

Fall 2008



PRESCOTT MEMORIAL LIBRARY

New Faculty Information

Welcome to the Library

All new faculty members should receive a Louisiana **Tech Faculty I.D. card** with an 8-digit number replacing the use of a Social Security number.

Faculty I.D. cards are **required** to borrow materials from the Library. The checkout period for faculty is **one year**.

The **Library Website** <www.latech.edu/library> provides access to library resources and services.

Online access to the Library's catalog, articles indexes, and some full-text books and articles are available to current faculty members. These resources are readily accessible from any on-campus location such as your of-

fice or classroom. If you are off-campus, however, you will need to use the following **remote access** login:

User ID = I.D. Card #
PIN = Your Birthday (mmdyyyy)

Some **helpful facts** about homepage links include:

The **Tech Catalog** is searchable by author, title, keyword, periodical title, and subject. An *Advanced Search* allows you to combine several fields at one time for a more accurate search.

My Account allows you to review your account and renew materials online. Please keep in mind that overdue materials cannot be renewed

online.

The **Alphabetical** sub-heading under the *Articles* heading provides you with a *complete* listing of article indexes & databases.

Government Information takes you to a navigation page of various government sources. Since 1896, this Library has been a Regional and State Government Documents Depository. Currently, it holds over 2.4 million Federal documents, over 90,000 state documents, and more than 39,000 maps. Mrs. Rita Franks serves as our Government Documents Librarian and can assist you in finding resources of interest.

Want to Place an Item on Reserve?

Faculty members may wish to place selected class materials on reserve in the library for student use. These materials could include library books, personal copies of books, textbooks, journal articles and copies of old tests.

Additionally, articles and other documents (within copyright guidelines) can be scanned and placed on Blackboard as Electronic Reserves. Students will need to have Adobe Reader installed to view the files.

Please contact Mrs. Laura

Ogden at 257-3555 for more information regarding reserve policies.

Please allow 2 weeks notice for materials to be placed on reserve.



Find us on the Web at
www.latech.edu/library

In-Session Library Hours

Mondays-Thursdays: 7:30 AM - 11:00 PM

Fridays: 7:30 AM - 5:00 PM

Saturdays: 10:00 AM - 6:00 PM

Sundays: 1:00 PM - 11:00 PM

Handy Phone Numbers

Circulation Dept.: 257-3555

Reference Dept.: 257-2231

Inter-Library Loan Dept.: 257-2926

Document Delivery Options

To supplement the library collection, faculty and graduate students have access to document delivery services which can provide materials that the library does not own.

Currently, we use three services to meet your needs:

- Interlibrary Loan
- Ingenta Document Delivery
- ScienceDirect

Inter-Library Loan allows you to borrow books, journal articles, and dissertations from libraries across the country. Please allow 2 weeks for delivery, but some items may arrive within a few days. The lending period for books is 2 weeks with no renewals. Theses and dissertations are lent at the discretion of the insti-



tution and, occasionally a fee is assessed. If so, these fees are passed onto the individual after agreeing to them. Textbooks or books published within the last 6 months cannot be ordered. For more information, call Ms. Regina Foster at 257-2926.

ScienceDirect and **Ingenta** are subsidized article delivery options for graduate and faculty members. Both of these services should be utilized only **after** you've searched the Library holdings thoroughly and have tried to locate the item through ILL.

Registration for all of these services is done online through a link under "Library Services" on our website. A short screen capture tutorial is provided to help you register, but feel free to contact the **Reference Desk** at **257-2231** if needed.

Please read over the information provided for each service, so that you are fully aware of the restrictions and /or limitations of each service.

Faculty Copier & Other Services

Faculty members may copy library materials at a reduced rate using a faculty-dedicated copier on the **3rd floor** of the Library.

The faculty member must produce a current Tech I. D. and a departmental charge code.

You may send a student assistant to use the faculty copier for your needs **if** a per-

mission form is completed and placed at the 3rd floor Information Desk. This form authorizing student use **must** be faxed or sent by campus mail **prior** to use. Students must have a valid I.D. to photocopy for faculty members.

This service is available from 7:30 AM - 4:30 PM, Mondays through Fridays.

The **Book Order Request** link on the Library Homepage connects you to an online form that will allow you to ask that the Library purchase a specific book title.

Keep in mind that books are purchased as funds permit and Collection Development Liaisons approve the purchases.

*For research assistance,
handy links are:
Ask-A-Librarian
Library Directory*

Library Instruction Requests

College faculty may request subject-specific research instruction in using library resources.

Session requests can be made using the convenient **online form** entitled *Instruction Request* which is located under **Library Instruction** on the Library Homepage. Or, you can contact Mr. Boris

Teske at 257-2992 or by email <teskeb@latech.edu>.

For effectively planned sessions, please allow **2 weeks notice** in scheduling a class and prepare students for the experience with topics that complement classroom instruction.

Several online tutorials are located under **Library Instruction**. You may want to look over these products and

consider using some of them with your classes.



Wishing you a great Fall Quarter. Let us know if we can be of assistance!

If you are interested in using the quizzes attached to the tutorial, **Searchpath**, feel free to download the zip files to your Blackboard environment or contact Rebecca Brantley at 257-2992 or email her at: <brantley@latech.edu>