

Faculty Orientation to the Franklin Pierce University Library

The Library faculty and staff offer this packet as a means of introducing the services we provide to the teaching faculty of Franklin Pierce University. We welcome suggestions for adding or improving our services. If you have a question not covered here, please call the Library at 603-899-4140. Much more information is available on the Library web pages at <http://library.franklinpierce.edu/>.

Library Faculty, Staff, and Departments

Name	Title	Ext.	Email	Location
Carissa DeLizio	Director of Library Services	4142	n/a	Library
Melissa Stearns	Technical Services Librarian	4143	stearnmm	Library
Leslie Inglis	Public Services Librarian	1141	inglisl	Library
Ben Treat	Reference/Serials Librarian	4149	treatb	Library
Dana Forsman	Evening/Weekend Reference Librarian	1149	forsmand	Library
Tom Tullio	Instructional Technologist	1145	tulliot	Library
Meredith Martin	Technical Services Assistant	4145	martinmm	Library
Jill Wixom	Circulation Manager	4144	wixombj	Library
Mark Thamm	Media Services Specialist	4141	thammm	Library
Lucy Jones	Archivist (2008 only)	4146	joneslu	Library
<i>Vacant</i>	Media Technical Specialist			Depot
<i>Vacant</i>	Media Producer			Depot
Lisa Wiley	Library Asst., Circulation	4140	wileyl	Library
Gladys Nielsen	Library Asst., Circulation	4140	nielseng	Library
Cynthia Muse	Library Asst., Circulation	4140	musec	Library
AV Reservations		1148		Library
Reference Desk		1149	reference	Library
Bray Collaborative Tech. Center		1140		Library Lower Level

Mission

The mission of Franklin Pierce University Library is to reflect the University's curriculum and serve the Franklin Pierce University community. Library faculty and staff encourage and support academic excellence and cultural development by providing an environment conducive to quiet study, instilling sound research methods and strategies through library instruction, developing a rich array of print and electronic resources, and readily assisting patrons in finding the information they seek. Interlibrary loan and a variety of electronic databases enhance information gathering. Franklin Pierce University Library is also fully engaged in efforts to upgrade collection handling and to improve access to information by keeping abreast of and implementing new practices in library and information science.

Online Catalog

The Library's public access catalog is available at <http://library.franklinpierce.edu/>. All items in the collection are identified in the online catalog. Please speak with a librarian if you have questions or comments about the catalog. A librarian would be happy to familiarize you with search techniques in our online catalog.

Collection Development

Franklin Pierce University Library is committed to the purchase of information resources in all formats. Franklin Pierce University librarians monitor collection needs on an annual basis to identify areas of rapid growth or particular weakness with the intent of providing the best possible access to information and service to patrons. The Director of Library Services, who has ultimate responsibility for all purchase decisions, annually allocates the information resources budget. Collection development ideas are most welcome, either in the form of recommendations of individual titles or suggestions for improving subject areas. If you happen to have book reviews to accompany your requests for books, please submit them as well. When we purchase the recommended title, we will notify you. Send recommendations to Melissa Stearns for the general collection or Benjamin Treat for the reference and serials collections.

Reference

Reference librarians guide library users in designing and executing research strategies. We want the user to be able to repeat some of the process we've just gone through, the next time he or she has a similar information need.

A reference librarian is available during the following hours throughout the academic year: Sunday 4:00 – 9:00 p.m., Monday through Thursday: 10:00 a.m. – 9 p.m. and Friday: 8:00 a.m. – 3:00 p.m. For the last six weeks of each semester, reference coverage is extended to 10:00 p.m. Sunday-Wednesday evenings.

Librarians can be reached in person, by phone, by email, and by online chat. For more information, see the Ask a Librarian link on the library website. The reference desk is just to the left as you enter the library.

With the goal of information literacy in mind, the Reference/Serials Librarian identifies comprehensive, high quality reference sources and then promotes their use through an interactive style of inquiry, guidance, and instruction. Library faculty assess the relevance and currency of print and electronic sources and work to locate and fill gaps in the collection in addition to making abundant use of web-accessible materials and other external resources.

