

## Faculty Services

**Library Card** – Faculty are encouraged to apply for a Clarendon College library. Clarendon College library cards are accepted at all participating Harrington Library Consortium (HLC) libraries, and must be presented at time of check out.

**Checkout Procedures** –Faculty **MUST** present their current library card at time of checkout in order to checkout materials. There is no limit to the number of items that can be checked out.

**Renewals** - Renewals are available upon request. Books may be renewed in person or by telephone by calling (806) 874-4815 or 800-687-9737 ext. 118.

**Faculty In-Service** - The purpose of Faculty In-Service is to equip new and returning faculty with information about the library and its resources so that they can be successful in the classroom. On-going library instruction sessions are available for all disciplines, and provided to all full-time and adjunct faculty.

**Course-Integrated Library Instruction** – Faculty may request a librarian to teach a library session tailored to your course. Working in collaboration with faculty, library staff provides a wide range of course-related instructional services as well as independent opportunities for students to enhance their research skills. These hands-on sessions may cover use of the online catalog, magazines and magazine indexes, Internet resources, search strategies and/or evaluation of resources, Library of Congress classification system, and introduce key concepts in a particular subject area. The sessions are designed to promote information literacy as an integrated part of the library experience.

**Developing Effective Assignments** – Librarians are available to work with faculty to create effective assignments that make the best use of the library's resources and emphasize course content. The assignments foster critical thinking, evaluation skills, promote lifelong learning and do not have to be lengthy or complicated to grade.

Faculty are encouraged to notify library of units they are considering so library staff can prepare displays, exhibits, programming and resources that will support the assignment.

**Class Handouts & Web Guides** – As part of the Library Instruction sessions and classroom presentations, faculty may request librarians to create printed guides for their classes outlining useful resources and research methods. Faculty will need to give notice of when the handouts are need, for it may take time to put the information together. Subject Research Guides may include information such as:

- Library of Congress Call Number by subject
- Directories, indexes, almanacs, dictionaries, encyclopedias, Internet sites

- A list of History titles
- A list of career websites, etc.

**Class Orientation** – Library orientations are provided for all classes at the instructor’s request. Orientations are taught either in the library, classrooms, and/or the computer lab depending on the type of orientation requested. The orientation explains the effective use of library resources and services. Class visits may be arranged at the faculty’s request by contacting a library staff member with the following information: course name, number, theme of course, what do you want students to be able to do and/or know at the end of the orientation, preferred date(s), time(s), and the number of students in the class.

**Faculty Reserve** – All faculty reserves are kept at the Circulation Desk in the library. Depending on faculty instructions, some reserve materials must be used in the library, while other may be checked out. The instructor has set loan periods, and approval from the instructor is needed to extend the loan period or check out reserve material. Faculty may request library staff to put materials they expect to be in high demand or that require special security in the library’s reserve collection. Examples of what may be placed on Reserve include: course readings, library and personal copies of books, articles, pamphlets, class assignments and lecture notes. Faculty may designate shorter loan periods for high demand materials, such as two-hour or one-day. The Reserve collection is shelved behind the Circulation Desk. To place a library item(s) on reserve, bring them to the circulation desk and fill out the reserve form. Reserves are accepted throughout the semester and must be removed or evaluated for continuation at the end of the spring semester.

**Recommend New Resources** - The Library will order any book, magazine, audiovisual, software, and/or online database requested by faculty that is not in our collection subject to availability of funds. If you wish to have the library purchase materials, contact the library director by e-mail [pamela.reed@clarendoncollege.edu](mailto:pamela.reed@clarendoncollege.edu) , or telephone extension 116; or you can also place your request in the library mailbox located in the faculty mailroom. E-mail all requests for materials to the library director at. Please include as much information as possible along with the Title, Author, Subject, and ISBN (international standard book number) if known. It is the mission of the Library to purchase materials that support the college curriculum.

Collection Development Criteria Selection Guidelines:

- Relevance to the curriculum
- Relevance to the instructional needs of faculty and research needs of students
- Relevance to the correlation with the existing collection
- Appropriate level
- Accuracy and objectivity
- Intellectual content and scholarly worth
- Demand

- Permanency of material
- Currency of material
- Price appropriateness

**Newsletters** - An electronic memo/newsletter will be sent to faculty to inform them of new books and magazines, special library displays, programs, exhibits, workshop, highlights of articles that are of educational, instructional and informational value, etc.

**Interlibrary Loan (ILL)** - Materials not available in the Clarendon College Library, Clarendon Public Library or the Pampa Public Library may be requested through Interlibrary Loan by contacting the Clarendon College Library. To ensure proper check-in and return of material to lending library, return all interlibrary materials to the Clarendon College Library. In order to prevent a late fee from the lending library, contact the Clarendon College library at least one (1) week or more before the due date. Lending library may or may not approve renewal if material is late.

**Media Resources & Equipment** – Media resources available to faculty include videocassettes, compact discs, audiocassettes, and laser discs. Equipment includes overhead projectors and screens, CD players, audiocassette recorders/players, VCR/ TV setups, laser disc player, laptops, digital cameras, LCD projectors, and a scanner. Students wishing to use media equipment for class presentations should arrange for their instructor to reserve the equipment for them.

