



Faculty Handbook

Library Services

2010-2011



**Oveta Culp Hobby Memorial
Library**



TAMU-CT North Campus

Library Department

Texas A & M University-

Central Texas

Table of Contents	
About Us	3
Locations	4
Staff	5
Resources	6
Print and Digital Collection, Access	6
Circulation Policies	7
Reserves	8
Material Delivery Request	8
Permanent Relocation of Materials	8
Interlibrary Loan	9
TexShare	9
Collection Development	10
Item Purchase Requests	10
Group Orientations	11
Individual Research Consultations	12
Research Subject Guides	12
Information Literacy	12

About TAMU-CT Libraries

Texas A & M
University-Central
Texas, for life's next
chapter.



About Us

TAMU-CT Libraries operate with a public service focus. We endeavor to serve our patrons and the University community at large by providing access to high quality research and support services. The needs of the University faculty and students are central to the way that we plan and execute these services. In other words, we're here to make your life a little easier.

At the library, we are focused on expanding our collections to meet the growing needs of the TAMU-CT community. As undergraduate and graduate programs develop, the library collaborates with faculty in these programs to acquire materials that encourage active research. We are continually mapping out the future of our collection, and we hope to work with the faculty to insure that when the library building is finished, we will have the best material to fill it.

Finally, accreditation of the library is an important part of accreditation for the entire University, and we take this responsibility seriously. As a unit, we strive to insure that, when the time comes, we will have a collection that can gain independent accreditation. In order for this to happen, we need the input of the entire TAMU-CT community. The research needs of each department correlate directly to the requirements for accreditation, and eventually, to a thriving institution of high learning.

Suggestions, Questions, Comments or Concerns

Our library staff is always happy to hear feedback from the community, and particularly from faculty. We believe that your teaching and research are two of the most integral factors in the success of this institution, and your feedback will help us serve your needs better. We encourage you to contact us if there is anything we can do for you.

To contact the library, email us at tctlibrary@tarleton.edu, call us (254-526-1244), or stop by our offices. We are located in the school library at the TAMU-CT North Campus location, and in the back corner, first floor, of the West Wing at Hobby Memorial Library.

Locations

Our library has two main locations. The Oveta Culp Hobby Memorial Library, located on the CTC Main Campus, and the North Campus Library Location, located at TAMU-CT North Campus.

TAMU-CT General Contact Information

Address:
1901 South Clear
Creek Road
Killeen, TX 76549

Phone: 254-519-5421



TAMU-CT Administration Building

Hobby Memorial Library

Central Texas College, Main Campus
1901 South Clear Creek Road

Location and Contact Information

Hours: Monday-Thursday, 7:40am-9:30pm
Friday, 7:30am-4:30pm
Saturday, 11:00am-5:00pm
Sunday, 1:00pm-8:00pm

Location: Building 102 on the Central Texas College Main Campus.

Contact:
Phone: 254-526-1244
Fax: 254-526-1993



Services

- + Drop-In Reference Services
- + Library Orientation
- + Individual Research Consultations
- + Interlibrary Loan
- + Item Lending
- + Computing
- + TexShare Registration
- + Material Request and Pick Up
- + Reserve Services
- + Library Fee Pay

North Campus Library Services

TAMU-CT North Campus
701 Whitlow Drive, Killeen, TX 76541

Location and Contact Information

Hours: Monday-Thursday, 9:00am-6:00pm
Friday, On Call
Saturday, Closed
Sunday, Closed

Location: Inside the front doors of the TAMU-CT North Campus building.

Contact:
Phone: 254-519-5798
Fax: 254-519-5417



Services

- + Reference Help
- + Library Orientation
- + Individual Research Consultation
- + Interlibrary Loan
- + Item Lending
- + Computing
- + TexShare Registration
- + Material Request and Pick Up
- + Reserve Services

Library Staff

Our library staff is happy to help you with any problems, suggestions, concerns, or questions you might have. Below, you will find the contact information for each staff member, listed with their area of responsibility.

