WIGGINS MEMORIAL LIBRARY HANDBOOK FOR UNIVERSITY FACULTY

2018-2019

CAMPBELL UNIVERSITY

Wiggins Memorial Library

PREFACE

The mission of Wiggins Memorial Library is to facilitate access to information resources that support learning, teaching, and research; to provide training for effective and ethical use of these resources; and to support the Campbell community through a state-of-the-art academic environment.

The library strives to be a research, teaching, and learning partner with those we serve. We understand the importance of the library collection both to our faculty and to our students. We seek to partner with the faculty in developing a collection that meets your teaching and research needs. We are eager to collaborate with you in empowering your students with the research skills necessary for academic success, as well as for lifelong learning.

GENERAL LIBRARY INFORMATION

Library Resources

Materials

- Over 200 database subscriptions
- Over 585,000 book and e-book volumes
- Over 120,000 journals and e-journals
- Over 180,000 media materials (including CDs, DVDs, VHS tapes, streaming audio, and streaming video)
- Over 178,000 microforms

Computers and Electronics

- 3D printers
- Cisco Video Conferencing (Room 224)
- HD monitors in group study rooms
- HP Sprout computer for 3D scanning, design, and printing
- Laptops, iPads, NOOK Color e-readers, and other technology items available for checkout
- Over 60 public use computer terminals
  - Computer Lab
  - Idea Lab/Makerspace
  - Learning Commons
- Poster printers
- Printers/Copiers/Scanners
- SMART Boards in designated group study rooms
- Tegrity (Rooms 224 and 312)
- VIA Connect (Rooms 224 and 312)
- Wi-Fi access throughout library

Library Hours

The hours listed below apply to Wiggins Memorial Library during the fall and spring semesters. Changes during exams, holidays, vacation periods, and summer sessions are posted at the library entrance and are on the library website at http://library.campbell.edu/hours.

Monday through Thursday	7:00 a.m. – 12:00 midnight
Friday	7:00 a.m. – 6:00 p.m.
Saturday	12:00 p.m. – 10:00 p.m.
Sunday	2:00 p.m. – 12:00 midnight

The second floor of Wiggins Library serves as a 24-hour study area after library hours during the fall and spring semesters. A valid Campbell ID card is required for access.

OneSearch

OneSearch is a discovery tool that allows faculty and students to search the library's many resources from a single search box. OneSearch indexes the library's catalog of books and e-books, the vast majority of full-text journal articles and other e-resources, and the library's media collection. As users search in OneSearch, they can narrow results by using facets such as subject, date, material type, and peer-review status. For many research needs, OneSearch is the most efficient way to locate large numbers of books and articles. Please note that most of the library's abstract-only products (PubMed, ATLA, etc.) are not indexed in OneSearch, but can be accessed from the Databases tab on the library home page. Library instruction sessions in CUFS 100, ENGL 101, and many other courses focus on the use of OneSearch as a retrieval tool. OneSearch is the default search option on the library home page at http://library.campbell.edu.

Online Catalog

CamelCat is the online public access catalog (OPAC) for the university's libraries. It permits searching of library holdings by author, title, subject, and keyword.

The online catalog includes materials in the main collection as well as items located in the Law Library and the Medical Library. You may access CamelCat through the "Books & Media" tab on the library's homepage at http://library.campbell.edu.

Each student and faculty has a library account. To access your library account, choose "Renew Materials" under Quick Links at http://library.campbell.edu. By logging into your library account, you are able to see the items that you currently have checked out, renew your materials, or put holds on checked out items.

Laptop Computers and Other Technology Items

Laptop computers and a number of other technology items are available to be checked out from the Circulation Desk or the Curriculum Materials/Media Center. These items include iPads, scientific calculators, computer headphones, computer mice, noise cancelling headphones, Nook e-readers, GPS units, digital cameras, flip video cameras, etc. To find out the location of these items, their loan periods, and availability, visit http://library.campbell.edu/technology-items.

Photocopies

There are five photocopiers in the library. Two are located in the Learning Commons, one is in the Periodicals Reading Room, one is outside of the second floor conference room, and one is outside of the third floor computer lab.

Creek Bucks are preferred for printing and photocopying. If you have any problems with the copiers, please ask for assistance at the Circulation Desk. Photocopies are $0.05 per page. Color photocopies are $0.15 per page. Faculty may charge copies to his/her department. If you send a student to make copies, please notify staff at the Circulation Desk in advance (ext. 2462) so

there is no question as to which department the copies are to be charged. Fill out a slip with your name, number of copies made, and the department to be charged. Faculty may also use the photocopier located in the Library Administrative Office. The same charges apply to this copier.

Photocopies from microfilm or microfiche may be made on coin operated reader/printers located in Wiggins Basement. Copies cost $0.10 per page. Faculty may sign out a bypass key from a Reference Librarian and charge copies to his/her department. If you send a student to make photocopies on the reader/printers, please notify a Reference Librarian (ext. 1467). Be sure the key is returned before you leave.

