WIGGINS MEMORIAL LIBRARY
HANDBOOK FOR UNIVERSITY FACULTY

2023-2024

CAMPBELL UNIVERSITY
Wiggins Memorial Library

MISSION & PURPOSE

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 one million print and eBook volumes
- Over 150,000 print and electronic serial subscriptions
- Over 230,000 physical and digital media items

Computers and Electronics
- 3D printers
- HP Sprout computer
- HD monitors in group study rooms
- Laptops, Chromebooks, and other technology items available for checkout
- Over 60 public-use computer terminals
    - 24 PCs- 1st floor Wiggins Learning Commons
    - 3 PCs- 2nd floor Wiggins
    - 5 PCs- Kivett and Wiggins book stacks
    - 31 PCs- Wiggins Room 312 Computer Lab
    - 2 iMacs near Wiggins 3rd floor Idea Lab/Makerspace
- Poster printers/laminator
- Printers/copiers/scanners/fax
- Wireless presentation ability (Conference Room - Room 224, 2nd floor study booth monitors, reservable study rooms, Teaching Resource Center - Room 301, Computer Lab - Room 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 https://library.campbell.edu/hours.

Monday-Thursday	7:30 a.m. – 12:00 midnight
Friday	7:30 a.m. – 6:00 p.m.
Saturday	11:00 p.m. – 5:00 p.m.
Sunday	2:00 p.m. – 12:00 midnight

The second floor of Wiggins Library serves as an overnight 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 library users to search the library's many resources from a single search box. OneSearch is the default search option on the library home page at https://library.campbell.edu.

OneSearch indexes the library's catalog of books and eBooks, 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 many courses focus on the use of OneSearch as a retrieval tool.

Each student, staff member, and faculty member has a library account. To access your library account, click on the "My Account" quick link at https://library.campbell.edu and sign in with your Campbell network username and password. By logging in to your library account, you are able to see the items that you currently have checked out, renew your materials, put holds on checked-out items, request items for pick-up at Circulation, and save search results.

Laptop Computers and Other Technology Items

Laptop computers and a number of other technology items are available to be checked out from the Library Services Desk on the main floor or the Curriculum Materials/Media Center on the 3rd floor. These items include Chromebooks, calculators, computer mice, GPS units, digital cameras, flip video cameras, etc. To find out the location of these items, their loan periods, and availability, visit https://guides.lib.campbell.edu/tech.

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 Library Services Desk. Grayscale photocopies cost $0.05 per page (each side); color photocopies cost $0.15 per page (each side). If you send a student to make copies to be charged to your department, send the student with a signed authorization note that includes the budget code to be charged.

A microform reader/printer is located in Wiggins Basement. The microforms collection includes back issues of certain academic journals and newspapers. Please see Access Services Librarian Marie Berry for assistance.

Library Facilities for Faculty Use

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

Teaching Resource Center (TRC) - Wiggins Room 301

The mission of the Teaching Resource Center at Campbell University is to facilitate programming that supports and fosters teaching excellence for Campbell faculty at all levels and in all programs, in keeping with Campbell University's 2016 Strategic Plan initiative 1.5 and the University's mission 9.

The TRC supports faculty with teaching and learning pedagogical best practices through:
- Circulating print and e-resource collections
- Faculty-led workshops, workshop series, and meetings
- Facilitating campus conversations and collaborations, such as book clubs

Faculty Study - Wiggins Room 311

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 future reservations: https://library.campbell.edu/faculty/faculty-study-request/ or, for questions, contact a reference librarian at ext. 1467 or at reference@campbell.edu.

Conference Room - Wiggins Room 224

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, 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 five times per semester per class.

If you wish to reserve the Conference Room, visit https://library.campbell.edu/room-reservations/. Questions? Contact a Reference librarian at ext. 1467 or email reference@campbell.edu.

Reservations are accepted well in advance but should be made at least 12 hours before the room is to be used. Reservations are on a first come, first served basis.

Library Webpage for Faculty

To facilitate faculty use of library resources and services, a Library Resources for Faculty page (https://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 about: 1) supporting your students, 2) supporting your research, and 3) getting library materials (e.g. requesting Interlibrary Loans, placing course reserves, and ordering books/materials).

University Archives

University Archives and Rare Books are located in the Carrie Rich Building. The material is historical concerning Campbell with some genealogical material from the surrounding area. University Archives are available to any faculty member to view in the library, upon request. Please contact Access Services Librarian Marie Berry (berrym@campbell.edu) if you would like to access the collection.

All departments and faculty members are asked to send any written materials such as books, brochures, articles, etc., that are published by the department or individual to be included in the Archives. These materials are kept in individual folders under the name of the person or department. Occasionally, selected items also may be cataloged and added to our circulating collection.