Website and Databases

Our website is located at <http://library.franklinpierce.edu>, and features links to a number of databases, subject research guides, and other NHCUC libraries. You will also find news sites, an Ask a Librarian feature, and citation manuals. We welcome your suggestions. Additionally, we do catalog websites, so you may find web resources among your online catalog search results.

The following databases are available for on- and off-campus use. Off-campus users will be prompted for their network login. Contact the Reference/Serials Librarian, Ben Treat, with your comments and questions.

- Academic Search Premier - All subjects
- America: History & Life – American and Canadian History
- Art Museum Image Gallery Online – fair-use art images
- Business Source Premier – Focused on business resources
- CINAHL Plus with Full Text – Nursing and Physical Therapy
- Communications and Mass Media Complete – Mass Communications
- Contemporary Authors & Contemporary Literary Criticism - Literature
- CQ Researcher – Focused on current topics, good overview & pro/con arguments
- Criminal Justice Periodicals Index – Criminal Justice
- Daily Life Online – History, Core courses
- eHRAF Collection of Ethnography - Anthropology
- Environment Complete – Environmental Science
- ERIC – Education
- Gallup Brain – polling data for behavioral and political sciences
- General Science Index - Science
- Grove Dictionary of Music - Music
- HealthSource Nursing/Academic Edition – Nursing and Physical Therapy
- Historical Abstracts - European History
- Hoover's Online - Business
- Humanities E-Book Collection - History
- JSTOR – Art, Literature, History
- LexisNexis™ Academic – Newspapers, Law
- LISTA – library & information science
- Medline – Medicine, Biology, Forensics
- MLA International Bibliography - Literature
- New York Times Historical - History
- Newspaper Source – Newspapers, Current Events
- OVID Nursing Journals – Nursing
- ProQuest Journals – Psychology, Sociology, Education, Biology, Computing, Nursing, and Physical Therapy
- ProQuest Newspapers – includes about 30 papers including the Wall Street Journal, Chicago Tribune, and Boston Globe.
- PsychARTICLES - Psychology
- PsycINFO – Psychology
- R2 Library – Nursing reference books
- SocIndex with Full Text – Sociology, Social Work, Psychology
- SPORTDiscus – Physical Therapy, Sports Management
- World of Learning – Education, Administrative

Library Instruction

Academic libraries have a fundamental responsibility to provide library instruction. Library instruction has two main purposes: training users to use library materials and instilling in users the principles and practices of information literacy.

At Franklin Pierce University, librarians strive to instill core competencies as described in the Association of College and Research Libraries' "Information Literacy Competency Standards for Higher Education" (<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>).

The Franklin Pierce University Library provides library instruction with emphasis on active learning and curricular integration. We want our session to relate directly to the work being performed in your class.

All sections of College Writing 1 and 2 receive library instruction, but the library offers more than 100 sessions per year in a wide variety of course in and out of the core curriculum. We do not recommend that you consider a student's College Writing sessions to have inoculated them against information illiteracy; returning to the library so that students can learn about specialized terms and skills related to your discipline is often a good idea.

Course instructors must be present for the library instruction session. Course instructors are encouraged to contact librarians in advance to customize the session for the needs of their section(s).

Library Instruction for IC105 & IC106 (College Writing): The library offers instruction to the bulk of first-year students in both the Fall and Spring semesters through the College Writing program. The Reference/Serials Librarian, Public Services Librarian, and Evening/Weekend Reference Librarian provide sessions which focus on a particular assignment in each section. We coordinate the session design with each individual instructor, focusing on the information literacy skills needed by students in that particular section. Frequently, instructors ask a librarian to provide instruction around a "Profile" or "Commentary" assignment in IC105 and the "Perspectives/Bias" or "Research Paper" assignment in IC106. Sometimes instructors request multiple library instruction sessions.

