

MOORPARK COLLEGE LIBRARY FACULTY GUIDE

Welcome to the Moorpark College Library. We hope you enjoy the facility and find the library's collections useful and the service friendly. With more than 72,000 volumes and more than 300 periodical subscriptions, the library's collection includes books, periodicals, CDs, microfilm, videos, DVDs and electronic resources. We are always interested in improving our collection and services, so please feel free to make suggestions.

Library Hours are:

Monday – Thursday:	8:00 am – 8:00 pm
Friday:	8:00 am – 2:30 pm
Saturday and Sunday:	Closed

For holiday and summer hours, please visit our website,
http://www.moorparkcollege.edu/services_for_students/library/index.shtml

As a faculty member, you enjoy numerous privileges. Please ask for help from any of our staff members.

**Your colleagues, the
librarians, are anxious to
make your acquaintance.
Please stop in and say hello.**

CIRCULATION

Library borrowing privileges are extended to currently enrolled students, faculty, and staff. Please stop by the Circulation Desk to obtain a library card. Although the usual check-out period for circulating library materials is two weeks, as a faculty member, your materials may be checked out to you for an extended period of time. Faculty members are not charged overdue fines; however, the library would appreciate all materials being returned on time. Reference materials and

periodicals/newspapers do not circulate; but, if you wish to borrow these materials for a limited time for copying, please see the reference librarian.

Contact: Circulation Desk, Ext. 1450

RESERVE MATERIALS

Should you wish to make materials available to your students on a limited loan basis, please use the library's reserve materials service at the Circulation Desk. Materials placed on reserve, either items owned by the library or your own materials, are shelved behind the Circulation Desk and are filed by discipline. You may designate the limited loan period of Two- Hour/Library Use Only, Overnight, Three Days, or One Week.

Items to be placed on reserve must be given to the Circulation staff two working days in advance of being made available to students. At the end of each semester, please evaluate your reserve materials and remove unused or unnecessary items.

Library reference books and periodicals are not placed on reserve status as, by their nature, they can only be used in the library.

Contact: Circulation Desk, Ext. 1450

REFERENCE SERVICES

The librarians are available to assist you and your students in research projects and in the use of the library. They welcome the opportunity to collaborate with you in designing assignments to help your students learn search techniques and strategies. Also, please feel free to call them for research advice on your own research projects.

INTERLIBRARY LOAN SERVICE

In the event you wish to borrow materials which the college library does not own, you may wish to use the library's interlibrary loan service. Requests for such materials often take two weeks to fill, so please be aware of the time required. We ask that you have no more than five requests in process at one time. It is important that you provide some verification of your citation, if possible. Please see the reference librarian if you wish to use the interlibrary loan service.

LIBRARY INSTRUCTION SESSIONS

The librarians are pleased to conduct library instruction sessions for your classes. These sessions work best when they can be focused on a specific assignment. During the session, the librarian will teach appropriate research methodology, including how to use electronic resources and tips on Internet searching.

Please schedule your instruction session with the reference librarian. Arrangements must be made five school days prior to the scheduled session.

The library instruction classroom accommodates 30 students. For larger classes, please schedule more than one session for your class.

Prior to the session, the instructor and librarian should discuss the specific needs and scope of the class assignment and any particular resources the instructor wishes emphasized. If possible, please leave a copy of your assignment with the librarian.

If you wish to bring your class into the library to work on their research projects, please call in advance to insure that no instruction session is scheduled during that day and hour which might conflict with your students' use of the library.

Contact: Reference Desk, Ext. 1472

ONLINE LIBRARY TUTORIAL

The Library Tutorial (Searchpath) is an interactive self-instructional tutorial designed to teach students basic research and library skills and to introduce them to the Moorpark College Library. The tutorial is made up of 6 modules covering the research process from initial topic to citation styles:

Module 1: Starting Smart

Provides an overview that introduces students to various types of sources

Module 2: Choosing a Topic

Provides tips on narrowing or broadening a topic

Module 3: Finding Books

Explains how to use the Library Catalog in the Moorpark College Library and contains practice searches in the catalog

Module 4: Finding Articles

Explains the difference between general and subject databases and provides practice searches in one of our online databases

Module 5: Using the Web

Includes evaluation of Web sources

Module 6: Citing Sources

Covers the topics of different documentation styles, plagiarism and copyright

At the end of each module is a short quiz. Each quiz provides students with feedback and a summary of right or wrong answers. Students may print the results page with their name and submit it to the faculty.

Note: The library tutorial does not replace our library orientation sessions. We recommend incorporating the tutorial and a library session into your syllabus.

For additional information about the tutorial, please contact Faten Habib, Ext. 1506.

RECOMMENDATIONS FOR ADDITIONS TO THE LIBRARY'S COLLECTION

The library welcomes recommendations from the faculty for purchase of materials. We rely on your expertise to develop and maintain the collection in your subject areas and encourage recommendations for materials that will support your classroom assignments.

Book/library materials requests are encouraged. You may email one of the librarians with your recommendations or pick up and fill out request cards that are available at the Reference Desk. Please provide as much information as possible on your recommended items. The library orders books and library materials as funds permit.

If you have recommendations for periodical subscriptions, please submit your titles in writing or by email to one of the librarians. In order to insure that periodical subscriptions begin with the calendar year, subscriptions are ordered once a year in late August. At that time, your periodical request will be considered for purchase.

Please keep in mind that the primary goal of the library collection is to support the college curriculum.

Contact: Faten Habib, Ext. 1506 or Mary LaBarge, Ext. 1784

LIBRARY RESOURCES EVALUATION FOR NEW/REVISED COURSES

When preparing the Course Outline of Record (COR) for a new course or revision of a current course, you will be asked to fill out Section XII, "Review of Library Resources." This section is designed to insure that the college library has adequate materials to support the course's assignments. You will be asked to indicate how library resources might be used in the course assignments and whether or not the library's resources are sufficient. At the Technical Review Meeting, before the actual Curriculum Committee meeting, a librarian, who is a member of the Tech Review Committee, will consult with you about the need for additional resources. Should the library not have adequate materials to support your course, you may be asked to submit a list of recommended materials for purchase. Should you have any questions in this matter, please do not hesitate to call.

Contact: Mary LaBarge, Ext. 1784

LIBRARY DISPLAY CASE

Use of the library display case is available to the college community provided it does not conflict with library services and library displays. Should you wish to put a display in the library's case, please fill out a Display Case Request form that is available at the Circulation Desk. Use of the case is on a first-come-first-served basis; however, first priority is for library programs and the campus-wide Multicultural Day. In general, the length of the display is for one month. The requestor will be responsible for arranging the materials in the display case and

removing them at the end of the month. The requestor assumes the risk of damage to the materials exhibited.

LIBRARY STAFF

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