Library Services for Faculty

ST. JOHNS RIVER STATE COLLEGE

Updated February 2017
# Library Services for Faculty

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>LIBRARY STAFF &amp; CAMPUS LOCATION</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARY HOURS</td>
<td>4</td>
</tr>
<tr>
<td>LIBRARY RESOURCES</td>
<td>5</td>
</tr>
<tr>
<td>ACCESSING LIBRARY RESOURCES</td>
<td>5</td>
</tr>
<tr>
<td>SELECTION OF SJR STATE LIBRARY MATERIALS</td>
<td>5</td>
</tr>
<tr>
<td>HOW TO REQUEST THE PURCHASE OF BOOKS AND AUDIO-VISUAL MATERIALS</td>
<td>6</td>
</tr>
<tr>
<td>PERIODICAL COLLECTION</td>
<td>6</td>
</tr>
<tr>
<td>RECENT ACQUISITIONS</td>
<td>7</td>
</tr>
<tr>
<td>PUBLIC SERVICES FOR FACULTY</td>
<td>7</td>
</tr>
<tr>
<td>REFERENCE SERVICES</td>
<td>7</td>
</tr>
<tr>
<td>INFORMATION LITERACY INSTRUCTION</td>
<td>8</td>
</tr>
<tr>
<td>Program Structure</td>
<td>8</td>
</tr>
<tr>
<td>INTERLIBRARY LOAN (ILL) SERVICES</td>
<td>9</td>
</tr>
<tr>
<td>CIRCULATION SERVICES FOR FACULTY</td>
<td>10</td>
</tr>
<tr>
<td>FULL-TIME FACULTY: LOAN PERIODS FOR SJR STATE MATERIALS</td>
<td>10</td>
</tr>
<tr>
<td>SJR STATE ADJUNCT AND DUAL-ENROLLED FACULTY, AND ST. LEO FACULTY</td>
<td>11</td>
</tr>
<tr>
<td>Loan Periods for SJR State Materials</td>
<td></td>
</tr>
<tr>
<td>DELEGATION OF AUTHORITY TO BORROW</td>
<td>12</td>
</tr>
<tr>
<td>RECIPROCAL BORROWING SERVICES</td>
<td>12</td>
</tr>
<tr>
<td>RESERVE SERVICES</td>
<td>13</td>
</tr>
<tr>
<td>FACULTY RESERVES REQUEST</td>
<td>14</td>
</tr>
<tr>
<td>SJR STATE LIBRARY ONLINE ACCESS</td>
<td>15</td>
</tr>
<tr>
<td>AUDIO-VISUAL RESOURCES</td>
<td>15</td>
</tr>
<tr>
<td>AUDIO-VISUAL EQUIPMENT</td>
<td>15</td>
</tr>
<tr>
<td>ASSISTIVE TECHNOLOGY RESOURCES</td>
<td>16</td>
</tr>
</tbody>
</table>
INTRODUCTION

The three campus Libraries of St. Johns River State College recognize their basic responsibility to provide resources and services in support of the instructional program.

As an instrument of instruction, the Libraries must stay abreast of curriculum developments and its holdings must reflect the purpose of the institution. Apart from its instructional function, the Libraries are committed to furnishing the means for stimulating the cultural and intellectual growth of both faculty and students.

Close cooperation between the faculty and the Library staff is necessary in developing and integrating the Libraries’ services as a part of the instructional program. The librarians further recognize the necessity for maintaining communications with all faculty members in developing each campus Library as one of the most important intellectual resources of the College community.

The purpose of this handbook is to encourage full use of each Library as an instrument of instruction through the close cooperation of instructors and librarians. Any suggestions or assistance in achieving this purpose will be greatly appreciated.