Mark Harris
Director
 Library Services



harrism@ct.tamus.edu
 254-526-1244

Hobby Memorial Library TAMU-CT Staff



Bridgit McCafferty
 Reference, Instruction
 Librarian, Collection
 Development
bmccaffe@ct.tamus.edu
 254-526-1617



Cynthia Scott
 Circulation, Interlibrary
 Loan, Periodicals
cynthia.scott@ct.tamus.edu
 254-526-1618



Inez Edwards
 Circulation, Lost and Paid,
 Copy Cataloging
iedwards@ct.tamus.edu
 254-526-1676

North Campus Library Services TAMU-CT Staff



Lynn Schumacher
 Technical Services
 Librarian, Cataloging
lynn-r-schumacher@ct.tamus.edu
 254-519-5481



Stacy Ferrell
 Acquisitions, Purchasing
stacy.ferrell@ct.tamus.edu
 254-519-5729



Sandy Nelson
 Technical Services, Copy
 Cataloging
sandra.nelson@ct.tamus.edu
 254-519-5481

Using and Accessing Resources

One key to using the library is understanding the many types of resources available, and how they can be accessed.



Reference and Instruction Librarian: Bridgit McCafferty

Hobby Memorial Library,
Room 113
bmccaffe@ct.tamus.edu
254-526-1617

Types of Resources

Reference Materials: Provide basic information or common knowledge about a subject. These include encyclopedia articles, dictionary entries, and almanacs. Some are online, such as [Credo Reference](#).

Articles: Contain very current information about a more narrow or specific topic. They can be academic, professional, or popular. Most are now in [digital databases](#). Specific journal titles can be found [with SFX](#).

Books: Give you a more advanced overview of a broad topic. Found by using [the catalog](#).

Websites: Vetting the academic content of websites can be very difficult. The library endeavors to help faculty and students find suitable, reliable sources on the web.

Databases: Can contain books, articles, images, media files, etc. Even advanced researchers may have trouble finding the right database/s to search. [Subject Guides](#) can help make the content of each database clearer. Our [database page](#) can also help.

Accessing Digital Resources

- + Go to the Texas A & M-Central Texas Library webpage.
- + Click the [Online Databases](#) link or [Online Journals](#) link, under “Research” on [the library’s homepage](#).
- + Click the resource that you want to use from the list.
- + Enter your NetId and your password in the fields when prompted.

Forgot your NetId or password? Call the Tarleton State University help desk at 254-968-9885. You may also want to visit [T-synch](#) for password help.

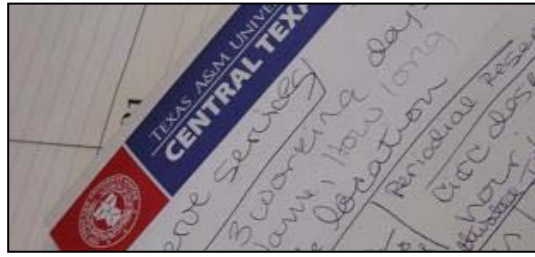
Accessing Print Resources

- + Go to our online [catalog](#) and search for the resources you would like to check out.
- + Find the material in the library.
- + Bring the material to the circulation desk with your staff or faculty ID.

Lost your staff or faculty ID? Call the TAMU-CT Business Office at 254-519-5408, or visit them in Room 106 in the TAMU-CT Administration Building.

Circulation Policies

Our circulation policies define who can take out what, and for how long. We're happy to work with faculty who need exceptions to these policies.



Circulation Coordinator: Cynthia Scott
Hobby Memorial Library, Room 113
cynthia.scott@ct.tamus.edu
254-526-1618

Lending Periods and Policies

Check-out Period: The standard lending period is 3 weeks, but faculty can request check-outs for a full semester or longer if needed.

Item Renewals: Faculty may renew items two times or more via request. Renewals may take place online through the library [catalog](#), or in person.

Third Party Check-outs: If you would like to allow another person to check out material using your library account, you must submit a letter on official letter head granting this person permission.

Faculty ID: All faculty members must have a current TAMU-CT Photo ID to check out materials. You are responsible for all items checked out with this ID.

Item Limits: Patrons are limited to ten items at once, but faculty may check out more by request.

Reserve Check-outs: Reserve materials carry limited lending periods, between two hours and two weeks. Special lending periods may be allowed with the permission of the faculty member who put the item on reserve.

Media Check-outs: Only faculty and staff can check-out media for use outside of the library. Media is checked out for one week or longer upon request.

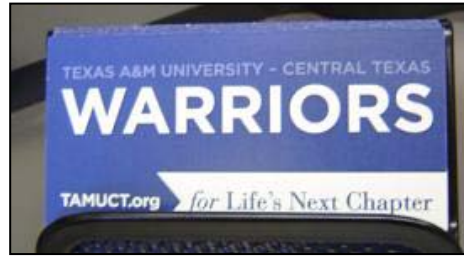
Periodical Check-outs: Faculty and staff are the only library patrons who are allowed to borrow periodicals for use outside of the library.

