Faculty Guidebook
to the
IRSC Libraries
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COLLEGE MISSION STATEMENT

The Libraries support the College’s Mission and Goals.

IRSC COLLEGE LIBRARIES

PURPOSE

The purpose of the Libraries is to support the College's mission by providing dedicated service, effective instruction, and quality resources to the college community.

To achieve these goals, we strive to accomplish these objectives:

1. To provide informational, instructional, reference, research, and educational services to the college community in support of learning, teaching, and lifelong information literacy.
2. To provide a comprehensive collection of print, non-print, and online resources.
3. To employ qualified librarians and staff who support and facilitate a learning community.
4. To provide the physical facilities and equipment needed to support both a traditional and an online learning environment.
5. To engage in cooperative interactions with community groups, county agencies, libraries, and educational institutions.
6. To assess services and resources on a recurring basis and to utilize those results for planning needs.
7. To participate in the institutional planning and the educational development of the College.
IRSC Libraries offer students vital resources for academic success, including access to online databases, the Internet, e-books, as well as traditional resources. The staff provides services and offer resources to support the information and academic needs of students, administrators, faculty, and staff. Specifically, the library offers the college community more than 65,000 books, more than 100,000 eBooks and 1,600 eAudiobooks, over 160 print periodicals, thousands of online periodicals, approximately 2,500 media items, more than 90 online databases, a select Federal documents collection, the Internet, and the library services to make these resources available to you and your students.

**Patricia C. Profeta, Ph.D.**
Dean of Learning Resources, extension 7590

A list of employees for each campus library can be found on the IRSC Library webpage at [http://www.irsc.edu/libraries/aboutthelibraries/aboutthelibraries.aspx?id=1202](http://www.irsc.edu/libraries/aboutthelibraries/aboutthelibraries.aspx?id=1202)

### MAIN CAMPUS MILEY LIBRARY
3209 Virginia Avenue, Ft. Pierce 34981
772-462-7600

**Fall and Spring Hours**
- Monday - Thursday: 7:45 a.m. - 9:00 p.m.
- Friday: 7:45 a.m. - 5:00 p.m.
- Sunday: 1:00 p.m. - 5:00 p.m.

**Summer Hours**
- Monday - Thursday: 7:00 a.m. - 8:00 p.m.

### CHASTAIN CAMPUS MORGADE LIBRARY
2400 S.E. Salerno Road, Stuart 34997
772-463-3245

The Morgade Library is a joint use library in conjunction with the Martin County Library System.

**Fall, Spring, and Summer Hours**
- Monday, Tuesday, Friday: 10:00 a.m. - 5:30 p.m.
- Wednesday & Thursday: 12:00 p.m. - 8:00 p.m.
The Brackett Library is a joint use library in conjunction with Indian River County.

**Fall, Spring, and Summer Hours**
- Monday, Thursday, and Friday: 9:00am – 5:00pm
- Tuesday and Wednesday: 12:00noon – 8:00pm

**DIXON HENDRY CAMPUS LIBRARY RESOURCE ROOM**
2229 NW 9th Avenue, Okeechobee 34972
863-824-6009

Dixon Hendry Campus students have access to a basic reference collection located in Room 105. Students also have access to the Okeechobee County Public Library (50 S.E. 2nd Ave., Okeechobee).

**Fall, Spring and Summer Hours**
- Monday - Thursday: 8:00 a.m. - 8:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m. (Closed during the summer)

**PRUITT CAMPUS LIBRARY**
500 N.W. California Blvd., St. Lucie West 34986
772-871-0050

The Pruitt Campus Library is a joint use library in conjunction with the St. Lucie County Library System.

**Fall and Spring Hours**
- Monday - Thursday: 8:00 a.m. - 8:00 p.m.
- Friday: 8:00 a.m. - 5:00 p.m.
- Saturday: 9:00a.m. - 1:00 p.m.