Library Instruction for Other Courses: Instructors teaching other core courses or courses within specific disciplines are encouraged to schedule library instruction sessions for their courses. These sessions are generally designed in conjunction with the Reference/Serials Librarian and offered by the Reference/Serials Librarian.

Instruction sessions should be linked to a specific assignment and a specific set of learning outcomes. For instance, a psychology professor might want students to come away from the session knowing how to use the thesaurus in PsycInfo, or a history professor might want students to know how to identify, locate, and begin to use primary source material.

With rare exceptions, sessions will have a brief lecture component with an extended active-learning component, using printed and/or electronic library resources to complete a specific

task, usually linked to a specific assignment to which the students have already been introduced.

Sessions will often leave time at the end for group discussion, written reflection, and/or written evaluations. If you would like to schedule a library instruction session for a course, contact Ben Treat.

Circulation

Just ahead and to the right of the entrance, you will see the Circulation Counter. Staffed by student assistants and paraprofessionals and supervised by the Circulation Manager, this area is a main service point in the Library. Materials housed at the Circulation Counter include course reserves, maps for classroom use, and slides. It is also the pick-up point for interlibrary loan materials. Please contact a circulation staff member with questions regarding circulation matters, or other circulation staff members in her absence.

Most circulating items are loaned to faculty for a semester; we employ an end-of-semester due date. These include books, slides, CDs, and audiocassettes. We also have a fairly extensive collection of DVDs and videocassettes that circulate for one week. All library materials are identified in the online catalog at <http://library.franklinpierce.edu/>. We will notify you when a loan period is over, asking you to either renew the item (which you may do if it has not been requested by another patron) or return it promptly. Items may also be renewed through our website by clicking on 'My Account.' We wish it were unnecessary to mention this, but here goes: Faculty members with long overdue items will be billed for replacement and processing costs and may have borrowing privileges suspended.

Interlibrary Loan

Since the Library's first responsibility is to meet the needs of students by purchasing materials in support of the curriculum, we are not always able to accommodate requests for the purchase of materials solely supportive of faculty research projects. Our modest budget compels us to carefully choose materials that are appropriate to the Franklin Pierce University curriculum, to undergraduate study and to select areas of graduate study. However, we can successfully accommodate your research needs through our Interlibrary Loan (ILL) service. As members of OCLC, a computerized database comprising the holdings of thousands of libraries worldwide, we can borrow from other libraries materials that Franklin Pierce University Library does not own. If a journal article is sent to us in digital format, we will send it to you electronically rather than printing a copy of the item. We do cover the expense of the first \$100 in fees from other institutions for undergraduate students needing materials to support thesis research. Contact a circulation staff member with questions regarding interlibrary loan.

Course Reserves

The Reserve stacks behind the Circulation Counter house books, movies, sound recordings and print copies of journal articles teaching faculty set aside for use by students in their classes. We also offer electronic reserves for articles via WebCT. If you would like to place library materials or personal items on Reserve for a semester, please bring those items to the Circulation Counter and fill out a course reserve form (available at Circulation).

Faculty members are responsible for compliance with U.S.C. 17 (copyright laws). Please allow us at least three business days to prepare the reserve materials before notifying your class of the availability of the items (please note: at the beginning of the semester, this time may be extended). Options for loan periods include 2-hour in-library use and overnight use. At the end of the reserve period, personal copies will be returned to you and library copies will be reshelfed. Leslie Inglis or another circulation staff member can answer your questions regarding reserves.

Periodicals

The Reference/Serials Librarian monitors use of the library's periodicals collection, replacing low and non-used items with titles that satisfy the changing needs of faculty and students. Access to online and print indexes to periodical literature makes it possible for library personnel to locate and acquire information through the use of interlibrary borrowing and document delivery services.

The Franklin Pierce University Library print periodical holdings are searchable by title and subject via the Library's catalog. You can search for titles available electronically on our website (<http://library.franklinpierce.edu/research/>). Various electronic and print periodical indexes are available. EBSCOhost notes titles available in the Franklin Pierce University Library printed periodicals collection.

