

Herkimer County Community College Library Handbook for Faculty



Circulation Desk: 315-866-0300 x8272

Reference Desk: 315-866-0300 x8394

Toll Free: 1-888-GO4-HCCC (464-4222) ext. 8394

<http://www.herkimer.edu/library>

TXT HCCC Library 315-836-3796



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About the Library

The Herkimer County Community College Library is full-service and provides a comfortable place to read, perform research, and study. The Library has more than 60,000 books, which can be accessed through an online catalog, and approximately 200 periodical subscriptions. A variety of online Reference and periodical databases are available as well as Internet access to resources on the world wide web.

Library Hours

Sunday:	4:00pm-9:00pm
Monday– Thursday:	8:00am-9:00pm
Friday:	8:00am-4:00pm

Why we have Libraries

One way the Library supports the HCCC strategic plan is by providing resources and an environment that encourages and fosters learning. The latest technology is provided and utilized by students on a daily basis.

Learning and Education: support and contribute to the college curriculum.

Access to materials: both in print (books) and digital (online).

Literacy: assist and teach patrons how to perform research and use the information they find to the best of their ability. Promote self empowerment by providing students the tools they need to find information on their own.

Intellectual Freedom: ability to do research and find information, ability to speak as defined in the First Amendment.

Library Staff

Valerie Prescott, MLS
Librarian for Technical Services
315-866-0300 x8217

Stephanie Conley, MLS
Librarian for Public Services
315-866-0300 x8745

Joy Patterson, MLS
Part Time Reference Librarian
315-866-0300 x8394

Mattie Sagaas, MLS
Part Time Reference Librarian
315-866-0300 x8394

Alfred Berowski, MLS
Part Time Reference Librarian
315-866-0300 x8394

William Stewart, MLS
Part Time Reference Librarian
315-866-0300 x8394

Laurie Clark
Ordering & Receiving
315-866-0300 x8341

JoAnne LeClair
Periodicals
315-866-0300 x8335

Linda Windecker
Part Time Circulation, Daytime
315-866-0300 x8272

Barbara Costello
Part Time Circulation, Evening
315-866-0300 x8272

Sandra Griffin
Part Time Circulation, Evening
315-866-0300 x8272

Sally Calhoun
Part Time Circulation, Daytime
315-866-0300 x8272

Circulation

Who may borrow Library materials:

HCCC faculty and staff have records on file in the Library.

Residents of Herkimer County must present a valid Community card, obtained at the Circulation Desk.

Alumni Association members must present a current membership card, available at the Alumni Office.

The borrower is responsible for returning materials on time.

All damages beyond normal wear are charged to the borrower.

Reserve materials (i.e. textbooks) cannot leave the Library.

Return materials to the Circulation desk.

If the Library is closed use the outside drop box facing Johnson hall.

Types of Library Materials:

Print Items:

Reference Books (these books do not leave the Library)

Circulating Books (books that can be borrowed)

Print Periodicals

Reserve Materials

Media and Electronic Items:

DVDs

VHS Tapes

CDs

Books on Tape/CD

Headphones to borrow in the Library

Records

Cassette tapes

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Circulation- Continued

Photocopy Machines:

Faculty may use the copier in the Library to do small runs of Library materials. Multiple copies and long runs should be made by the copy center.

§ 107. Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work. The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

Circulation- Continued

Interlibrary Loan: ILLiad

This service is only available to HCCC faculty, staff, and currently enrolled students.

Books and articles which the HCCC Library does not own may be requested through Interlibrary Loan.

You can set up an ILLiad account from our web page and submit requests through your account or through any of the Library databases and the SUNYConnect Union Catalog.

You can track all activity for each loan by logging into your ILLiad account.

When the material you have requested arrives in the Library, you will be notified and you can pick up the material at the Circulation Desk.

Electronic documents can be accessed online through your ILLiad account.

Due dates are set by the lending library.

To order a Book using ILLiad:

Go to: www.herkimer.edu/library

Click on: Databases. Scroll down and click on World Cat.

Find a book that you want/need.

Click on: Libraries World Wide

Scroll down and click on: Search for Full-Text/Find Copy

Click on: Submit Interlibrary Loan (ILLiad) Request

You will then be asked to log in to your ILLiad account. It is the same as your HCCC username and password.

You can also log in directly to ILLiad and submit a request if you know the title and author of the book you need.

Note: If you are a first-time ILLiad user, you must complete the form before requesting an Interlibrary Loan (for further information see the

Reference Services

When you need help finding Library materials you can contact a Librarian! We are here to answer any questions you have. If you don't see a Librarian at the Reference desk, ask for one at the Circulation desk.