**Summer Hours**
- Monday - Thursday: 7:00 a.m. - 7:00 p.m.
- Friday – Sunday: Closed

For questions, concerns, or suggestions about the IRSC College Libraries, please contact Patricia C. Profeta, Ph.D., Dean of Learning Resources, extension 7590 or pprofeta@irsc.edu.
LIBRARY MATERIALS and SERVICES

Select materials, information, and services available at the IRSC Libraries include:

Acquisitions
APA documentation
Ask a Librarian
Books, Circulating and Reference
College Archives
College Credit Instruction
Computers
Copyright
Document Delivery
eBooks
Government Documents, U. S.
Information Literacy Program
Interlibrary Loan

Internet
Internet Research and Training
Library Use Instruction
Magazines and Newspapers
Media
MLA documentation
Online Catalog
Online Full Text Databases
Photocopiers
Plagiarism
Reference Assistance
and more

ACQUISITION OF RESOURCES

Books, databases, magazines, journals, and media in any format will be considered for purchase by the library. The library endeavors to meet the diversified learning needs of students and the instructional needs of faculty. We welcome and encourage faculty evaluation on the adequacy of library material in all disciplines.

Request Procedure

2. To request a periodical/journal subscription, please submit the request to the Dean of Learning Resources (extension 7590) or pprofeta@irsc.edu.
BORROWING AND ACCESS

To access the library databases, you will need to know your employee PID. Your username is your PID and your PIN is the MMDD of your birth.

Faculty must present an IRSC employee ID card or legal photo ID to borrow materials.

BORROWING LIBRARY MATERIALS

Faculty members may borrow library books and media. Books are loaned for the semester. Media is loaned for one week. Renewals may be handled in person, by telephone, or online at library@irsc.edu. You may also renew your items directly through the My Account link found in the library catalog. Books may be returned in person, through the book drop, or by way of campus mail.

Book Drops are located at the Main, Brackett, Morgade, and Pruitt Campus libraries. Please return books to the Check-Out Desk during regular library hours. Books may also be returned at any of the College Campuses.

Additionally, the libraries in Florida’s public postsecondary educational institutions extend access and borrowing privileges to their resources among currently enrolled students, faculty and staff of public higher education institutions in Florida. You may borrow directly from these institutions; however, you need to have a current employee ID (you may wish to bring a current pay stub).

IRSC Online Catalog and Local Library Catalogs
http://www.irsc.edu/libraries/findbooks/findbooks.aspx?id=1219
IRSC’s online public access catalog provides access to the Library’s print, media, and eResource materials, as well as the other 27 libraries within the Florida College System.

Self-Mediated Requests
The online catalog has a request feature allows you to request an item from either the Main Campus or Pruitt Campus libraries or to request an item from another community college library. The book will be sent to your home campus. To use this feature, you must have a current library account that is in good standing.
BORROWING MEDIA ITEMS

The Miley Library provides approximately 2,500 media items to support classroom instruction. These materials may be borrowed for one week and are the responsibility of the requester. All non-print media are located through IRSC’s online catalog.

Reservation Procedure
1. Please allow three-days notice.
2. To reserve media, please contact the Technical Services Department at x7199.
3. Media items must be checked out using your PID.
4. Return the media items through Campus Mail within one week unless you opt to borrow the item(s) in person.

*When a media item is damaged, please put a note on the outside of its container so that it can be repaired or replaced.
COPYRIGHT INFORMATION

http://www.irsc.edu/libraries/copyright/copyright.aspx?id=1201
http://irsc.libguides.com/copyright

Please visit the copyright links for copyright information and tutorials.

IRSC faculty, staff, and students are encouraged to observe the copyright law and guidelines. Federal penalties for violation are strict and pertain to the individual involved as well as the institution.

Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, whereby authors obtain, for a limited time, certain exclusive rights to their works.

The copyright concept is based on the principle that the people who create things ought to have the right to control what's done with them.

