STLCC Libraries: A Guide for Faculty

stlcc.edu/Libraries
Online library resources available 24/7

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<th>Florissant Valley</th>
<th>Forest Park</th>
<th>Meramec</th>
<th>Wildwood</th>
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<td>Circulation</td>
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<td>Cathy Reilly</td>
<td>Sharon Fox</td>
<td>Becky Helbling</td>
<td>Janice Hovis</td>
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<td>Joanne Galanis</td>
<td>Becky Helbling</td>
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<td>Florissant Valley Library is located</td>
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<td>Wildwood Library is located</td>
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<td></td>
<td>on the second and third floor of the</td>
<td>located just west of</td>
<td>on the first floor inside the</td>
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<td>Instructional Resources building.</td>
<td>Communications South,</td>
<td>Student Services Center.</td>
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<td></td>
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<td>on the south side of</td>
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<td>the courtyard.</td>
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Reference and Research Help

Instruction Librarians are faculty members who provide assistance and instruction in locating, identifying, evaluating, and using print and electronic resources to serve the research needs of students, faculty and staff. Librarians can be contacted in person at the library Research Help desks or via phone, email, chat, or text service.

Click on **Ask a Librarian** on the STLCC Libraries web page for all the ways to contact us.
Library Instruction Services

Working in collaboration with classroom instructors, library faculty provide a wide range of general and course-related instruction services. These sessions may cover online catalogs, databases, reference materials, Internet resources, search strategies and/or evaluation of resources. Library faculty can assist in developing research assignments that are customized to specific learning objectives. Research indicates library assignments linked to specific course learning objectives are far more effective and meaningful to students.

Scheduling a Library Instruction Class

To schedule a session with Library faculty, it is best to call the Research Help Desk at your campus Library at least one week in advance. While we have you on the line, we will be able to immediately verify date and time availability and discuss with you the particulars of your instructional session. You may also email or call any instruction librarian. Also, if we have a copy of your assignment in advance, we can better tailor instruction to your students’ research needs. Classroom faculty are expected to remain with their students during the library instructional session to promote and emphasize the importance of information literacy. When instructors value library research, their students tend to do the same.

Tips for Creating Effective Library Assignments

- Assume that your students have minimal knowledge of the library. In today’s world of information overload, computer literacy skills do not necessarily equate to library research/information literacy skills.
- Schedule a course-related instructional session for your class prior to a library research assignment and a librarian will customize the session to include research strategies and resources for your specific assignment.
- Work through the assignment yourself first. Even if you are revising an old assignment, make sure that the assignment does what you want it to do and that the library has the resources you require to successfully complete the assignment.
- If you tell your students they cannot use Internet or web sources for assignments, please discuss the difference between the “free” web and the extensive research databases purchased by the Library that are accessed via the web. When students are unclear about this distinction, they may overlook excellent online library databases if they view them as “Internet or web” sources.
- Avoid assigning scavenger hunt type assignments; research indicates they do not teach students how to do meaningful library research. Often it is the library faculty, and not the students, who end up locating the information.
Library Collections

Library collections include printed books, magazines, and journals in addition to a wide range of online materials.

Searching the Collections

The STLCC Libraries website, https://stlcc.edu/libraries, is your portal to an enormous range of library materials. Use the Libraries link from the Faculty & Staff page of the STLCC website. The Libraries link is also in Blackboard and on the Current Students page.

- **Search It!** (the default search box) combines results from the library catalog and over 90 of the library databases. Use the options on the left to narrow your search results.
- Use **Books+** to search the library catalog directly. Books and DVDs located at other campus libraries can be requested for delivery to your campus library or education center.
- **Articles (Databases)** Over 180 general interest and subject specific databases of magazine & journal articles, newspapers, reference sources, images, and media.
- **Journal Finder** is useful for tracking down citations. Use it to determine which library databases include full-text articles from a particular magazine, journal or newspaper.
- The **Videos** search box limits Search It! to video format materials, including streaming.
- **MOBIUS** provides access to a wide network of libraries, including some large university libraries, across Missouri and beyond. Books can be requested through MOBIUS to be delivered to your campus library for checkout, or you can check out MOBIUS books in person.

Course Reserves & Textbooks

Please consider placing your textbook or other course materials on reserve. This is extremely helpful for students who may not be able to obtain textbooks at the beginning of the semester. Materials may include personal copies of textbooks, videos, CDs, lecture notes, or periodical articles as well as any library owned materials. All reserve items must comply with copyright guidelines. Faculty choose the checkout period; the most common is 2 hours, library use only. Use the **Reserve Request** form on the library website or contact the circulation desk at your campus library. Check the **Course Reserves** module in the Library Catalog to search for texts already on reserve by course number or instructor.

STLCC Libraries have **only** those textbooks that have been provided and placed on reserve by the instructor or department. Contrary to some student expectations, the campus bookstores, not the libraries, are the places to go to purchase textbooks. Students looking for alternative ways to obtain textbooks might find our online guide helpful: guides.stlcc.edu/textbooks

Also consider adopting an open textbook. Our guide for faculty on OER (Open Educational Resources) has more information: guides.stlcc.edu/OER
Online Access

The library databases are fully accessible from on-campus computers. For off-campus access, log in using your college ID number with ST at the end and your last name, or you may use your Blackboard login. Check the faculty help web pages for instructions on embedding and linking to library resources in your Blackboard courses. Some databases include additional features when you create a personal account within the specific database.

Library Check-Outs

Your staff ID is your library card. Use it to check out books, DVDs, and other library resources. Faculty may check out regular books for the entire semester. Some materials have a shorter checkout time. Regular checkout for students is four weeks.

Request Items for Library Purchase

Faculty are encouraged to participate in the collection development activities of STLCC Libraries by suggesting curriculum-related items for purchase. This includes books, streaming videos, DVDs, CDs, and periodical subscriptions. Use the Suggest New Materials link on the library website. You can also request library materials by contacting an instruction librarian. Please let us know if the item requested is one that you would like to have rush ordered or placed on course reserve once it is processed. You will be contacted when the item arrives and is available.

Borrowing from Other Libraries

Interlibrary Loan / Document Delivery service supplements the local and MOBIUS libraries by obtaining materials from other libraries or commercial services to fill research needs. Requests for materials can be submitted online, by paper request, or by personal consultation with an instruction librarian. The online form is linked near the bottom of the library home page.

And More…

- **Research Guides** for students on resources for subject areas as well as guidance on evaluating and citing sources and other research topics.
- **Course Guides** can be built specifically for your course.
- Online (or in person) help for faculty to add links in Blackboard; steering your students to specific databases, reading lists of articles, e-books, or film clips, or entire feature films.
- Free digital subscriptions to the *Chronicle of Higher Education* and the *New York Times*, with downloadable mobile apps.
- **BrowZine** – create a personalized e-rack of magazines & journals, via web or mobile app.
- Computers, printing (currently free up to 20 pages for students), photocopiers, scanners, group study rooms, quiet areas, secure wireless network, and much, much more.