DR. CHRISTINA WILL
Dean of Library Services

ROYCE BASS
Campus Librarian
St. Augustine Campus

DIXIE YEAGER
Campus Librarian
Orange Park Campus
LIBRARY STAFF & CAMPUS LOCATION

PALATKA CAMPUS LIBRARY
Dean of Library Services          Dr. Christina Will
Public Services Librarian         Joyce Smith
Public Services Librarian         Brittnee Fisher
Library Services Office Specialist Thyra Combs
Circulation Manager LTA           Jennifer Anderson
Technical Services LTA             Lillian Schmitt
Adjunct Librarian                 Mary Murphy

ORANGE PARK CAMPUS LIBRARY
Campus Librarian                  Dixie Yeager
Public Services Librarian         Eric Biggs
Circulation Manager LTA           Brenda Carter
Serials Manager LA                Joan Hayes
Adjunct Librarian                 Darlene Goodier

ST. AUGUSTINE CAMPUS LIBRARY
Campus Librarian                  Royce Bass
Public Services Librarian         Beryl White-Bing
Circulation Manager LTA           Karen Muscavage
Serials Manager LA                Maureen McKanna
Adjunct Librarian                 Judy Taylor

LIBRARY HOURS
Visit http://sjrstate.edu/libraries/year.htm for the current schedule of library hours and holidays.
LIBRARY RESOURCES

ACCESSING LIBRARY RESOURCES

The print and audiovisual collections of the SJR State Libraries are accessible through the online catalog. Patrons may access the online catalog through the Library tab in MySJRstate. The catalog provides access not only to the holdings of SJR State but to every library in the Florida College System (FCS). Items located at other libraries may be requested by the user directly within the catalog. To access the holdings of the State University System (SUS) libraries, visit the union catalog of the FCS and SUS. Books found in the union catalog may be requested via interlibrary loan.

The SJR State Libraries subscribe to numerous online databases. The online databases provide complete articles from academic journals, magazines, reference works, eBooks and newspapers at no cost to the user. The online databases are accessible to faculty, staff, administrators, Board of Trustees members, and currently registered students through the Library tab in MySJRstate. Users who successfully log on to MySJRstate are automatically authorized to access the online databases (there is no need for the user to sign in to the databases separately).

SELECTION OF SJR STATE LIBRARY MATERIALS

The librarians at each campus solicit the help of all faculty members in building a comprehensive collection. Although it is the Dean of Library Services’ ultimate responsibility to acquire suitable materials, each faculty member is encouraged to participate in the selection process. Faculty requests are given priority and are ordered as funds are available.

The principles guiding the selection process are stated in the SJR State Libraries’ Collection Development Policy, which is Board approved and reviewed annually by the SJR State librarians and the Faculty Library Committee.

Priority for books and other materials to be purchased by the Library is given to those materials that meet direct curricular needs in the courses offered. Included are items needed for
class assignments, collateral reading, references made in textbooks, and supplemental individual study. Special effort is made to develop a collection of classic works in each discipline. After the primary needs have been met, consideration may be given to other desirable materials which will give balance to the collection or meet the vocational, cultural, or special interest needs of the student body and the faculty. Materials needed exclusively for classroom instruction must be purchased from department funds.

While the Library has a certain responsibility to serve the research needs of the faculty, the major responsibility of the Library lies within the instructional programs at the undergraduate level. In most instances, specialized research needs can best be served by the use of interlibrary loan services.

**HOW TO REQUEST THE PURCHASE OF BOOKS AND AUDIO-VISUAL MATERIALS**

Faculty members may request materials for purchase by contacting the Campus Librarian or the Dean of Library Services. Unless the material is unavailable, orders generally take 2 to 5 weeks to receive and process. Rush orders, which are in print, require at least 2 weeks to receive and process. The Acquisitions Department will notify you as soon as the order arrives and is ready for check-out. If you need status information on your request, please contact Thyra Combs, Acquisitions Manager, at extension 4157.