To comply with Federal Copyright Laws, the College Libraries will adhere to the following guidelines:

- The College Libraries will not duplicate or reproduce non-print media without written permission or license from the copyright holder.
- The College Libraries will not produce, without written permission, copies of materials, such as music or syndicated materials, protected by copyright.
- College personnel or students without written permission of the copyright holder may not view any copyrighted material not owned by IRSC for instructional purposes.
- IRSC faculty and staff are encouraged to observe the copyright guidelines. Federal penalties for violation are very strict and pertain to the individual as well as the institution. For additional copyright information, please contact the Dean of Learning Resources (extension 7590) or pprofeta@irsc.edu.

CREDIT CLASSES

These college credit courses teach information literacy skills, the mechanisms of sorting through the information maze by emphasizing access to books, library holdings, magazines, and the Internet. These classes are available traditionally or online.

- LIS 1002  Introduction to Electronic Access to Information
- CGS 1041 Electronic Access to Health Sciences Resources
- CGS 1053 Electronic Access to Educational Resources
- CGS 1107 Electronic Access to Business Resources
- CGS 1130 Electronic Access to Legal Resources
- LIS 2005 Advanced Electronic Access to Information (3 credits)
- LIS 2004 Introduction to Internet Research
The library subscribes to many online databases including full text items such as books, journals and magazine articles, facts and statistics, directory information, and other sources. Database coverage is multidisciplinary with many resources updated on a weekly basis. Your PID and PIN (MMDD of your birth) are needed to access IRSC’s databases.

DOCUMENT DELIVERY

Document delivery is a service that delivers information to your desktop in e-format or to your office in other formats. Material is provided free or at the lowest possible cost. You will be advised in advance of the loan if there is a charge. Books borrowed are sent to the IRSC library or IRSC location that you identify. Ground delivery utilizes a courier service for books and articles not available online. The courier stops at IRSC five times per week so we have a 48-hour turnaround time on many requests. Interlibrary loan articles will be mailed to your office or sent electronically (if available in e-format).

DOCUMENTING ONLINE RESOURCES
APA, MLA, and CSE

http://www.irsc.edu/libraries/tutorials/tutorials.aspx?id=1239

Students may consult IRSC librarians for assistance when documenting electronic resources using the APA, MLA, or CSE styles. Library guides offering sample citations are also available.
INFORMATION LITERACY

Information literacy is a statewide general learning outcome. The library faculty is poised to assist you in helping your students achieve success with this outcome.

We have worked with numerous departments to create research assignments or activities that gauge information literacy skills. We also have an information literacy assessment tool that we can share with you.

Information literacy enhances the pursuit of knowledge at the College by preparing students to think critically and use information for their academic, professional and personal lives. The information literate individual can recognize the need for information, can locate it using a variety of media and technologies, and can evaluate information in order to use it effectively. Information literate students have the flexibility to take these skills from their formal education and use them throughout life as citizens and professionals and as a means toward continued learning.

A series of one credit classes is available to assist students in learning how to do online research. These college credit courses teach the important mechanisms of sorting through the information maze by emphasizing access to books, library holdings, magazines, and the Internet. These classes are also available through distance education.

- LIS 1002 Introduction to Electronic Access to Information
- CGS 1041 Electronic Access to Health Sciences Resources
- CGS 1053 Electronic Access to Educational Resources
- CGS 1107 Electronic Access to Business Resources
- CGS 1130 Electronic Access to Legal Resources
- LIS 2005 Advanced Electronic Access to Information (3 credits)
- LIS 2004 Introduction to Internet Research
INSTRUCTION in the USE of LIBRARY and INTERNET RESOURCES

Classroom Instruction
http://www.surveymonkey.com/s.aspx?sm=N6T2DZSXc_2bA_2fHY8nnMEudQ_3d_3d

Librarians are available to assist faculty with Library and Research Instruction. The librarians will base their sessions on faculty curriculum. Arrangements can be made for in-library group instruction.

Information literacy is a statewide general learning outcome. The library faculty is poised to assist you in helping your students achieve success with this outcome.

We have worked with numerous departments to create research assignments or activities that gauge information literacy skills. We also have an information literacy assessment tool that we can share with you.