CIRCULATION AND RESERVE SERVICES

Borrowing

Library materials may be checked out at the Library Services Desk near the entrance to the library. Additional request options such as holds and chapter scanning (including commentary sections) are available in OneSearch for print materials using the "Request Options from Wiggins Library" link in the item record.

Faculty may check out most library materials for six months. Materials checked out June-November will be due the first week in January. Materials checked out December-May will be due the first week in July. 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 Library Services (ext. 2462) and ask to speak to a staff member ahead of time. Each faculty member is responsible for all library materials checked out in his/her name. Faculty and staff members will receive overdue notices but will not be charged fines for items not returned by the date due. Faculty and staff must, however, pay the replacement price of any materials that are lost.

Holds

Faculty may place a hold on items at the Library Services Desk or by logging in through the OneSearch item record at https://library.campbell.edu and using the "Request Item" link. If a book is already checked out when the request is made, the item is not recalled but will be held for the requester when it is returned to the library; the requester will receive an email when it is available. Items will be held for the requestor for five days; if not picked up after five days they will be returned to the stacks.

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 (https://library.campbell.edu/faculty/document-delivery).

Reserves

Print Reserves

Faculty may place course readings or other materials on reserve at the Library Services Desk for their students to check out for limited periods. To place items on reserve, please fill out a Reserve Request form online (https://library.campbell.edu/reserves/) or use a printed form provided at Library Services. Physical materials placed on print reserve may be owned by Campbell University Libraries or personal copies owned by the faculty.

General Guidelines Governing Print Reserves

1. Faculty can fill in a Reserve Request Form to request that physical materials owned by Campbell University Libraries be put on reserve. The library reserves the right to deny the request if the requested materials or the use of the materials on reserve violates other library policies.
2. Faculty may put their personally owned copy of physical material on reserve. Personal copies will be labeled and barcoded before they are put on reserve. These will be returned to faculty after the end of the semester, or at the request of the faculty.
3. Faculty may request to have their reserved materials removed or suspended from Reserves at any time during the semester by notifying the library.
4. Reserve materials are removed from Reserves at the end of the semester.
5. The library will NOT provide Reserves checkout information to faculty. Faculty may request general circulation statistics from the library.

For more information about Reserves, email reserve@campbell.edu or 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 Library Services Desk.

The policy governing electronic reserves is based on the provisions of fair use as outlined in the United States Copyright Act of 1976. Section 107 of the Act permits the making of multiple copies for classroom use by considering the purpose and character of the use, the nature of the copyrighted work, the amount and substantiality of the portion used in relation to the work as a whole, and the effect of such use upon the potential market for or value of the copyrighted work. Electronic reserves are merely an extension of fair use practices under which faculty members have traditionally made materials available to students.

General Guidelines Governing Electronic Reserves

1. All materials placed on electronic reserves will be at the initiation of faculty for non-commercial, educational use of students.
2. Whenever possible, materials to be copied or scanned for electronic reserves will be purchased by the Library.
3. Items which are available elsewhere on library databases (electronic or CD) are not candidates for electronic reserves. Such material should not be duplicated.
4. Complete or longer works, such as books, will not be copied for electronic reserves.
5. The library will not place materials on electronic 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. The library will not place on electronic reserves materials that were used electronically in the immediate previous semester for the same course and same instructor. However, a print copy of the work may be placed on Reserve.
7. 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.
8. Copyright notice will appear on the screen in the electronic 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.
9. Access will be limited to authenticated Campbell University users for each course, and instructors will provide students in the class a username and password they will use to access the e-Reserve.
10. Authenticated users may make one copy of an item for study, research, or other educational purposes. No further transmission of any electronic reserve material is permitted.
11. Electronic files will be removed from the electronic reserves system at the end of each term or upon the conclusion of the course.
12. NOTICE: The copyright law of the United States (Title 17 U.S. Code at copyright.gov/title17/) governs the making of photocopies of copyrighted materials. The person using this system is liable for any infringement.

To place items on e-Reserves, email: reserve@campbell.edu. For questions, call Technical Services at ext. 1469.

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

RESEARCH ASSISTANCE 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 some of the ways that a librarian liaison can help you.

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

Detailed information about this program, including liaison assignments, can be found on the library website at https://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 (https://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 lifelong 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 (in-person or virtually), group work, a printed handout for students, a presentation, an interactive online tutorial, an online research guide, or one-on-one work 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 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 levels in collaboration with faculty and in alignment with course objectives.
3. To provide students enrolled in the Adult & Online Education program 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: (https://library.campbell.edu/information-fluency/liaison-listing/). Look for the Request an Instruction Session link or contact your librarian directly for partnership opportunities. **Please request instruction at least one week in advance to allow enough time for the librarian to prepare.**

TECHNICAL SERVICES

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 https://library.campbell.edu/order.

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