**PERIODICAL COLLECTION**

The Periodical Collection housed in each campus Library is an important source of material on a wide variety of subjects. The combined collection of the three Libraries is in excess of 350 titles which include magazines, journals, bulletins, and newspapers selected by the faculty and librarians to provide general reading material and titles that support the College curricula. The Library’s collection includes popular titles as well as specialized journals in many subject fields. Requests for new periodical subscriptions may be made at any time, however any requests made after the first Friday of September will be processed with the following year’s orders. As the periodical collection must be limited due to space and budget constraints, it is recommended that faculty consider the following criteria when requesting periodicals to be purchased:
1. General impression and price of the title as compared to other similar titles.
2. Appropriateness to the instructional program with particular regard for the reading level of college students.
3. Suitability of the periodical’s purpose and scope.

The Library’s periodical collection is greatly augmented through access to online full-text resources through a complement of online databases. These databases are updated by their vendors with a frequency ranging from weekly to quarterly.

Generally, periodicals do not circulate, however faculty members may check out periodicals for a three-day period. Periodical check-out slips are issued at the Circulation Desk. Faculty members may request that periodicals be routed to them by contacting a Public Services Librarian.

**RECENT ACQUISITIONS**

New items are always being added to the collections of the SJR State Libraries. To let patrons know about our new acquisitions, the titles, descriptions, and call numbers of new items are posted on the each campus library page: [Palatka](#) | [Orange Park](#) | [St. Augustine](#)

**PUBLIC SERVICES FOR FACULTY**

Inquiries concerning reference services, information literacy tours, instructional materials, and interlibrary loans should be directed to the Public Services Librarian at each campus. The Dean of Library Services encourages faculty members to consult freely with the Campus Librarians and Public Services Librarians in planning assignments involving the use of library resources and services.

**REFERENCE SERVICES**

Each Library has a [Public Services Librarian](#) on duty to assist you and your students in making full use of the Library’s resources, including the online catalog, online databases, and other research tools. The necessity and importance of consultation between the instructor and the Public Services Librarian cannot be over-emphasized.
INFORMATION LITERACY INSTRUCTION

The Information Literacy Program at the SJR State College Libraries assists students in developing a set of skills and abilities that enable them to find, retrieve, evaluate, and use information sources within and beyond their academic studies. The SJR State College Library Information Literacy program supports the mission of St. Johns River State College, and the learning outcomes of the College.

Using selected outcomes from the Information Literacy Competency Standards for Higher Education established by the Association of College and Research Libraries, SJR State librarians help students become more information literate by:

• collaborating with faculty to integrate information literacy skills into the curriculum;
• creating online tutorials, research guides, research handouts;
• providing course-related instruction and one-on-one reference assistance;
• providing one-on-one research consultations and virtual reference services.

Program Structure

Upon request from a faculty member, the librarians will design and present lectures on any subject in support of class assignments or special interests. For all information literacy sessions, handouts, online modules, and other materials including research activities are produced to ensure that the students are able to successfully complete course assignments. For more information regarding these lectures, please contact a Public Services Librarian at your campus. A three-day notice is required to schedule all lectures and tours.

The librarians regularly offer information literacy lectures for the Composition I, Composition II, and Introduction to Literature courses. The information literacy sessions for each class are based upon the information literacy learning outcomes that the Public Services Librarians determined for each course in association with English faculty for Composition I, Composition II, and Introduction to Literature, and are congruent with the College’s student learning outcomes relating to retrieving, organizing, and effectively using information. These lectures are also available as self-paced online information literacy modules on the Libraries’ Research Guides site.
Librarians will provide instruction with a focus on student learning. Course content and learning outcomes will be created collaboratively with faculty and will be scaled to the amount of time available during the class session.

Modes of Instruction

- face-to-face, course-related or course-integrated instruction
- creation and maintenance of online research guides
- online screencasts and short tutorials
- one-on-one research consultations
- in-person and virtual reference desk interactions
- handouts that outline use of library resources or collections

INTERLIBRARY LOAN (ILL) SERVICES

Interlibrary Loan serves the serious researcher by providing materials that are neither owned nor readily available for purchase by the St. Johns River State College Libraries.