Reservation Procedure:
1. Please allow 48 hours notice as schedules may need to be altered.
2. Please complete the online instruction request form on the Libraries’ webpage.
INTERLIBRARY LOAN POLICY (ILL)

Books, government documents, articles, and some media items are available from other libraries within Florida through the Interlibrary Loan system. If the material that you need for your research is not available at any of the IRSC libraries or at your local public library, we will make a concerted effort to obtain it for you from another library. Ask a staff member for assistance or complete an online interlibrary request form (http://www.irsc.edu/libraries/forms/libraryforms.aspx?id=1226). Public patrons should utilize their public library for interlibrary loan requests.

Materials are borrowed from owning libraries around the state and the country. Policies of the lending library decide, in each case, whether a particular item will or will not be provided. In addition, the lending library sets the conditions of the loan, length of the loan, and whether or not renewals are allowed. The patron is obligated to comply with all restrictions set by the lending library. Every effort will be made to obtain material for free or at the lowest cost possible. The borrower is obligated to bear the financial burden of his/her interlibrary loan request(s). The Library will provide Interlibrary Loan service to college employees, students, and public school personnel in the four county area. Public patrons should request this service from their local public libraries. For more information about this service, please contact the library staff (extension 7600).

Additionally, the libraries in Florida’s public postsecondary educational institutions extend access and borrowing privileges to their resources among currently enrolled students, faculty and staff of public higher education institutions in Florida. You may borrow directly from these institutions; however, you need to have a current employee ID (you may wish to bring a current pay stub).

Self-Mediated Requests
The self-mediated request feature allows you to request an item from either the Main Campus or Pruitt Campus libraries or to request an item from another community college library directly from the online catalog. The book will be sent to your home campus. To use this feature, you must have a current library account that is in good standing.

Interlibrary Loan Procedure
Online forms may be found when searching one of IRSC’s online databases. For items located through other means, utilize the ILL forms on the webpage.

Article form
http://www.surveymonkey.com/s.aspx?sm=WHC1hq8h63sgmF0AlV_2bUsw_3d_3d

Book form
http://www.surveymonkey.com/s.aspx?sm=UJ0sSbLMCejhAwsrxAvIiQ_3d_3d
INTERNET

The Library has access to the Internet. Consult IRSC librarians for assistance with Internet research.

MEDIA VIEWING

The Media Viewing stations in the Miley Library, the Brackett Library, and the Pruitt Campus Library are available for independent learning using non-print media.

OUTREACH LIBRARY SERVICES

The library faculty provides outreach library services to the Okeechobee, Mueller, and Chastain campuses. If you require instructional sessions, individual research sessions, or other library related activities, please contact the reference librarians on Main Campus.

PLAGIARISM

IRSC faculty, staff, and students are encouraged to uphold ethical research and writing, as well as to observe the copyright law and guidelines. Tutorials explaining the concepts of plagiarism and copyright are located on the Libraries webpage. These tutorials will also assist you in properly documenting your research products. The library also has a plagiarism assessment tool on its webpage. See also the guide at http://www.irsc.edu/libraries/tutorials/tutorials.aspx?id=1242

RECIPROCAL BORROWING

The libraries in Florida’s public postsecondary educational institutions extend access and borrowing privileges to their resources among currently enrolled students, faculty and staff of public higher education institutions in Florida. You may borrow directly from these institutions; however, you need to have a current employee ID (you may wish to bring a current pay stub).

REFERENCE and RESEARCH REQUESTS

For help in answering specific questions, finding materials, using the online catalog, and other research tools, please contact the library staff by phone, email, or in-person. The library faculty can provide research assistance for your special College projects. Faculty may also request appointments with library faculty to learn more about the library resources, to learn how to utilize specific databases, and more.

ROOM RESERVATIONS

The Main Campus Miley Library has no rooms available to reserve. Study rooms are available on a first come, first served basis.

The Pruitt Campus Library has no rooms available to reserve. Study rooms are available on a first come, first served basis.
SPECIAL COLLECTIONS

COLLEGE ARCHIVES
The College Archives contains items of historical significance to Indian River State College as well as copies of doctoral dissertations published by faculty and staff. We welcome additional dissertations and items of specific archival interest. To contribute, please contact the library staff (extension 7600).

