faculty must also arrange for a computer classroom at the campus centers.

Online Library Instruction
- April Steenburgh, our Online Instruction Librarian, can work with you to integrate library instruction into online classes.
Ingredients for a Successful Student Experience

- **Schedule your class** at a time in the semester when the students' need for information is pertinent.
- **Prepare your students** by reviewing the assignment with students prior to the class.
- **Participate in the class**
  - Instructors are required to be present during the class or arrange for a faculty substitute.
  - Faculty participation during the class helps students understand the importance of the class.

Library Liaison Program

Each academic department has been assigned a liaison librarian to:

- work collaboratively with teaching faculty
- serve as a department's first point of contact for information about library resources and services
- develop the library collection in specific subject areas

What can a liaison do for you?

- Answer factual questions
- Share information about library classes, services and resources
- Offer presentations and demos of new library resources and services of interest to an academic unit
- Direct you to the best information resources
- Learn about department curricula, course assignments and learning outcomes as they relate to the library
- Collaborate with you to build web research guides
- Consult with you on your information needs
What can academic apartments do to assist the Library?

- Contact your liaison librarian
- Invite your liaison to meetings
- Share information about your program with the library
- Tell us if you have library related needs, concerns and suggestions. Suggestions for purchases are always welcome.
- Tell us when you are redesigning your curricula and planning to add new courses

List of Library Liaisons

The Library Staff Directory also contains the list of the FLCC librarians and their liaison areas.

**Waldo Babcock | Librarian |**  
585.785.1378  |  [waldo.babcock@flcc.edu](mailto:waldo.babcock@flcc.edu)  
Liaison for: Anthropology, Developmental Studies, Education, History, Political Science, Psychology, Science/Math/Technology; Video and spoken-word media in all areas

* **Jenny Burnett | Systems Librarian |**  
585.785.1375  |  [jenny.burnett@flcc.edu](mailto:jenny.burnett@flcc.edu)  
Liaison for: Archives, Chemical Dependency & Addiction Counseling, Computer Science, Integrated Health, Massage, Nursing, Physical Education *(resigning August 2018)*

**Sue Slivan | Instruction & Assessment Librarian |**  
585.785.1815  |  [susan.slivan@flcc.edu](mailto:susan.slivan@flcc.edu)  
Liaison for: Art, Communications, Conservation, Horticulture, Music, Music Recording, Theater, Visual and Performing Arts, Viticulture; Musical Recordings in all Genres

**April Steenburgh | Online Instuction Librarian |**  
585.785.1425  |  [april.steenburgh@flcc.edu](mailto:april.steenburgh@flcc.edu)  
Liaison for: Business, Careers, Criminal Justice, Culinary Arts, Hotel & Resort Management, Humanities/Language & Literature, Law, Sociology, Travel/Tourism; Online Instruction
Access the Library from Blackboard
At the top of all Blackboard courses there is a Library tab. Blackboard users are able to search the library catalog, search the databases, access Ask Us 24/7 and contact the library right within Blackboard.

FLCC faculty also have the ability to add Library materials easily into the Learning Modules of Blackboard classes.

Content includes: the Library Research Tutorial with (graded) assessment, streaming media, research databases, research guides, and citation guides.

Linking to items from the Library LOR ensures that students have access to the most recent version of library materials. If a URL for a library webpage changes, your link will automatically be updated.

We are working on a way to automate this process so that you can manually add materials into your class. At this time, we will have to work with you to add these materials into your classes.

Ask Us 24/7 Reference Chat
Ask Us 24/7 is a virtual chat service that connects people with reference librarians. Ask Us 24/7 is available 24 hours a day, 7 days per week.

The librarian who answers your call will be able to help you with questions about your library and will help you find answers to other questions you may have by using a range of Internet sources and specialized databases.
Library Research Tutorial

The tutorial consists of eight modules to help develop information-seeking and evaluation skills. The tutorial takes between 2-4 hours and does not have to be completed in one sitting. All of the modules can be reviewed as often as necessary.

Tutorial Learning Objectives

- Determine when information is needed and how to find it efficiently using a variety of reference sources.
- Evaluate the quality of the information.
- Use the information effectively for an appropriate purpose.
- Employ appropriate technologies to create an information-based product.
- Use information ethically and legally.

Each module builds on the previous module. Upon completion of the tutorial, an (optional) assessment tests for understanding and mastery of the concepts.

Tutorial Contents

**Module 1** - Orientation to FLCC Charles J. Meder Library  
**Module 2** - Introduction to Types of Information  
**Module 3** - Searching a Database  
**Module 4** - Understanding Citations  
**Module 5** - Using Internet Sources  
**Module 6** - Evaluating Sources of Information  
**Module 7** - Information Ethics: Citing Sources & Fair Use  
**Module 8** - A Search Strategy for Research Papers and Speeches

A research tutorial assessment can also be loaded into Blackboard Classes. More information can be found on the Blackboard tab of the [Services for Faculty & Staff Guide](#).
Research Guides
http://libguides.flcc.edu/

These online guides can be designed to assist the research process and can be tailored for individual classes or projects. LibGuides contain information, resources and links relevant to subjects, courses, or general topics. Your library liaison will work with you to design what you need.