Current SJR State students, staff, administrators, and full-time, adjunct, and dual-enrollment faculty can submit ILL requests online or at their campus Library by providing the Public Services Librarian with a citation. St. Leo faculty must place their ILL requests through St. Leo University’s Canon Memorial Library.

Self-mediated ILL requests for books available within the Florida College System libraries can be placed online by the user directly via the online catalog links on the Library tab in MySJRstate. Faculty may request and check out an unlimited number of ILLs from the Florida College System via the Libraries’ online catalog.

If an item isn’t available in the Florida College System, patrons may request up to nine (9) items in the nationwide OCLC system. Six (6) OCLC ILLs may be checked out at one time. Exceptions may be made as deemed necessary by the Public Services, Campus Librarian, or Dean of Library Services. Ask a Librarian to request an ILL via OCLC for you.

For all inter-library loans, loan periods and renewal policies are set by the lending libraries and will vary by item. A request for renewal must be made four days prior to the due
date set by the lending library. The lending library has the right to grant or deny a renewal. Ask a
library services staff person or Librarian for help renewing ILLs. Prompt return of borrowed
ILL materials is essential. Failure to return ILL materials on time could result in loss of
borrowing privileges for the SJR State Libraries.

CIRCULATION SERVICES FOR FACULTY

Faculty members may borrow materials from each campus Library by presenting a SJR
State ID card or government issued photo ID. Loan periods for materials checked out from the
SJR State Libraries vary by material type. For all transactions, the Libraries adhere to applicable
laws governing the release of library records and the Family Educational Rights and Privacy Act.

FULL-TIME FACULTY: LOAN PERIODS FOR SJR STATE MATERIALS

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<tr>
<th>MATERIAL</th>
<th>CHECK-OUT or ACCESS LIMIT</th>
<th>LOAN PERIOD</th>
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<tbody>
<tr>
<td>PRINT MATERIAL</td>
<td></td>
<td></td>
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<tr>
<td>Books</td>
<td>Unlimited</td>
<td>End of term</td>
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<tr>
<td>Periodicals</td>
<td>Unlimited</td>
<td>3 days</td>
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<tr>
<td>DIGITAL CONTENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles</td>
<td>Unlimited</td>
<td>n/a</td>
</tr>
<tr>
<td>Ebooks</td>
<td>Unlimited</td>
<td>Varies by vendor</td>
</tr>
<tr>
<td>Streaming video</td>
<td>Unlimited</td>
<td>n/a</td>
</tr>
<tr>
<td>DVDs</td>
<td>3 titles</td>
<td>7 days</td>
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<tr>
<td>CDs</td>
<td>5</td>
<td>21 days</td>
</tr>
<tr>
<td>A/V EQUIPMENT</td>
<td>On-campus loan permitted</td>
<td>Varies by item</td>
</tr>
<tr>
<td>INTER-LIBRARY LOANS</td>
<td>See ILL section</td>
<td>Varies by lender</td>
</tr>
<tr>
<td>RESERVE ITEMS</td>
<td>Unlimited</td>
<td>Varies*</td>
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*The loan periods for Reserve items is determined by the instructor or department that owns the item.

All checked-out material must be returned to your local Campus Library for the semester
inventory. Faculty may then check-out materials again after presenting the items to the
Circulation Manager.

Lost materials - Lost materials should be reported to the Circulation Desk as soon as possible.
The faculty member is responsible for paying the replacement cost of the lost material. The
faculty member may provide a replacement for the lost material upon approval of the Campus
Librarian or the Dean of Library Services.
The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the full current price as published by online book retailers.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current *Library and Book Trade Almanac*.

A refund of the replacement price will be issued for returned undamaged materials.

Damaged materials – The faculty member will pay replacement charges for damages done to materials. The faculty member may provide a replacement for the damaged material upon approval of the Campus Librarian or the Dean of Library Services.