FOUNDATION AND GRANTS COLLECTION
This collection provides an authoritative source of information on private and philanthropic giving and public grants. The Center disseminates information on private giving through public service programs and publications that use a national network of library reference collections.

GOVERNMENT DOCUMENTS
http://www.irsc.edu/libraries/aboutthelibraries/aboutthelibraries.aspx?id=1212
The Library is a select depository receiving about 23% of what the Federal Government publishes through the Government Printing Office. Topics are multidisciplinary in nature and can be searched on LINCC, IRSC’s online catalog. Government publications not included in our collection can be obtained through Interlibrary Loan.

INSTRUCTIONAL EFFECTIVENESS CENTER
http://www.irsc.edu/libraries/aboutthelibraries/aboutthelibraries.aspx?id=1213
The Instructional Effectiveness Center is a collection of relevant books and government documents devoted to educational and instructional improvement. Subject areas covered include: adult education, curriculum reform, distance education, educational reform, elementary education, mathematics education, multicultural education, post-secondary education, professional development, school-to-work, science education, secondary education, technology, testing and evaluation, TQM, etc.

RESERVE COLLECTION
http://www.irsc.edu/libraries/aboutthelibraries/aboutthelibraries.aspx?id=1215
The Reserve Collection contains an extensive collection of literary criticisms and faculty reserves. Items in the Reserve Collection are restricted to room use. Some Reserve items may be checked out for weekend use only. To place materials on Reserve, please contact the Public Services Associate (extension 7792) for Main Campus, the Reference Librarian at Brackett Library (226-2544), and the Reference Librarian (336-6383) for Pruitt Campus. Ask our library faculty how to develop supplemental readings using library databases and eBooks as students oftentimes discover additional resources using these tools.
LIBRARY OF CONGRESS CLASSIFICATION

Books are arranged on the Miley, Pruitt Campus, and Dixon Hendry library shelves according to the Library of Congress Classification system. The following is an outline of this system:

A-General Works
B-Philosophy, Religion
C-History (General-Civilization, Genealogy)
D-History, Old World
E-American History (General)
F-American History (Local)
G-Geography, Anthropology, Folklore, Sports
GV-Physical Education
H-Social Sciences
HA-Statistics
HB-HD-Economics
HF-Commerce, Accounting, Retail Trade, Marketing
HM-Sociology
HQ-Family, Marriage
J-Political Science
K-Law
L-Education
M-Music
N-Fine Arts
P-Language
PC-Romance Language
PD-Germanic Language
PE-English Literature
PN-Journalism, Literary History
PQ-Romance Literature
PS-American Literature
PT-Teutonic Literature
PZ-Fiction, Juvenile Fiction
Q-Science
QA-Mathematics, Computers
QB-Astronomy
QC-Physics
QD-Chemistry
QE-Geology
QH-Biology
QK-Botany
QL-Zoology
QM-Human Anatomy
QP-Physiology
QR-Bacteriology
R-Medicine
RA-Hospital Staff
RD-Dentistry, Dental Hygiene, Dental Assisting
RS-Pharmacy
RT-Nurses and Nursing
S-Agriculture, Forestry, Animal and Fish Culture, Hunting
T-Technology
TA-Engineering
TK-Electronics, Appliance Repair, Radio and Television
Service
TP-Chemical Engineering
TS-Welding
TT-Cosmetology
TX-Home Economics
U-Military Service
V-Naval Science
Z-Bibliography, Library Science, Printing
DEWEY DECIMAL CLASSIFICATION

Books are arranged at the Brackett Library and the Morgade Library according to the Dewey Decimal Classification system. The following is an outline of this system:

000 Generalities
100 Philosophy & psychology
200 Religion
300 Social sciences
400 Language
500 Natural sciences & mathematics
600 Technology (Applied sciences)
700 The arts
800 Literature & rhetoric
900 Geography & history