New Faculty Services Checklist

The Loyola/Notre Dame Library staff congratulate you on your new teaching position! We look forward to meeting you and commit to work closely with you over the next 18 months in order to provide a smooth transition to your new library.

Please take 5 minutes to complete the short form below so that we can introduce you to the library services that matter most to you. The process is simple. First, hover over the information button (i) beside each heading to read a description of services. Then, check "Now" if you want to learn about it during your first semester; check "Later" if you would prefer an introduction in your second or third semester; or check "No Thank You" if you are already familiar with the service or are not interested. There is a comments box below for anything you’d like to add.

- Name: [Last Name, First Name]
- Institution:
- Department:
- Email:
- Phone:
- Library Liaison: (see list)

- Customer Services
  - Interlibrary Loan/Document Delivery
    - Now
    - Later
    - No thank you
  - Course Reserves and Media Playback
    - Now
    - Later
    - No thank you
  - Borrowing Privileges and Library Consortia
    - Now
    - Later
    - No thank you

- Acquisitions
  - Recommend Library Resources
    - Now
    - Later
    - No thank you
  - Collection Analysis
    - Now
    - Later
    - No thank you

- Teaching & Learning
  - Develop Library Sessions for Your Class
    - Now
    - Later
    - No thank you
  - Create Course Research Guides
    - Now
    - Later
    - No thank you
  - Integrate Alternate Research Assignments into a Course
    - Now
    - Later
    - No thank you
  - Find Resources on Teaching and Learning
    - Now
    - Later
    - No thank you

- Faculty Research
  - Research Assistance/Alerts Consultation
    - Now
    - Later
    - No thank you
  - Citation Searching and Acceptance Rates
    - Now
    - Later
    - No thank you
  - Refworks Citation Management and Bibliography
    - Now
    - Later
    - No thank you
  - Working in the Cloud
    - Now
    - Later
    - No thank you

- Digital Services
  - Copyright Consultation
    - Now
    - Later
    - No thank you
  - France-Merrick Digital Media and Adaptive Technology Lab
    - Now
    - Later
    - No thank you
  - Digitization Projects
    - Now
    - Later
    - No thank you

- Other Services
  - Archives/Special Collections
    - Now
    - Later
    - No thank you
  - Library Rooms

- Comments: [Your comments here]
Information Buttons

Customer Services

InterLibraryLoan Delivery
Books and articles that are not available at the library can be requested by using our online Interlibrary Loan form. Access your ILL account (ILLiad) by clicking on "My Accounts" on the library homepage. Articles in print journals owned by the library but not available online can be scanned and delivered electronically. Books may be sent to any on or off-campus location or collected at the Customer Services desk.

Course Reserves Media Playback
Requests to place books, journal articles, and media items on reserve can be made via the library homepage, in person at the Customer Services desk, by email, or through campus mail. Reserve books and media are available at the Customer Services desk. Individual DVD/VHS playback stations are available for viewing media reserves. Loyola also has 3 campus channels on which media reserves can be shown.

Borrowing Privileges and Library Consortia
Faculty can borrow books for four months; material can be renewed twice. Books are subject to recall after four weeks. Media resources, including videotapes, DVDs, CDs, and audio books have a seven-day loan period. Journals do not circulate. We share our catalog with four other universities: Washington Adventist, Stevenson, and Hood College. Books from these libraries can be requested from the catalog, and in most cases, are ready for pick up at the LND library within 24 hours or at a satellite location within 48 hours. You also have borrowing privileges at several nearby academic libraries through the Baltimore Academic Library Consortium.

Acquisitions

Recommended Library Sources
The library purchases and leases resources to meet your teaching needs, and on a more limited basis, your research needs. We welcome your purchase recommendations, and will consider each request in light of our budget and the Universities' Master's Large classifications. A purchase request form is linked to the library’s home page. Each winter we host a reception to honor faculty who were published in the prior fiscal year. The library obtains many publications written by our faculty. We would be pleased to accept donations of your work.

Collection Analysis
We work with departments on a rotating cycle to determine if the collection is meeting the needs of students and faculty. We will also assist faculty in analyzing the collection for particular course needs as assignments or syllabi are being developed.
Teaching & Learning

**Develop Library Sessions for Your Class**
Work with a librarian to develop library instruction sessions that will prepare your students to do research. All undergraduate students complete an introductory library session their freshman year, but additional sessions can reinforce skills and introduce students to key databases for their research papers.

**Create Course Research Guides**
The library has a collection of dynamic online research guides. Collaborate with a librarian to generate a custom guide that can be linked directly to your course pages. To view existing research guides, click on the "Research Guides" tab on the library's homepage.

**Integrate Alternate Research Assignments into a Course**
Meet with a librarian to discuss creative alternatives to the traditional research paper. These assignments will help students think critically about information and how it is accessed and used.

**Find Resources on Teaching and Learning**
Through a one-on-one consultation with a librarian, discover databases and resources available from the library to keep current with trends in teaching and learning. Work with a librarian to promote critical thinking, and engage students with active learning techniques.

Faculty Research

**Research Assistance/Alerts Consultation**
Schedule an appointment to receive one-on-one assistance from a librarian. In this session you can review the best databases within your discipline and learn search techniques that will lead you to the articles you need. Learn to set up search/table of contents alerts to keep abreast of what's new in your field.

**Citation Searching and Acceptance Rates**
Learn how to search using citation indexes such as Google Scholar, Journal Citation Reports, Social Science, Science& Humanities Citation Indexes.

**Refworks Citation Management and Bibliography**
Learn how to use RefWorks, an online citation management program that will let you store your citations and generate bibliographies in the style of your choosing. Use RefWorks to import, save and organize your references, generate a bibliography in a number of citation styles, and share references with colleagues and students.
Working in the Cloud
Learn about using tools such as Dropbox and Google Drive to store, access and collaborate on research.

Digital Services

Copyright Consultation
LND's copyright policy located online will inform your decisions on use of in-print and electronic format copyrighted materials for courses. On staff is a librarian who is a copyright specialist. The specialist will give advice regarding specific situations, including posting materials to online course reserves, and can arrange agreements with vendors for online materials.

France-Merrick Digital Media and Adaptive Technology Lab
The digital lab is designed for work on audio, video, and graphic design projects and contains photo and video editing software. Media equipment such as digital cameras, camcorders and tripods are available for checkout. The lab also has technology, i.e. screen readers, a Braille printer, and magnifiers, for those with disabilities.

Digitization Projects
The library assists with and hosts digitization projects. Services include scanning and assistance in creating exhibits/archives of unique materials. Faculty members can experiment with creating their own content outside the traditional publishing channels. These projects often come under the "digital humanities" label and we are open to collaboration as the library develops a digital institutional repository.

Other Services

Archives/Special Collections
Archives and Special Collections supports the needs, projects, and goals of both Universities. The collection includes the institutions' manuscript and special collections, plus a general collection of rare and antiquarian books. Archives offers instruction in primary source research. Of special note is the St. John's Bible, the first hand-illuminated Bible to be produced in 500 years. The library has a rare permanent exhibit of the Heritage Edition on the main level.

Library Rooms
The library has several rooms that can be used for classes, meetings, and events. These include the 100-seat Ridley Auditorium, a 24-seat Screening Room, two-12 seat Seminar Rooms, the 18-seat Board Room, the Ferguson Gallery, a Faculty/Graduate Study room and more. The Faculty/Graduate Study Room is located on the 2nd floor of the library and is equipped with wireless access and four lockable carrels for doing extended research. Inquire at Customer Services about availability and to obtain a key.