**SJR STATE ADJUNCT AND DUAL-ENROLLED FACULTY, AND ST. LEO FACULTY
LOAN PERIODS FOR SJR STATE MATERIALS**

Adjunct faculty members may borrow materials only while under contract with SJR State.

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<th>MATERIAL</th>
<th>CHECK-OUT or ACCESS LIMIT</th>
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<tr>
<td>PRINT MATERIAL</td>
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<tr>
<td>Books</td>
<td>Unlimited</td>
<td>End of term</td>
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<tr>
<td>Periodicals</td>
<td>Unlimited</td>
<td>3 days</td>
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<tr>
<td>DIGITAL CONTENT</td>
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<tr>
<td>Articles</td>
<td>Unlimited</td>
<td>n/a</td>
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<tr>
<td>Ebooks</td>
<td>Unlimited</td>
<td>Varies by vendor</td>
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<tr>
<td>Streaming video</td>
<td>Unlimited</td>
<td>n/a</td>
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<tr>
<td>DVDs</td>
<td>3 titles</td>
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<tr>
<td>CDs</td>
<td>5</td>
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<tr>
<td>A/V EQUIPMENT</td>
<td>On-campus loan permitted</td>
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<tr>
<td>INTER-LIBRARY LOANS</td>
<td>See ILL section</td>
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</tr>
<tr>
<td>RESERVE ITEMS</td>
<td>Unlimited</td>
<td></td>
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</tbody>
</table>

*The loan periods for Reserve items is determined by the instructor or department that owns the item.

All checked-out material must be returned to your local Campus Library for the semester inventory. Adjuncts and part-time employees who have been hired for the next semester may then check-out materials again after presenting the items to the Circulation Manager.

Lost materials – Lost materials should be reported to the Circulation Desk as soon as possible. The faculty member is responsible for paying the replacement cost of the lost material.
The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the full current price as published by on-line book retailers.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current *Library and Book Trade Almanac*. A refund of the replacement price will be issued for returned undamaged materials.

Damaged materials - The faculty member will pay replacement charges for damages done to materials. The faculty member may provide a replacement for the damaged material upon approval of the Campus Librarian or the Dean of Library Services.

**DELEGATION OF AUTHORITY TO BORROW**

Some faculty members may wish to have another person check out library materials for them. In order to grant this authority, the faculty member must send an email to the Circulation Manager of the Campus Library, to notify the Library of the authorization. Materials thusly borrowed are the responsibility of the faculty member concerned.

Please note:

1. If you give library materials to someone else to return and the materials are not returned, then you, not the alleged carrier, are responsible at the end of the term.

2. If you give library material to another faculty member, the faculty member whose ID number is attached to the borrower record is responsible for the library materials.

**RECIPROCAL BORROWING SERVICES**

Full-time SJR State faculty members and SJR State students may also utilize any State University System or Florida College System library in person through SJR State’s Reciprocal Borrowing Agreement. A current SJR State ID is required to participate in the reciprocal borrowing program. Faculty may check-out materials directly from participating libraries, however the faculty member is then responsible for returning the item directly to the library from
which the item(s) was borrowed. The faculty member is also responsible for any overdue fines the institution charges.

**RESERVE SERVICES**

To assist in the distribution of class materials, each SJR State Library has a Reserves Collection consisting of items selected by faculty members for their students’ use. Any item owned by a faculty member or an SJR State department may be placed on Reserve in the Library. The Library then checks out the item to the user so the faculty member does not have to manage the item. Faculty may also choose to put an item owned by the campus Library on Reserve for a specified time period for in-library use.

Faculty members wishing to place an item or items on Reserve for use by their students must submit a Faculty Reserves Request form to the Circulation Manager at least three days prior to the time of the class assignment. There is no limit to the number of titles that can be placed on reserve. Reserve items may be designated as 4-hour “Library Use Only” (the item cannot leave the premises), “Overnight” loan, 3-day loan, or 7-day loan. Faculty must indicate which loan period they prefer when making the reserve request.

