STLCC Libraries: A Guide for Faculty

https://stlcc.edu/Libraries

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<td>Florissant Valley Library is located on the second and third floor of the Instructional Resources building.</td>
<td>Forest Park Library is located north of the Student Center, across the courtyard.</td>
<td>Meramec Library is located just west of Communications South, on the south side of the quad.</td>
<td>Wildwood Library is located on the first floor inside the Student Services Center.</td>
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Reference and Research Help

Instruction Librarians are faculty members who provide instruction and assistance in locating, identifying, evaluating, and using print and online 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. Class 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 Session

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. You may also contact any instruction librarian. Please supply a copy of your assignment in advance. This will help us to tailor instruction to your students’ research needs. Classroom faculty are expected to remain with their students during the library instruction session to promote and emphasize the importance of information literacy. When instructors value library research, their students tend to do the same.

Tips for Effective Student Research

- Don’t assume that your students already know how to do research! Our students come from many different backgrounds, and the information landscape is always changing. Students tend to overestimate their research skills.
- Avoid assigning scavenger hunt type assignments; research indicates they do not teach students how to do meaningful library research. Consult with a librarian for assistance in designing a research assignment to accomplish specific learning outcomes.
- Have clear guidelines and define your terms. “Academic” and “scholarly” are not precise. Are you using these terms to mean articles from library databases (as opposed to the open web), or do you want students to only use peer-reviewed, original research articles? What will you accept as a “quality” resource?
- Work through the assignment yourself to identify student roadblocks and to make sure that the library has access to required resources. Don’t assume that an assignment you used successfully in the past is still appropriate.
- Schedule a library instruction session for your class at a point when the students know the assignment and are ready to begin research. A librarian can customize a session to teach strategies and resources for your specific assignment.
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 the **Classic Catalog** 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. Not all streaming services are included in Search It!, so check the streaming media guide
- **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. Students purchase textbooks through the bookstores, not the libraries. 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, or simply contact an instruction librarian.

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.
- 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.