Library Facilities for Faculty Use

While faculty have access to the entire library and its resources, there are two rooms which might be of particular interest.

Faculty Study

The library provides a limited number of carrels in the Faculty Study on the third floor of Wiggins Hall to facilitate faculty research and publication projects. Assignment is on a first come, first served basis. The duration of assignment is based on faculty need and demand. For reservation, please contact the Curriculum Materials/Media Librarian, LaKeshia Darden, at ext. 1595 or email (dardenl@campbell.edu).

Conference Room

The Wiggins Library Conference Room is available for use by Campbell University student organizations, faculty, and staff. The room has a seating capacity of 16 and is equipped with two LCD monitors, Cisco Video Conferencing, wireless presentation capability, and a dry erase board.

Faculty may reserve the Conference Room at any time during the semester. The room may be reserved 5 times per semester per class.

If you wish to reserve the Conference Room, please contact the Research Assistance Desk at ext. 1467 or email reference@campbell.edu. You may also reserve the space online at http://library.campbell.edu/forms/conference-room-reservation.

Reservations are accepted well in advance, but should be made at least 12 hours before the room is to be used.

Library Webpage for Faculty

To facilitate faculty use of library resources and services, a Library Resources for Faculty page (http://library.campbell.edu/faculty) is available on the library website as well as under the Library tab on Campbell's Blackboard site. The webpage includes information on: 1) supporting

your students, 2) supporting your research, and 3) getting library materials (ex. ILL, course reserves, and book/materials ordering).

University Archives

University Archives and Rare Books are located in the Carrie Rich Building. University Archives are available to any faculty member. Please schedule a meeting with a librarian (reference@campbell.edu) if you would like to access the collection. The material is historical concerning Campbell with some genealogical material from the surrounding area.

All departments and faculty members are asked to send any written materials such as books, pamphlets, etc., that are published by the department or individual to be included in the Archives. Materials may be sent to the Library Administrative Assistant. These materials are kept in individual folders under the name of the person or department. Occasionally selected items may be cataloged.

CIRCULATION AND RESERVE SERVICES

Borrowing

Library materials may be checked out at the Circulation Desk near the entrance to the library.

Faculty may check out most library materials for six months. Materials checked out June-November will be due January 2nd. Materials checked out December-May will be due July 1st. Please bring your faculty ID with you when checking out materials.

If you wish to send someone else to check out materials on your behalf, please call the Circulation Desk (ext. 2462) and speak to a staff member ahead of time. Each faculty member is responsible for all library materials checked out in his/her name. You will receive overdue notices, but will not be charged fines for items not returned by the date due. Staff are exempt from fines as well. Faculty and staff must, however, pay the replacement price of any materials that are lost.

Holds

Faculty may place a hold on items currently checked out to someone else. The item is not recalled, but will be held when it is returned to the library.

Document Delivery/Interlibrary Loan

Wiggins Memorial Library provides faculty with deliveries of Campbell library materials and interlibrary loans through a single service. Faculty may use ILLiad, the online interlibrary loan and document delivery management system, to request campus or electronic delivery of both types of materials. This service is provided free of charge. More information about this service can be found on the library website (http://library.campbell.edu/faculty/document-delivery).

Reserves

Print Reserves

Faculty may place course readings or other materials on reserve at the Circulation Desk for their students to check out for limited periods. To place items on reserve, please fill out a Reserve Request form online (http://library.campbell.edu/forms/reserve-request) or using the print form provided at the Circulation Desk. It is the responsibility of the faculty to provide photocopies of journal articles to be placed on reserve. Please allow three business days for reserve items to be processed.

Personal copies and library copies of materials may be placed on reserve. Please note that the library will place labels and stickers on your materials in order to process them. Materials will be returned via campus mail at the end of the semester.

All items will be removed from Reserves at the end of each semester to comply with copyright laws. The faculty member may make arrangements for them to be used again for the next semester.

Circulation records for Reserve items are confidential, as are all library transaction records, and will not be revealed to faculty or staff members.

For more information about print Reserves, contact the library Circulation Manager, Cindy Adams, at ext. 5563.

Electronic Reserves

Items may also be placed on electronic reserve. A print copy of materials selected for E-Reserves will also be available at the Circulation Desk.

The guidelines for electronic reserves:

1. All materials placed on E-Reserves will be at the initiation of faculty for non-commercial, educational use by students.
2. Whenever possible, materials to be copied or scanned for E-Reserves will be purchased by the library.
3. Items which are available elsewhere on library databases (electronic or CD) are not candidates for E-Reserves. Such material should not be duplicated.
4. Complete or longer works, such as books, will not be copied for E-Reserves.
5. The library will not place materials on E-Reserves without permission if the nature, scope, or extent of the copying is judged by the library to exceed the reasonable limits of fair use.
6. Electronic files will be removed from the E-Reserves system at the end of each term or upon the conclusion of the course.