Archives

Housed in the Library, the University Archives has responsibility for the institutional record - documentation of Franklin Pierce University's policies, programs, places, and people. The University Archives collects a variety of formats of recording information in this endeavor. The formats may include university publications, reports, office files, committee minutes, rosters, audiotapes, CDs, and photographs. In 2003/04, a chronology (<http://library.franklinpierce.edu/chronology/chronology.html>) was developed to highlight major events in the history of the University.

The University Archives welcomes a part-time, grant-funded archivist in for 2008. In 2009, please contact Melissa Stearns, Technical Services Librarian, for more information. Presently, the collection is available by appointment only. Please note that some materials have restrictions on access.

Instructional Technology

The Instructional Technologist, Tom Tullio (x1145), works with faculty in the conceptualization, development, and application of well-designed, pedagogically sound technologies to enhance classroom teaching and learning. Tom will collaborate with you to assess course needs and to design technology-based content and delivery mechanisms, matching instructional options with educational goals and learning outcomes. Tom also supports faculty in use of the WebCT course management system and the TaskStream ePortfolio system.

Media Services

The Media Services Specialist, Mark Thamm (x4141), manages the centralized audiovisual reservation and delivery service. Equipment is housed in several locations on campus to facilitate delivery. While most equipment is located in the Library, Crestview and Marcucella

Hall, VCR/monitor set-ups for academic use are also located in Ravencroft, Northwoods, Mountainview, White House, Mt. Washington, and Monadnock. Faculty wishing to use AV equipment need to reserve it in advance (we suggest at least 48 hours) to insure its availability. Call Media Services at x1148 to make a reservation. Student assistants deliver AV equipment to classrooms and, with advance notice, will demonstrate unfamiliar machinery.

Many classrooms in Petrocelli Hall and Marcucella Hall have installed multimedia projectors. Portable carts are also available. Each classroom in Petrocelli Hall has a wall-mounted monitor and VCR. Marcucella Hall is similarly accommodated. A portable cart is available by reservation for the few rooms without permanent equipment. Most classrooms are equipped with overhead projectors. Other available equipment includes multimedia projectors, laptops, light pointers, carousel slide projectors, CD/AM-FM radio/cassette players and more. Please make an appointment to familiarize yourself with equipment that is new to you. Since we cannot always make miracles happen while class is in session, we advise preparedness and will be glad to run through equipment use with you.

Media Services also offers scanning of slides, negatives and flat art into computer files for use in publications, papers, web pages, archives and presentations. Scanning can be done by the Media Services staff or we can train those users who would prefer to do their own scanning.

Media Production and the Depot

The Depot is a subsidiary of the Library's Media Services department, offering a variety of media production services. Our main objective is to organize, inventory, and oversee field video and audio equipment ranging from digital video camcorders, tripods, portable theatrical lighting kits, microphones, audio only recording devices, and the miscellaneous cables and connectors that are associated with those devices. The depot is operated under the supervision of the Media Technical Specialist, who manages two student managers and thirteen student assistants.

Aside from circulating field equipment, the Depot manages six non-linear edit suites that run Avid xPress Pro 5.6, an industry-ready editing platform. The Depot staff is ready to provide technical assistance with our field equipment and our edit bays. We can be reached at extension 4043, and we welcome walk-ins. Our hours during the fall and spring semester are M-Th, 8am to 10pm; F, 8am to 6pm; Sat, 10am to 8pm; Sunday, 12pm to 10pm.

Production Services offers faculty the opportunity to create video content for or from their academic experiences. We are fully equipped with Digital technology to plan, script, film, edit and output your content. The Media Producer is the point person for your production requests. Please make your requests in advance.

Comments and Suggestions

We welcome your questions, comments, and suggestions. Please be in touch with us – drop in, email, phone, instant messaging –whatever you'd like. While there are budget limitations, we are glad to discuss and implement ideas for new and improved services and resources. We are committed to developing our students' ability to locate, evaluate, and use information well and look forward to collaborating with you.