Course Reserve Collection

The Course Reserve Collection is available behind the circulation desk located on the second floor of the library. Instructors are encouraged to place personal items (especially textbooks) on reserve for student use. Library materials may also be placed on reserve.

To place an item on reserve in the Library:
- Bring item(s) to the Library Circulation Desk on the 2nd floor of the library (main floor).
- Complete the Reserve Request Form (available at the Circulation Desk). You must decide if you want the item to be for library use only, an overnight loan, three day or seven day loan.

After your request has been processed, the item will be added to the library online catalog so that your students will be able to search by course number, department and instructor.

For more information about course reserves, please contact:
Karen Clement | Senior Library Clerk | 585.785.1371 | karen.clement@flcc.edu
**View Your Library Account Online**

You can view your library account and renew materials online.

From the library’s homepage, select the FLCC Library Catalog link and then click on Login/View Your Account in the upper right hand corner. From there, follow the directions to renew your materials.

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**Borrow Materials from Other Libraries**

Finger Lakes Community College faculty members (full & part-time), students and staff are able to borrow items from other libraries.

**ILLiad Interlibrary Loan allows you to request items that the FLCC Library does not own.**

http://library.flcc.edu/ill.cfm

- The interlibrary loan process is fully automated and you are able to request items not owned by the FLCC Library from internet enabled devices.
- You will be notified by email when your item has arrived. Items may be picked up at the Circulation/Reserve Desk. Please bring your library card to sign items out. Articles will often be delivered directly via email.
- The lending library decides how long you can keep the item. The due date will be clearly marked on all items. If the item is a photocopy of an article, it is yours to keep.
- There are several steps to this process, especially when you are setting up your account for the first time. If you’d like some help getting started, feel free to call (x1432) or stop by the library Reference Desk for help.
Rochester Regional Access Card

The RRLC Access Card Program is a cooperative effort of area libraries to aid research by graduate students, faculty members and professionals in our community.

- **WHAT?** RRLC Access is a direct borrowing program in which many RRLC members participate.
- **WHO?** It is available to current faculty, graduate students, and professional and research staff of participating institutions only and is non-transferable.
- **WHERE?** RRLC Access Cards are issued by the user’s own library. RRLC does not issue access cards to individuals.
- **WHEN?** RRLC Access Cards are issued to eligible users needing extensive use of other participating libraries only after the home library’s resources have been fully utilized. RRLC Access Cards are not designed for use when an interlibrary loan would suffice.
- **WHY?** RRLC Access is one of a variety of services developed by the Rochester Regional Library Council to help library users get the information resources they need.

RRLC Access Cards are issued only when research materials in the FLCC Library cannot satisfy research needs. Each application will be judged on the basis of demonstrated need and adequacy of our library’s collections to satisfy the researcher’s needs. The RRLC Access Card is a borrower’s card only and does not entitle the holder to library services other than circulation services.
EDS (Ebsco Discovery Service)

The EDS search box located on the library home page – library.flcc.edu – is a great place to start your research.

EDS searches over 100 databases and numerous online resources simultaneously, including more than 60,000 full-text electronic journals. EDS also searches all of materials in the library catalog.

Online resources available include e-books, journals, databases, streaming videos, streaming music, art collections, subject guides and much more.

https://memegenerator.net/instance/66712244
Curriculum Builder

Curriculum builder integrates the Library Databases and Blackboard and allows you the to create and manage course reading lists right from Blackboard. From Blackboard:

Go to Course Content → Tools → FLCC Library: Curriculum Builder → Name the list → Click on Submit → Click on the List and search for articles to add to reading list.

Ebsco eBook Collection

The EBSCO eBook Academic Subscription Collection offers cross-searchable access to a multidisciplinary library of over 130,000 high quality, e-books from over 450 publishers.

Books are discoverable from the EBSCOhost ebook link on the Library homepage or by searching EDS.

Book links can be embedded into online courses. Contact Jenny Burnett (585.785.1375 or jenny.burnett@flcc.edu) for assistance.
Scheduling Videos & DVDs

The Library offers a video/dvd scheduling service.

To schedule the use of a video or dvd:

- Identify the video/dvd that you will need and the dates that you will need it for.
- Stop by the circulation desk, email andrea.rossman@flcc.edu or call Andrea Rossman (585.785.1374) to schedule the item so that it is available when you need it.

For more information about scheduling videos and dvds, please contact: Andrea Rossman | Circulation & Media Rental Clerk | 585.785.1374 | andrea.rossman@flcc.edu

Streaming Media

Are you looking to offer a particular video/DVD title in an online class? If you can’t find what you are looking for in our AVON Academic Video Online or Kanopy databases, we may be able to locate an online version.

For more information about ordering media, please contact:

Waldo Babcock | Librarian | 585.785.1378 | waldo.babcock@flcc.edu