Past Due/Overdue Policy

Fines and Penalties: Overdue notices are sent to faculty at the end of each semester. If a faculty member does not respond to a notice by the end of the registration period at the beginning of the following semester, the library will block that faculty member's library account, declare the materials lost, and bill the faculty member for the cost to replace material, plus a \$15 processing fee. The library may also place an Employee Hold on that faculty member. The replacement fee, but not the \$15 processing fee, will be forgiven if the faculty member returns the book within 30 days of receiving the notice, or before the replacement material is bought. Failure to receive a notice does not relieve your responsibility to return library items.

Reserve Services and Library Book Delivery

Housed behind the circulation desks at either location.



Circulation Coordinator: Cynthia Scott
Hobby Memorial Library, Room 113
cynthia.scott@ct.tamus.edu
254-526-1618

Reserve Services

Placing Material on Reserve: To place material on reserve, please fill out [our online form](#) or contact Cynthia Scott at the Hobby Memorial Library. Each reserve request must give clear bibliographic information for the requested item and should specify a lending period for this item. Please allow three business days for reserve requests to be processed.

Removing Material from Reserves: To request that material be removed from reserves, please contact Cynthia Scott.

Reserve Lending: Patrons must have an active student, faculty, or staff ID to check out reserve materials. Please be aware that reserve items have limited lending periods and that some cannot leave the library.

Periodical Reserves: Periodical reserves are kept at either the North Campus or Hobby Circulation desks. They cannot circulate for longer than two hours, and cannot leave the library.

TAMU-CT Library Resource Delivery

Book Deliveries: Materials from Hobby Memorial Library may be requested for delivery at our North Campus Library Location and vice versa. You cannot request books for pick up at the location where they currently reside. Any patron may take advantage of this service, though only faculty and staff can request media.

Receiving your Request: Please allow up to 2 business days for book delivery. You will receive an email confirmation when your item has arrived at its destination.

Making a Request: To request a book for delivery, please contact Cynthia Scott at Hobby Memorial Library, or use our online form through your [online library account](#).

Permanent Book Relocation

TAMU-CT items housed at either library site can be relocated permanently to the alternate library location when requested by a professor, and in support of a class. We cannot relocate CTC owned items. Please contact Cynthia Scott to request permanent item relocation.

Interlibrary Loan Services and TexShare

These services allow TAMU-CT library patrons to borrow material not owned by our library from a partner institution.



Circulation Coordinator: Cynthia Scott
Hobby Memorial Library, Room 113
cynthia.scott@ct.tamus.edu
254-526-1618

Interlibrary Loan Services

What is Interlibrary Loan (ILL)?

Interlibrary Loan is a way for students, faculty, and staff at TAMU-CT to access materials not owned by the TAMU-CT Library. When you make an ILL request, we ask other libraries if they would be willing to loan your requested material to you.

Requesting ILL: To request ILL material, you must [log into ILLiad and make the request](#). When you log in, you will be taken to an online form that will ask you for the required information.

Receiving ILLs: You will receive your request an average of 10-14 days after you submit it. We will notify you via email that your request has arrived at Hobby Memorial Library. If you would like to pick up your material at our North Campus location, please notify Cynthia Scott, our circulation coordinator. The lending period for ILL materials is determined by the library from which the material was borrowed and we ask that you take special care to return ILL materials on time.

TexShare

What is TexShare? TexShare is a cooperative agreement between libraries in the state of Texas to loan materials to patrons from partner libraries. TAMU-CT is a member of the TexShare program. TAMU-CT students, faculty and staff can borrow material from other Texas libraries, including Copperas Cove, Harker Heights, and the University of Mary Hardin Baylor. For questions or concerns, please contact Cynthia Scott.

How do I get a TexShare Library Card?

Please visit the Hobby Memorial Library or the TAMU-CT North Campus Circulation Desk. Staff will be happy to issue you a TexShare Card if you can produce a TAMU-CT Faculty, Student or Staff ID.

Requesting a TexShare Card Online: You may request a TexShare card online [using our form](#). Please allow time to receive your card via the mail when making this request.

Collection Development

Collection Development is the process of adding materials to the library to insure all relevant topics are covered adequately.



