

Revision to the Faculty Handbook Section 4.1 Library and Information Services

Rationale:

Section 4.1 Library and Information Services in the Faculty Handbook has been revised to reflect current practices and reduce numerical detail which would then need revision later. The section on Media Services has been deleted as the library no longer has that function.

Proposed Text:

4.1 Library and Information Services

Roger John Voskuyl Library, named for Westmont's third president, provides access to information resources and services to support the research and information needs of faculty, staff, students and the surrounding community. The library collections include books and e-books, media items, music scores, microforms, print periodicals, and online resources including periodicals, databases and other online tools. The Westmont College Archives collection is located on the lower level of the library and is comprised of items relating to its history, 1940 to present, and that of its predecessors, Western Bible College, 1939-1940, and the Bible Missionary Institute, 1937-1939.

- a) Library Facility: The Learning Commons is located on the main level of Voskuyl Library. This space brings together library, technology and other campus services in an environment designed to foster collaborative and creative work, and social interaction. The learning spaces in the library are designed for different types of learning styles, including quiet area on the upper and lower levels, conference rooms, an open computer center, a technology teaching lab, group study rooms, individual study stations, group study tables and comfortable lounge furniture.
- b) Services: Library services available for faculty include interlibrary loan, course reserves, the department liaison program, and the information literacy instruction program. Detailed information about the library's services and programs may be found on the library website: <http://library.westmont.edu>.
- c) Library Instruction: Guidance in the use of library resources is provided by subject and course-related research guides available on the library website. Information literacy instruction sessions, taught by Westmont librarians, are offered in the library

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technology teaching lab. Librarians are also available for in-class instruction sessions as well as one-on-one research consultations.

- d) Loans: Faculty may borrow materials from the Voskuyl's collections for a period determined by and subject to the library's circulation policy. Faculty have access to additional resources through interlibrary loan.
- e) Collection Development: Library materials are selected and acquired for the library's collections according to the guidelines in the library's collection development policy.
- f) Cubicles: A limited number of library cubicles are available to faculty who are involved in special projects. Applications for cubicles are made through the Professional Development Committee.

4.2 Computer Services

- a) Information Technology Computing and Network Services:[only the letter changes, we are not changing this text.]

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Previous Text:

4.1 Library & Information Services

The Westmont library facility is named in honor of the College's third president, Roger John Voskuyl. Holdings, at present, are nearly 160,000 volumes; in addition, the library makes available sound recordings, videos, DVDs, and other print and non-print materials. On-line databases offering access to article citations, full-text journals, or e-books are available from the library Web pages <http://library.westmont.edu>.

- a) Loans: Faculty may borrow books for a period determined by library policy; and all materials are subject to recall by the library if requested by other faculty or students. An annual review of what is borrowed is conducted to remind faculty of what is checked out to them.
- b) Inter-Library Loan: Upon request, the library borrows items it does not own.
- c) Bibliographic Instruction: Members of the library staff are available for bibliographic instruction. The course-related method is designed to foster the goals of the professor, while focusing on the library as a learning environment. Instruction is also offered through an on-line course.
- d) Reserve System: A reserve system is maintained to handle collateral readings and frequently used materials. Materials are placed on reserve through the office of the Access Services Librarian. The library also offers an electronic reserve system. Any items with an electronic address may be attached to Reserves.
- e) Order Materials for Library: Collection development is seen as a cooperative effort among faculty and library professionals. Some library funds are allocated by academic departments for the purchase of materials for the library. Faculty are encouraged to participate in book selection by recommending titles to a department member who is a liaison to the acquisitions supervisor. The library provides assistance to the departments by providing *Choice* card, or *Choice On-line*, and publisher fliers and catalogs. Catalogs for films and other media items are available to assist faculty for rental or purchase. Visit the media website for further information: <http://library.westmont.edu/mediasves/>.
- f) Cubicles: A limited number of library cubicles are available to faculty who are involved in special projects. Applications for cubicles are made through the Professional Development Committee.

4.2 Media and Computer Services

- a) Media Services: Media services offers support with media items and equipment. Faculty may schedule use of media items in the library collection and equipment for presentations.

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~~Faculty may put media items on reserve in media services. Catalogs are available to assist faculty in locating media items for rental or purchase basis. Please visit media services website for further information: <http://library.westmont.edu/mediasves/>.~~

b) Information Technology Computing and Network Services: Information technology 4 provides a wide variety of computing and network services in support of the college's mission. These services include: local network infrastructure; connection to the Internet; servers for email, web pages, file serving and applications; workstations for faculty and staff offices; data projection systems and workstations in classrooms; campus-wide licensing for general-use software; a course management system; training and assistance in developing resources such as the ones mentioned above.

Campus network users are expected to abide by our Acceptable Use Policy found at <http://acweb.westmont.edu/policy/>. Problems involving any service provided by IT may be reported via the web at <http://mayday.westmont.edu>, or via email at ithelp@westmont.edu, or by phone at 565-7211. Further information about these services may be found at <http://eureka.westmont.edu> and click on "IT Wiki."