7. The library will not place on E-Reserves materials that were used in the immediate previous semester for the same course and same instructor. Print reserves may be arranged instead.
8. The total amount of material included in electronic reserves for a specific course as a matter of fair use should be a small proportion of the total assigned reading for a particular course.
9. Copyright notice will appear on the screen in the E-Reserves system and on copies of reserve readings to indicate that materials may be covered by copyright law. Appropriate citations or attributions to sources will be included for electronic files.
10. Access will be limited to authenticated Campbell University users for each course.
11. Authenticated users may make one copy of an item for study, research, or other educational purposes. No further transmission of any E-Reserve material is permitted.
12. NOTICE: The copyright law of the United States (Title 17 U.S. Code) governs the making of photocopies of copyrighted materials. The person using this system is liable for any infringement.

To place items on E-Reserves, call Technical Services at ext. 1469 or email reserve@campbell.edu.

Library staff will abide by all the rules and regulations related to copyright restrictions.

REFERENCE SERVICES

Library Liaisons

The Campbell University Libraries Liaison Program is designed to facilitate communication with academic departments and programs in order to enhance collection development, to encourage collaborative activities concerning information literacy, and to provide supportive services for research and teaching as well as library services overall.

Here is a list of just a few ways that a librarian liaison can help you.

- Serve as an initial contact for library questions or problems
- Facilitate acquisitions and collection development
- Share information about library services and resources
- Schedule a library instruction session for your class
- Attend departmental meetings to announce changes in library services and resources
- Review your department's monthly acquisition budget reports and remind you of pertinent deadlines
- Suggest possible library purchases, whether books, journals, databases, DVDs, or other formats
- Orient new faculty to library resources and services

Detailed information about this program, including liaison assignments, can be found on the library website (http://library.campbell.edu/library-liaisons).

Library Instruction: Information Fluency Plan

Acknowledging that information literacy should be integrated into the curriculum, library instructors work with faculty to teach research skills to students in the context of their courses using a common language. This language is explained in the library's Information Fluency Plan (http://library.campbell.edu/information-fluency) and includes six frames of understanding that will guide students to find, interpret, and produce information that is valued in academia:

- Authority is Constructed and Contextual
- Information Has Value
- Scholarship as Conversation
- Information Creation as Process
- Research as Inquiry
- Searching as Strategic Exploration

Librarians and teaching faculty will challenge students to expand their disciplinary understanding through research, and to manage their findings effectively. In addition, students are encouraged to think critically about what they have learned in order to contribute to the scholarly conversation. Ultimately, information literacy skills gained in the academic setting will translate into information fluency for life-long learning.

Library instructors realize that students have various learning styles, so instruction is offered in a variety of formats. Information literacy instruction may take the form of a classroom lecture, group work, a printed handout for students, a PowerPoint, an interactive online tutorial, an online research guide, or working one-on-one with students.

The success of Campbell's Information Fluency Plan is based upon our understanding of the curriculum and course objectives. For this reason, we prefer to collaborate with instructors and consult their syllabi when designing instruction sessions.

The Information Fluency Plan is designed to accomplish the following goals:

1. To provide core information literacy instruction to students taking CUFS 100, NURS 100 (and other First-Year Experience courses), ENGL 100, ENGL 101, and/or ENGL 102 within their first year on campus.
2. To provide course-integrated instruction at the milestone, capstone, and graduate level in collaboration with faculty and in alignment with course objectives.
3. To provide students enrolled in the Extended Programs with the equivalent library instruction that their on-campus peers receive.
4. To provide library orientation and departmental liaison assistance to faculty.
5. To provide outreach to students by offering opportunities such as workshops, seminars, lectures, and poetry readings.

Find your instructional librarian on the Partner with a Librarian page: (http://library.campbell.edu/information-fluency/librarians). Look for the Request an Instruction Session link or contact your librarian directly for partnership opportunities. **Please request instruction at least a week in advance to allow enough time for the librarian to prepare the presentation.**

TECHNICAL SERVICES

Current Awareness Service

The Current Awareness Service is provided to the faculty to access the table of contents of journals held in the library's print journal collection and to order copies of articles. Journals which are available online are not included in this service.

In the beginning of the fall semester, you will receive an emailed list of the journals to which the library currently subscribes in print format.

Select the journals from which you wish to receive the table of contents. We request that you limit your selections to no more than seven (7) journals. Simply reply to the email with your selections.

As new issues of journals are received in the Serials Department, the table of contents of the journals which you selected will be scanned and emailed to you.

If, upon receiving the table of contents, you find an article which you want to read, please contact the Serials Department of Wiggins Memorial Library by email (serials@campbell.edu) or by phone (ext. 1464). Please do not request more than one (1) article from a single issue.

As requests are received in the Serials Department, a scanned copy of the article(s) you requested will be emailed to you.

Recommendation for Library Purchase

All faculty members are encouraged to suggest additions to the library's collection. Requests will be evaluated based on the library's collection development policies and availability of funds. Materials that support the academic and research needs of the university are given higher priority. To recommend a purchase, please use the online form at http://library.campbell.edu/forms/recommend-to-order.

Updated: August 15, 2018