Collection Development Librarian: Bridgit McCafferty

Hobby Memorial Library,
Room 113
bmccaffe@ct.tamus.edu
254-526-1617

Collection Development Policy

Librarians must balance faculty suggestions with the overall needs of the user population in order to build a collection that can support undergraduate and graduate research in many different fields. The library is currently following the [Dick Smith Library Collection Development Policy](#).

Annual Acquisitions Schedule

September: The library receives its budget for the year, and places annual journal orders.
Oct/Nov: Departmental library budgets set.
January: Departments can start requesting books.
March: Departments finish requesting books.
May: Library finishes buying books and other major purchases.
June: Library reviews journal subscriptions for renewal.
July: All acquisitions completed for the year.

Item Purchase Requests

Library Acquisition Funds

You may request books directly from the library, to be bought from our general acquisitions budget. Please email the librarian in charge of collection development or submit an [online form](#). We will review all requests and make purchases based on library policies, funds, and availability.

Departmental Budget

Each department has its own procedures for dispersing yearly departmental budgets. Please contact your department head to inquire about the procedures in your area of study. The library reviews these recommendations and buys them according to policies, funds, and availability.

Roles of Faculty and Librarians in Acquisitions

Faculty

Faculty recommend appropriate material in their subject area. Faculty liaisons to the library should have a strong understanding of collection goals and literature across their subject field, as well as a basic understanding of collection development.

Librarians

Librarians serve as subject specialists, responsible for collection development in one or more areas. They manage library funds for the purchase of all information resources. They build the collection according to stated goals of the library.

Library Orientations

Library Orientations are instructional sessions where classes or other groups learn about library resources.

Reference and Instruction Librarian: Bridgit McCafferty

Hobby Memorial Library,
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254-526-1617



Orientation Content

General

General library orientation sessions act as an introduction to library research in a broad sense. We encourage professors across disciplines to support basic information literacy and research skills by taking advantage of these orientations. These orientations can also prepare students for advanced, graduate level research.

Specialized

Specialized library orientations focus on one discipline, class, or research assignment. Professors define the parameters of the orientation session, making our staff better able to anticipate the needs of students as they apply to a class or discipline. These sessions are tailored to fit their context.

Information Literacy

Orientation sessions can also cover information literacy topics, like internet searching or social networking. We're happy to develop tutorials on internet technology at the request of faculty, students, or staff.

Scheduling Library Orientations

How to Schedule an Orientation

To schedule a library orientation, please complete [our online group orientation request form](#). Please be as complete as possible when filling out this form, to assure that the librarian has enough information to create an orientation that suits your needs and the needs of your students. If you cannot fill out this form, or need special accommodations, please email Bridgit McCafferty at the Hobby Memorial Library.

Questions to Ask Yourself

What would you like the librarian to cover in this session?
How long do you want this session to last?
How much would you like the librarian to cover in this session, and to what depth?
How would you describe your course and objectives?
How would you describe your course assignments and the research involved to complete them?

Research Consultations and Subject Guides

These services can be accessed by request.



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254-526-1617

Individual Research Consultations

What is a consultation? Individual research consultations are personalized sessions with a reference librarian. They are helpful for advanced researchers working on in-depth research projects or professors looking to update their research skills in a quickly changing digital research environment. These sessions are tailor made to fit the individual needs of the patron, and these needs should be clearly specified when you schedule a consultation.

Scheduling a Consultation: To schedule an individual consultation, please fill out our online form. If you have any questions, or need special accommodations, please email Bridgit McCafferty, the Reference and Instruction Librarian for TAMU-CT.

Preparing for a Consultation: To get the most out of your consultation, please provide as much information about your research and your interests ahead of time.

Subject and Class Guides

Research Guides: [Subject and class guides](#) are special pathfinders that help students and faculty find the most important and most appropriate resources for their subject area or for assignments in a specific class. These guides can be very helpful for students who aren't familiar with the many databases that TAMU-CT offers students, faculty, and staff.

Request a Guide: To request a research guide, please email Bridgit McCafferty, the Reference and Instruction Librarian for TAMU-CT. In your email, include your name, contact information, and a basic description of the guide you would like created.

Information Literacy

Information Literacy is... the ability to identify what information is needed, where to find it, how to evaluate it, and how to use it.

The library supports information literacy with many special events throughout the year. Our staff is also happy to work with individual faculty members on a wide array of projects targeted at information literacy across campus.