**Photocopying** - Faculty receives a copy code issued by the business office to be used on the copier located in the faculty mailroom. Copies made by faculty in the library will be reported to the business office to be charged to the appropriate departmental account.

**TexShare Card** - Clarendon College, along with other academic and public libraries in Texas, participate in a state funded program established to allow participants to share resources. TexShare libraries have agreed to extend free reciprocal borrowing privileges to each other's patrons in an effort to provide direct access to materials that are not available at the home library.

Each library has specific rules and regulations that apply to borrowed materials. Please check the lending policy of the library you are going to before attempting to borrow materials.

<http://www.texshare.edu/generalinfo/about/programs.html>.

**TEACH Act** – The Technology Education and Copyright Harmonization Act - (TEACH Act) was signed into law by President Bush on November 2, 2002. The Act redefines the terms and conditions on which accredited, nonprofit educational institutions throughout the U.S. may use copyright protected materials in distance education – including websites and other digital means without permission from the copyright owner and without payments of royalties. The new opportunities are subject to new limits and conditions. To learn more about the TEACH Act, go to [www.ala.org/washoff/teach.html](http://www.ala.org/washoff/teach.html). Copyright Notice - The copyright law of the United States

(Title 17, United States Code) governs the making of photocopies or reproductions of copyrighted material. All library users are expected to obey the copyright law in their use of print, audiovisual, and microcomputer software. Illegal copies of copyrighted material may not be made or used on equipment owned by the college.

**Fair Use for Faculty** - The issue of just what is fair Use of copyright protected materials comes up often in education circles. The key for faculty is to apply the four-factor test set forth in the copyright law. Make sure that the use is for education in a non-profit educational setting. The use also has to be germane to the instruction of the topic. In other words, don't show a movie just for entertainment or as a "reward".

Make sure that you legally obtain the copy. Even if it's used for educational purposes; a bootleg copy of a video is still illegal. When possible use factual works but when necessary, dramatic works can be used to illustrate a point or as a basis for criticism or commentary. You may also use excerpts from periodicals but make sure that a copyright notice appears on each copy. It's probably a good idea to follow the copyright print guidelines.

Unless you're teaching a course on a specific author, it's not a good idea to use too many items from one author. Also, according to the guidelines, you need to either obtain permission or use another author after two years. Finally, use of copyright-protected material should not be a substitute for students purchasing textbooks or other books readily available in the market place. One of the key components of the copyright centers is the effect of use on the marketability of the work. Does your use dilute the market or potential sales of the copyright holder? If it does then you're probably infringing on the copyright holders' rights. Limit your use of copyright protected works to those in your classes and the immediate educational community. One way to determine if you are infringing on copyright work is to ask, could anyone off the street just walk in here and use this material? If they can then you are probably in infringement.

**Licensing** - It's important to remember that any license you enter into with a publisher overrules basic copyright provisions. For example, under copyright law it is illegal to copy from tests or other "consumables". However, a textbook publisher will often grant permission to copy tests from test banks if you have adopted the textbook. Likewise, almost all computer software comes with separate licensing agreements that put limits on uses that might have been acceptable under the Fair Use clause.

**Permission** - Finally, remember you can ask for (and often obtain) permission to use copyright-protected materials for your courses. It is important to first identify what material you wish to use, how much and why. Then contact the publisher and request permission for that specified use. Often this will result in no reply. Don't give up. The Copyright Clearance Center provides a service of researching and requesting permission from copyright holders. There is often a fee that accompanies the granting of permission.

## **Laptop Checkout Guidelines**

### **Check out Procedures:**

- Current Clarendon College faculty must present a current Clarendon College library card to checkout a computer.
- Borrower must complete a loan agreement accepting responsibility for any loss or damage to the computer. Costs for damage attributable to the borrower will be charged to that borrower.
- Laptop computers may be checked out for a maximum of three days and may not be renewed if there is a hold for a laptop. Laptops will not be checked out over extended holidays.

**Usage:**

- Wireless Internet access is only available on the main campus.
- Software on the laptops includes Internet Explorer and Microsoft Office.
- Data should be saved to a floppy disk. Data saved to the hard drive will be erased on return.
- Borrowers using laptops within the Library are restricted to non-Internet sage.
- Borrowers should immediately report any technical difficulties to library staff.

**Returning Laptops:**

- Laptops must be returned to the library on the due date before the library close.
- Laptops must be returned to library staff. Never leave the laptop unattended.
- Failure to return a laptop for any reason will result in a laptop replacement charge to the borrower or the filing of criminal charges. The replacement charge is \$2500.00.
- Failure to bring a laptop back on time will result in a fine and revocation of laptop privileges.

Library staff will check the computer after it has been returned. The borrower will be notified if any problems are found. The Library reserves the right to deny borrowing privileges at their discretion.

**Library Satisfaction Survey** - The library is interested in your comments, observations and suggestions about the services, programs and resources provided to you and your students. The library administers a faculty survey once a year; however, we encourage you to take this opportunity and throughout the semester to let us know if we are meeting the academic needs of you and your students.