Please let the Circulation Manager know when the class assignment is over and you no longer need the material to be placed on Reserve. At such time, faculty-owned materials will be returned to the faculty member. Items selected from the Library’s collection for Reserve designation will be returned to the Library collection from whence they came.
FACULTY RESERVES REQUEST

Please give the Library 3 days to place items on Reserve before referring students to the item.

Faculty Name: Course #: 

Course Name: 

Begin Reserve Date: End Reserve Date: 

If you are placing a book or DVD on Reserve: 
Is this your personal copy? Yes ☐ No ☐ 

If this is your personal copy, please note: 
- The Library must affix a barcode and spine label to your item. 
- The Library cannot be held responsible for damage or theft of Reserves materials. If this is not your personal copy (i.e. you are requesting a Library book be placed on Reserve), please be sure to denote the edition below or provide the call number for the copy you want. 

If you are placing a photocopied article on Reserve: 
Do you plan on keeping articles on Reserve for more than one semester? Yes ☐ No ☐ 

If you select Yes, the Library will obtain copyright permission from publisher. Please note the Library pays a significant fee for each article each semester it is kept on Reserve. If you would like instructions on posting a copy of the article to your course site in Blackboard (NOT a publically accessible web site), contact your campus Public Services Librarian. 

ITEM INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
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SJR STATE LIBRARY ONLINE ACCESS

The SJR State Libraries provide access to a variety of online information and resources for all Library patrons. Access to the Libraries’ online catalog and databases, research assistance, instructional materials, citation information, information literacy modules, information about library hours and holidays, library card information, the Library’s mission and policies, and general copyright information can be found on the Library tab on MySJRstate.

AUDIO-VISUAL RESOURCES

Each campus Library has a variety of audio-visual materials available for loan to faculty, staff, administrators, Board of Trustees members and students. To view the Library’s audio-visual holdings, search the Libraries’ online catalog. The Libraries’ audio-visual materials are designated for supplemental, short-term use by eligible patrons. If a faculty member requires an audio-visual resource for exclusive or long-term use, the faculty member must submit a purchase request to the appropriate academic Dean or Vice-President.

If a faculty member is aware of an audio-visual resource that would benefit our students and the request meets the standards set forth in the Libraries’ Collection Development Policy, the item will be purchased pending availability of funds and vendor supply. After the item is purchased, it will be placed in the Circulating or Reserve collection for use by all students and faculty. The acquisition of new items takes at least two weeks. To request an item, simply bring a photocopy of a catalog page or a printout from an online retailer to the Library.

AUDIO-VISUAL EQUIPMENT

While each classroom is outfitted with a computer and projector, each campus Library provides additional audio-visual equipment for classroom use. This equipment must be signed out by the instructor and returned to the Library when no longer required. Contact the Circulation Manager on your campus for information regarding the specific equipment available and to reserve equipment for use. Faculty may call the Circulation Manager to arrange for equipment and should do so five days in advance.
If a faculty member or department needs a piece of equipment for long-term or exclusive use, a purchase request should be submitted to the appropriate academic Dean or Vice-President.

Equipment purchased by a College department may be placed on Reserve for faculty or student use. Usage terms are determined by the item’s owner. To place an item on reserve, submit the Faculty Reserve Request form to the Circulation Manager of the campus Library where you would like the item to be housed.

**ASSISTIVE TECHNOLOGY RESOURCES**

Assistive technology resources are available for disabled patrons at each campus. Faculty should contact the ADA Coordinator in the Counseling office to find out what resources are available College-wide, to arrange for equipment use, or to report the need for additional equipment. The Counseling Office numbers are:

- Palatka: (386) 312-4035
- Orange Park: (904) 276-6855
- St. Augustine: (904) 808-7402

Each Library is equipped with a videophone for faculty and students with hearing impairments. Also, the phone number for the Florida Relay Service is available for patrons with hearing disabilities at each Library’s Circulation Desk. Zoom Text and/or JAWS enabled computers are available for visually impaired patrons.