



Policy and Procedures Manual

Application: Full Time Faculty

Section F4.4 Library Services

F4.4 Library Services

F4.4.1 Instruction

The Linscheid Library offers many opportunities for the development and advancement of information literacy skills. Bibliographic instruction is available to faculty in a variety of different forms, including

F4.4.1.1 Library Orientation

The Library can provide a tour and brief introduction to library services.

F4.4.1.2 Course Specific Instruction

Instruction specific to individual courses is available.

F4.4.1.3 Electronic Tutorials

How-to-guides are available online through the library home page, and tutorials for specific classes can be developed upon request.

F4.4.1.4 Research Guides

The liaison librarian for each department maintains subject-specific pages highlighting important resources as well as links to relevant databases and useful online information in that field.

F4.4.1.5 Consultation

Library faculty will consult on library assignments or customizing instruction.

F4.4.1.6 Reference

A professional librarian is available in person and online through chat at the library Reference Desk for a majority of the hours that the library is open.

F4.4.2 Collection

F4.4.2.1 Development

Collection development is a shared responsibility of librarians and the teaching faculty. Faculty provide significant input in their areas of expertise. Materials are selected by librarians based on faculty requests, known needs, the curriculum, and funds available.

F4.4.2.2 Electronic Resources

The Library provides electronic access, both on-campus and remotely, to a large number of databases, most of which are full-text. Electronic resources are collected based on support of the curriculum, remote access availability, and funds available.

F4.4.2.3 Government Documents

The Library became a US Federal Depository in 1914 and a State Depository in 1978. Librarians select materials to support the research and teaching mission of the University, as well as the needs of the citizens of the 3rd Congressional District.

F4.4.2.4 Special Collections

Special Collections, located in the Thompson Room on the 4th floor of the Library, houses rare books, photographs, manuscripts, letters, realia, scrapbooks, and business records. While emphasizing materials of local and regional interest, the collection has a wide-reaching scope.

F4.4.2.5 Curriculum

The Library is a state textbook depository for those materials on the state-approved list for use in public schools. Prior to adoption, teacher and student editions are available to review in the library. Once adopted, editions are housed in the Education Department's Resource Lab.

F4.4.2.6 Donations

The library collection is enriched by the generosity of individuals who donate books and other learning resources. The Library is appreciative of this support, especially in lean budgetary times. For specific criteria, consult the Library's Gift and Exchange Policy.

When materials are offered, we assess the potential readership at ECU through criteria as general educational value, significance in the field, relevance to teaching and research needs, duplication of existing materials, age, and the availability of shelving space. Typically, older textbooks and periodical back files are examples of items that would not be added to the collection, while an updated edition of an older library copy would be very welcome. We encourage the impetus to donate useful, relevant materials to the Library. Although we cannot establish fair value for tax purposes, we will be happy to provide donors with a letter of appreciation listing those items added to the collection. Materials not added to the collection will be disposed of or recycled at the discretion of the Library unless specific arrangements have been made to return them to the donor.

F4.4.3 Electronic Services

F4.4.3.1 Reference

E-mail reference service is available to East Central University faculty, staff, and students. Reference librarians will respond to requests within 48 hours except during holidays, when classes are not in session, and weekends.

F4.4.3.2 Interlibrary Loan

Interlibrary Loan (ILL) is a service by which one can access materials (books, articles, etc.) not owned by the Library. Loan procedures are regulated by the National Interlibrary Loan Code, by United States copyright law, and by the regulations and policies of the lending and borrowing libraries. Most circulating books and photocopies of articles are available. Requests can be made via online web forms.

F4.4.3.3 Document Delivery

Document Delivery services are currently available to distance students (students at established ECU campuses) via courier. Personal delivery may be requested by students enrolled in programs at other satellite locations. This service differs from Interlibrary Loan in that it allows distance students to request articles and/or books owned by the Library.

F4.4.3.4 Electronic Reserves

Electronic reserves are available for materials that a faculty member wants all students within a course to access. Within copyright guidelines, journal articles, chapters of books, tests and other items selected by faculty may be placed on electronic reserve for one semester. Students may access these materials remotely via their ECU login. On occasion, copyright law prohibits providing electronic access. In those instances, the Library provides physical access to reserve materials.

F4.4.3.5 Electronic Resources

The Library provides electronic access, both on-campus and remotely, to a large number of databases, most of which are full-text. Electronic resources are accessible from any Internet connection. A current list of databases and descriptions are available on the Library's webpage. Off-campus access is available via faculty, staff, and student ECU ID login.

F4.4.4 Audiovisual

Audiovisual equipment and materials (videos and DVDs) are available for classroom setups, and materials may also be viewed in the Library. Audiovisual services:

1. Binding (Comb or spiral)
2. Circulating video collection
3. Digital video cameras (must complete training before use is cleared)
4. Equipment setups (VCRs, TVs, projectors, laptops etc.)
5. Laminating
6. Poster printing
7. Scanning
8. VHS to DVD transfer (within physical and copyright restrictions)
9. Video and audio tape duplicating (within physical and copyright restrictions)
10. Videotaping facilities for classroom assignments

F4.4.5 Research

The Library aids with faculty research. Available services include:

1. Free copying of materials that are not available electronically
2. Performing needed literature review searches
3. Providing training of library services and resources