Contact a Librarian:

Reference Desk (main desk is on the first floor)

Phone: 315-866-0300 x8394 (Toll Free: 1-888-GO4-HCCC x8394)

Email: library@herkimer.edu

TXT a Librarian: 315-836-3796

In person Reference help: stop at the Reference Desk any time or use any of the methods listed above. You can also schedule an appointment:

http://www.herkimer.edu/library/individual_consultation/

A	General Works	K	Law
B	Philosophy, Psychology, Religion	L	Education
C	Auxiliary Sciences of History	M	Music, Books on Music
D	World History and History of Europe, Asia, Africa, New Zealand etc.	N	Fine Arts
E	History of the Americas	P	Language & Literature: Poetry, Anthologies, Fiction, Classics, Children's Books
F	History of the Americas	Q	Science
G	Geography, Anthropology, Recreation/Sports	R	Medicine
H	Social Sciences: Business,	S	Agriculture

Reference Services- Continued

How to search for books in the Library using the Online Catalog:

Go to: www.herkimer.edu/Library

Click on: Catalog: Find Books.

Find a book that you want/need by typing in keywords.

Click on Advanced Search if you want to search by specific format (i.e. books or DVDs or CDs etc...).

Write down the call number so you can find the book. Each book has a label with the call number on it so you can match what you wrote down to the book.

Figure 1:

Basic
Search
Screen-
Library

The screenshot shows the Herkimer Community College Library website. At the top, there is a navigation bar with the library logo and name, and a search bar. Below the navigation bar, there are several tabs: "End Session", "Basic Search", "Advanced Search", "Results List", "Previous Searches", "Basket", and "Help". The "Basic Search" tab is selected. The search interface includes a "Change Database" dropdown menu set to "Active: HCCC Public Catalog", a "Search type" dropdown menu set to "Words anywhere", and a "Search term(s)" input field. Below the input field, there are several options: "Words in Title", "Words in Author", "Words in Subject", and "Words in Series Name". There is also a "Words adjacent?" checkbox set to "No". The search interface also includes a "Search hints" section with several bullet points providing tips on how to use the search engine. At the bottom of the page, there is a copyright notice: "© 2008 Ex Libris".

Book Locations:

Circulating Books: 2nd Floor

Reference Books: 1st Floor

New Books: 1st Floor

Bestsellers: 1st Floor

Electronic Databases:

Go to: www.herkimer.edu/Library

Click on: Databases.

Browse through the alphabetical list or by subject.

An abundance of articles is available with the click of a mouse, see a Librarian for assistance!

To access databases from off campus, type in your HCCC username and password when the log-in screen appears.

Policies

Acquisitions:

Faculty members are encouraged to recommend titles in their respective disciplines, through their subject liaison Librarians. To find book titles, search through *Book Index*, *Books in Print* or *WorldCAT* databases, accessible on the Library's home page (www.herkimer.edu/hcccLibrary/).

Audio-visual purchases are completed through your Division, with permission from the Associate Dean. When the material has arrived, we recommend that you review it before presenting it to your class. A room in the Library is available to view films that you assign to students. It is on a first come, first served basis.

Assignments:

Please contact the Director/Librarian for Information Literacy (x8345) to discuss Library material and instruction when assigning papers and projects that require Library research. Librarians are most effective in assisting students with particular research needs when an assignment is available in advance.

Library Instruction:

Librarians are available to provide class instruction in the use of specific Reference tools, as well as general Library use. Arrangements should be made at least two weeks ahead of time by submitting the *Specialized Subject Instruction Form* available on the Library's home page under FORMS, and a sample is located at the end of this handbook.

http://www.herkimer.edu/library/specialized_subject_instruction/

Policies- Continued

Computers:

There are 50+ computers available for faculty and student use. Each computer has access to the internet, and the Microsoft Office Suite among other programs.

Computers are available on a first come, first served basis.

There are a number of laptops that can be checked out at the Circulation desk with a valid HCCC ID card. Laptops do not leave the Library. They can be used for two hours.

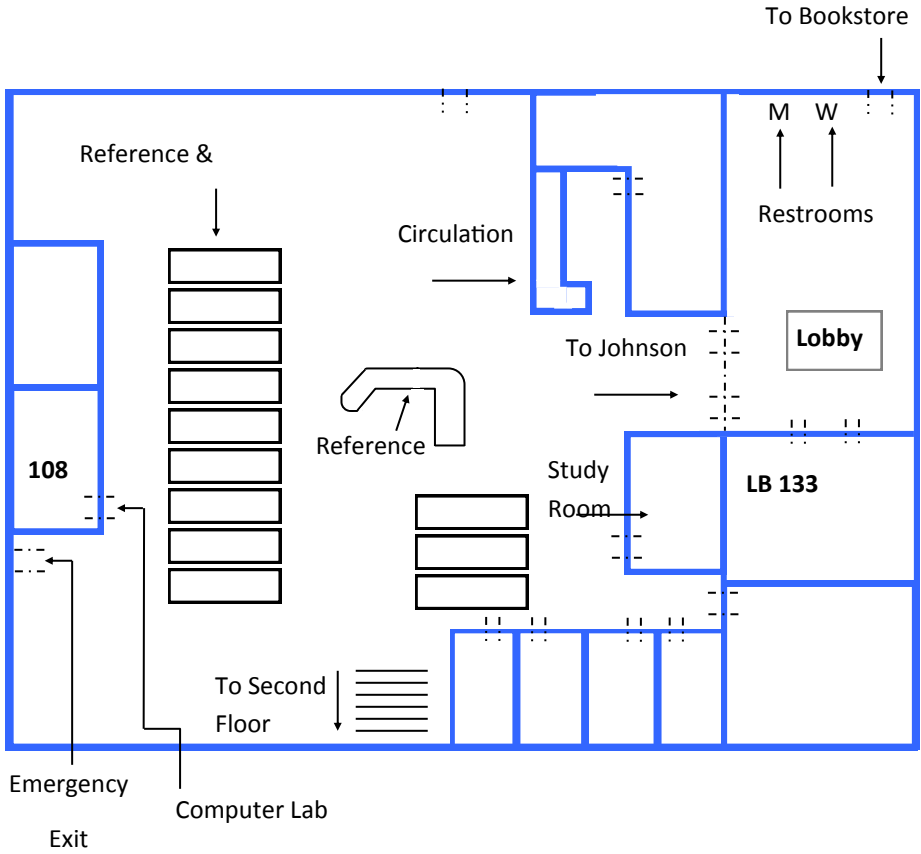
Faculty and students must be prepared to log off of the computers 15 minutes before closing time.

Please Note: The HCCC Computer Use Policy & Guidelines is applicable in the Library. A copy of the policy is available at the Library Reference desk.

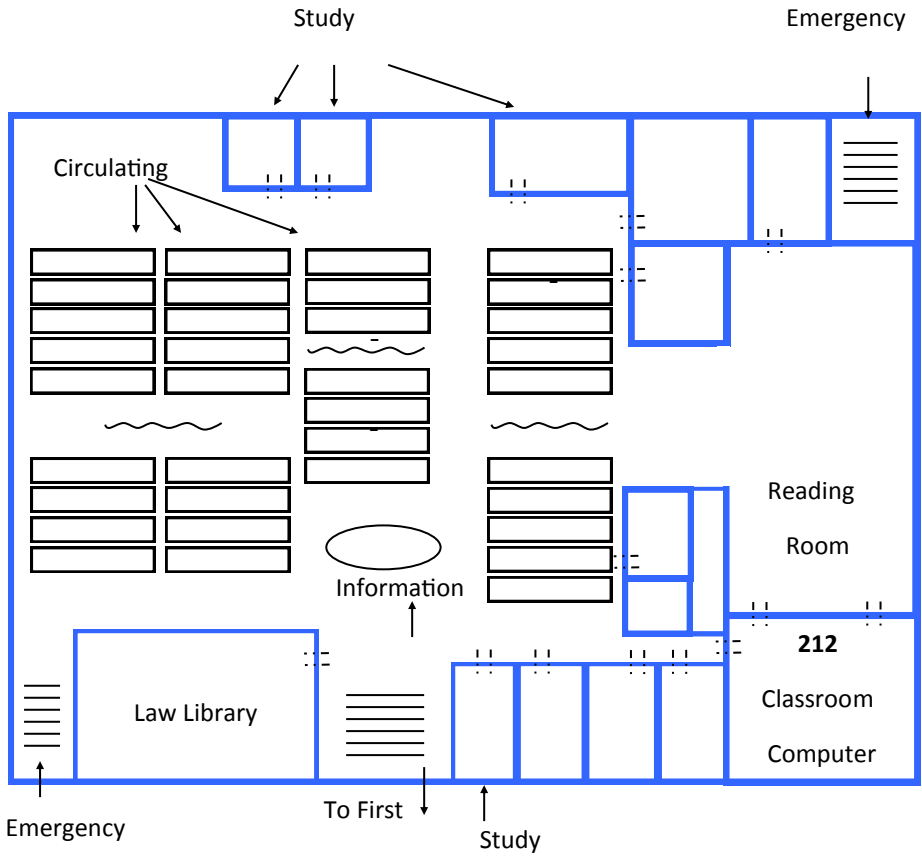
Library Display Case:

Interested in sponsoring a display? Call the Library @ x8394.

Library First Floor



Library Second Floor



Example of Specialized Subject Instruction Request Form

College Library

- About the Library
- Catalog: Find Books
- Cite Your Sources
- Collections
- Databases: Find Articles
 - » By Alphabetical Order
 - » By Program or Topic
- Forms
- Hours
- Library Staff
- Policies
- Research Help & Tips
- Services

Wednesday Hours
8am - 4pm

Specialized Subject Instruction Request Form

Please fill in the information below so that we can make and confirm an appointment for you.

*Please note that all fields are required fields.

Class Information

Course Title & Number (e.g. EN 111)

Contact Information

Name Phone Number

Email

Time

Time Class Meets (e.g. MWF 9:15-10:15) Preferred Dates of Library Instruction

Services

Library Catalog

Library Catalog with Assignment

Databases (indicate which ones)

Databases with Library Assignment

Number of Students in class

Upload Copy of Student Assignment - -> MB limit

Detailed Description of Requested Services

Please enter the word you see in the image below:

