

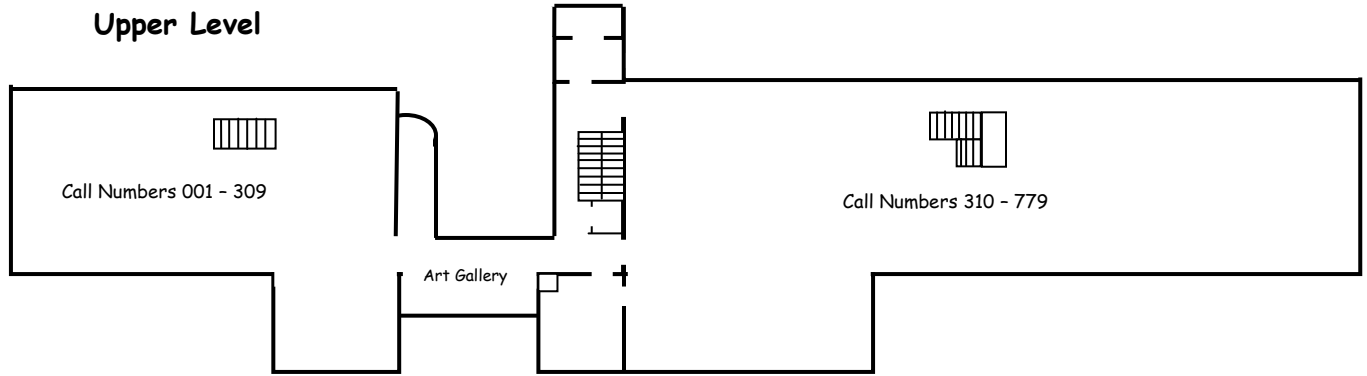
2010-2011 GUIDE TO NORTH CENTRAL COLLEGE LIBRARY SERVICES

TABLE OF CONTENTS

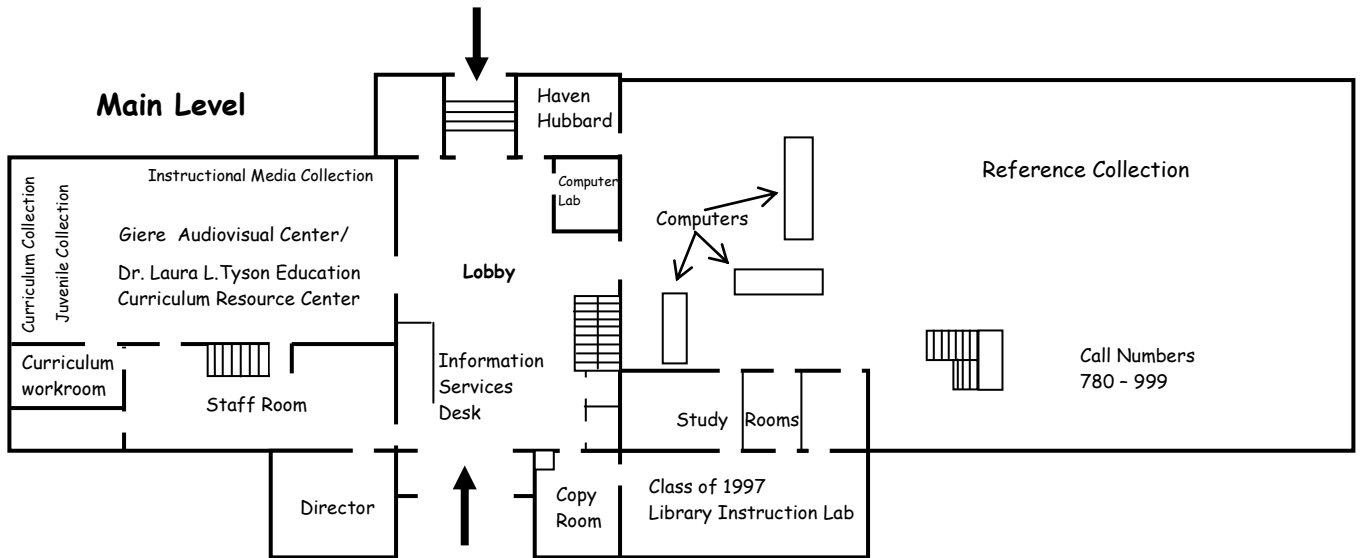
General Information	1-5
Staff Directory.....	online
Oesterle Library Directory	1
Oesterle Library Operations	2-5
Access Services	5-13
Circulation	5-11
Interlibrary Loan.....	11-12
Reserves	12-13
Archives	14-15
Collections and Use	14
Outreach.....	14-15
Records Management Program.....	15
Information Literacy and Instruction Program	16-17
Goals.....	16
Orientations and Classes	16-17
NCC 120: Information Research Strategies	17
Information Resources and Services	18-22
Collection Development.....	18-20
Information Resources	20-21
Information Services	21-22
Instructional Media Services	22-26
Equipment	22-24
Services	24-25
Instructional Media Lab.....	25-26

OESTERLE LIBRARY DIRECTORY

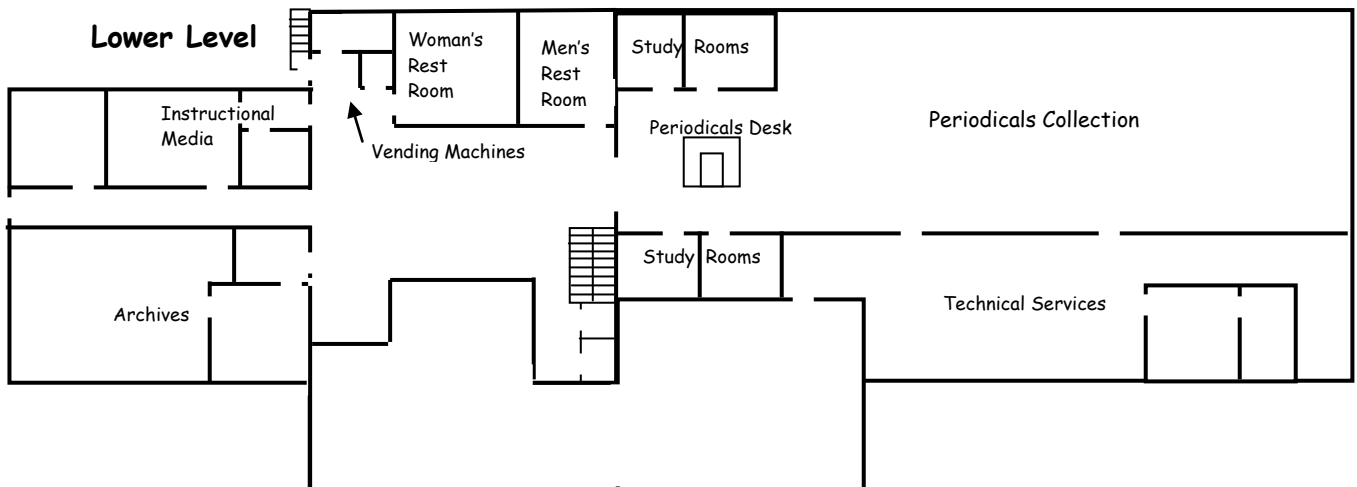
Upper Level



Main Level



Lower Level



OESTERLE LIBRARY OPERATIONS

After-Hours Book Return: Drop boxes are located at the north and south entrances to the library. The boxes are emptied every morning that the library is open. Overdue fines on these materials continue to accrue until the items are removed from the drop boxes.

Assistive Technology: Available in Giere Audiovisual Center:

Aladdin Rainbow Pro Video Magnifier: Magnifies text while producing high contrast images in either black and white or full color. Six selectable screen colors are available to meet individual low-vision requirements.

19 Inch Screen Computer Monitor: For use with JAWS and ZoomText.

JAWS and ZoomText: Software that allows users to scan and read written materials (enlarged through ZoomText or spoken through JAWS) and enlarge or speak text from electronic sources. (North Central College faculty, staff, and students can also access the College's network.)

Flatbed Scanner: For scanning documents to be used with JAWS and other programs.

Beverages/Food/Smoking:

Beverages: Only non-alcoholic beverages in containers with secure lids are permitted in the library.

Food: Only odor-free foods are permitted in the library.

Tobacco: The use of all tobacco products is prohibited throughout the building.

Change: Change for copiers is available from the Information Services Desk. Bills larger than \$20 cannot be changed. The library accepts personal checks made out to "North Central College" only for the payment of library charges.

Children: Children who have not completed eighth grade may not be left in the library without adult supervision. Parents are responsible for the conduct of their children in the library.

Computers:

Class of 1997 Library Instruction Computer Lab: Intended for library instruction, the lab is available only for North Central College students, faculty, and staff when not being used for that purpose. Hours the lab is reserved for library instruction are posted on the signboard next to the door.

Computer Lab: Maintained by Information Technology Services, the computer lab located off the library lobby is open during library hours only for use by North Central College students, faculty, and staff. Users are required to supply their own flash drives. A scanner is also available in this lab.

Laptop Computers: Oesterle Library has a wireless network. Students may print to any campus printer from their personal laptops using iPrint.

Reference Room and Periodicals Room Computers: Networked computers, available only for North Central College students, faculty and staff, are located on the main level in the Reference Room and on the lower level in the Periodicals Room.

Lobby Computers: Three public reference workstations are available in the library lobby for walk-up use by any patron. These workstations are available ONLY for research use: reference, instruction, and catalog searching. E-mail, chat, games, and other non-research uses are NOT permitted. Use is restricted to 10 minutes. Patrons will be charged \$.10 per page for print-outs, which may be retrieved from the Information Services Desk.

Drop-off and Pickup of Materials: Information Services Desk staff cannot accept messages or materials for later pickup by others.

Exhibits: Oesterle Library exhibits feature materials from the Archives' and library's collections and significant publications and other scholarly works produced by members of the North Central College community. Online versions of the Archives exhibit are available on the Archives website. For further information on library exhibits, contact the Instructional Services Librarian at 637-5707 or the Archivist at 637-5714.

Art exhibits are regularly mounted in the Art Gallery on the upper level of the library. For further information on art exhibits, contact the Fine Arts Outreach Director, at 637-5368.

Giere Audiovisual Center: On the main level of Oesterle Library, this Center houses the Instructional Media Collection, assistive technology, and instructional media equipment. No reservations are needed to use the instructional media equipment.

Dr. Lora L. Tyson Educational Curriculum Resource Center: This Center houses the Curriculum Collection and the Juvenile Collection. In addition, the adjoining Tyson Center workroom houses equipment to support the creation of teaching materials. Equipment includes an Ellison die-cut machine, laminator, paper trimmer, and a binding machine.

Group Study Rooms: Three group study rooms are located off the Reference Room on the main level, and four group study rooms are located in the Periodicals Room on the lower level. Group study rooms are intended only for North Central College students and faculty for group study use. Reservations are not taken. Use is on a first-come, first-served basis. If a group study room is occupied by only one person and is needed by a North Central College study group, please notify the staff member on duty at the Information Services Desk.

Hours:

Library: Fall, Winter and Spring Terms

Monday - Thursday	8:00 a.m. - midnight
Friday	8:00 a.m. – 8:00 p.m.
Saturday	9:00 a.m.- 5:30 p.m.
Sunday	noon - midnight

Archives: Monday-Friday 1:00-4:00 p.m. and by appointment

Summer, Interim, holiday and other special hours will be posted at entrance doors.

Closing procedures begin 20 minutes before stated closing times. At that time, materials to be checked out are to be brought to the Information Services Desk. Doors are locked promptly at stated closing times.

Kiosk: The Library follows the *North Central College Posting Policy*. However, due to limited space, materials posted on the kiosk located in the library foyer are limited to those items that announce only North Central College activities and events. All other postings will be removed.

Lost and Found: Articles found in the library are held at the Information Services Desk until unclaimed articles are taken each week to the campus "Lost and Found" in White Activities Center or Campus Safety.

Microform Reader-Printer: A digital microform reader-printer is available for use only by North Central College students, faculty, and staff; copies are charged to the user's print management

account. Visitors who wish to print from microform should speak to the staff member on duty at the Information Services Desk.

Noise: Oesterle Library is a vital and vibrant learning environment, providing as many accommodations for different learning styles as space permits. For those users desiring a "Quiet Zone," such a space is available on the lower level of the library.

Paper Cutter: A paper cutter is available for patron use in the Staff Room. A staff member must assist a patron needing to use the paper cutter. For assistance, please check with the staff member on duty at the Information Services Desk. A paper trimmer is also available in the Dr. Lora L. Tyson Education Curriculum Resource Center workroom.

Photocopiers: Photocopiers are located on the main level near the south entrance. Copies are \$.10 per page.

Publications: North Central College Library Service's publications program includes a brochure, newsletter, and guide. Copies of all publications are available at Oesterle Library or on the Library Services website: <http://library.noctrl.edu>.

Brochure: *Guide to Oesterle Library*, available in print, contains basic facts about the library.

Guide: *Faculty Collection Development Guide*, available in print, contains policies and procedures for the information resources selection process.

Guide: *Guide to North Central College Library Services*, available online at "About the Library" on the Library Services website, contains all library policies affecting students, faculty and the general public.

Newsletter: The library's newsletter, *EX LIBRIS: From the Library*, available in print and online at "About the Library" on the Library Services website, is published fall, winter and spring terms to inform and update the campus community about the library's collections and services.

Security: North Central College is a private institution. Oesterle Library is open to the public. In order to maintain an appropriate learning environment, persons engaging in disruptive behavior will be asked to leave the premises immediately. Noncompliance with College policies will result in removal from the premises.

If the alarm detection system sounds, please return to the Information Services Desk immediately. All bags/packages that set off the alarm detection system must be checked by the staff member on duty. Infractions will be referred for judicial or legal action.

Service Areas:

Archives (kjbutler@noctrl.edu).....	637-5714
Circulation and Reserves (access.services@noctrl.edu).....	637-5700
Instructional Media (instmedia@noctrl.edu).....	637-5723
Instructional Services (rahenders@noctrl.edu).....	637-5707
Interlibrary Loan (access.services@noctrl.edu).....	637-5705
Periodicals Desk (technical.services@noctrl.edu).....	637-5713
Reference Assistance (quickref@noctrl.edu).....	637-5715
Technical Services (technical.services@noctrl.edu).....	637-5709

Telephones: A campus telephone, for use only by North Central College students, faculty, and staff, is located near the photocopy room. This telephone can be used for on-campus numbers by entering the last four digits of the number and for “911” calls. Length of calls on the campus telephone is limited to five minutes.

In consideration of other patrons, cell phone usage is restricted to the lobby and foyer on the main level. For assistance, please check with the staff member on duty at the Information Services Desk.

ACCESS SERVICES

CIRCULATION

Confidentiality: The College’s privacy principles and policies follow the *Family Educational Right and Privacy Act of 1974* and the *Gramm Leach Bliley Act*. These policies safeguard personal information about students, employees and other members of the College community against such risks as theft, unauthorized access, destruction, misuse, modification, unauthorized disclosure or other compromise of information. Moreover, Oesterle Library observes the American Library Association's guidelines on the "Confidentiality of Library Records." Circulation records and other records identifying the names of library patrons with specific materials are considered confidential and are not available, except pursuant to process, order, or subpoena.

North Central College Patrons: Members of the campus community may borrow materials from Oesterle Library upon presentation of their North Central College ID card.

Courtesy Borrower Patrons: Trustees, faculty and staff spouses, alumni and former students, selected masters degree candidates, and individual public library patrons are eligible for personal Courtesy Borrower Cards. This privilege does not apply to holders of business borrower cards. Personal Courtesy Borrower Cards are valid for one year and may be renewed. Applications are available at the Information Services Desk. Patrons must present their personal Courtesy Borrower Card when borrowing materials.

Alumni and former students must be on file with the Alumni Office in order to obtain a personal Courtesy Borrower Card. Selected masters degree candidates must be designated by the Graduate School. Public library patrons must be over 18, hold a valid public library card, and pay an annual fee (\$5.00 for Naperville Public Libraries patrons and \$50.00 for patrons of other public libraries). Public library patrons under the age of 18 may apply for a personal Courtesy Borrower Card if they present a letter from their school librarian stating their special need for this service.

Patrons from Other Academic Libraries: North Central College is a member of two groups of academic libraries that extend borrowing privileges to each other’s patrons, LIBRAS and I-Share. Patrons from these two library networks must present their own ID to borrow materials and be in the I-Share database.

North Central College also has a reciprocal borrowing agreement with the College of DuPage (COD). To borrow materials, COD students must present an Illinois driver’s license, a current registration schedule, and fill out a Courtesy Borrower Card application. COD faculty and staff must present a current COD identification card to borrow materials. COD Community Borrower patrons are **not** eligible for an Oesterle Library Courtesy Borrower card. COD patrons may borrow all materials that normally circulate to community borrowers, with a three item limit. Courtesy Borrower Cards issued to COD patrons are valid only until the end of the current COD term, but patrons may reapply each term.

Item Retrieval/Holds: Due to limited space and staff, items cannot be retrieved from the collection or held for patrons.

Renewals: Patrons may renew Oesterle Library materials up to a maximum of three renewals. Patrons are encouraged to renew materials online using the “My Account” feature of *CardinalCat*. For assistance in renewing Oesterle Library materials, patrons may contact the Information Services Desk at 637-5700.

Interlibrary loan materials not requested via I-Share may be renewed by contacting the Interlibrary Loan and Reference Assistant by telephone (637-5705), or in person, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

Recalls: Materials recalled by another patron cannot be renewed. Patrons will be notified if an item needs to be returned before its original due date because of another patron's request. Recalled items should be returned promptly to avoid overdue charges.

Receipts: Receipts for returned materials and for the payment of fines or other charges are available upon request at the Information Services Desk. Patrons are encouraged to request and to keep receipts to verify the return of materials and payment of charges.

Returns: Patrons may return to Oesterle Library any items borrowed through Oesterle Library, regardless of the owning library. As a courtesy, Oesterle Library will return materials to another Illinois library for patrons who borrowed the materials directly from that library. However, the patron retains all responsibility for all materials until they are received by the lending library.

Reserve Materials: Loan periods for reserve materials vary. Items with a loan period shorter than one day are for in-building use only.

Overdue Notices: Borrowed materials are marked with a due date. Overdue notices are issued as a courtesy. Failure to receive an overdue notice does not release patrons from returning or renewing materials or from paying overdue fines.

Fines:

Reserve Materials: Fines for overdue reserve materials accrue at the rate of \$1.00 per hour for hourly reserves and \$3.00 per day for daily reserves. Fines for reserve materials continue to accrue up to a maximum fine, per item, of \$20.00.

Circulating Collection Materials: Fines for overdue materials from the Oesterle Library Circulating Collection accrue at the rate of 25 cents per day per item. Fines for Oesterle Library materials continue to accrue up to a maximum fine, per item, of \$10.00.

Billing: If an overdue fine for an Oesterle Library item is not paid when the material is returned, a bill will be sent to the patron. Patrons are responsible for payment of any bills issued by lending libraries for lost or overdue interlibrary loan materials.

Lost or Damaged Materials: If an Oesterle Library item is lost, the patron to whom it is charged will be billed \$50 per item or the item's actual replacement cost, *whichever is greater*. In addition, the patron will be charged a \$10.00 processing fee. If interlibrary loan material is lost, the patron will be billed by the lending library, according to that library's policies. Patrons should report lost materials immediately so that their library privileges are not suspended.

Refunds: Once the fee has been paid for a lost Oesterle Library item, if the lost item is found and returned to the library, a partial refund may be issued at the discretion of Oesterle Library.

Claimed Returned Materials: Receipts for items returned are available at the Information Services Desk. While every attempt is made to ensure that all materials returned to the library are properly cleared from a patron's record, from time to time errors will occur. If you receive an

overdue notice for Oesterle Library material(s) you believe you have returned, please call the Circulation and Reserves Assistant, at 637-5711 to report this error. If the material is still charged out to you, the library will search for the item three times in three months. In the event that the item(s) are not located after three searches, a bill will be sent.

Suspension of Library Privileges: Patrons who owe a minimum of \$25.00 in fines/fees to Oesterle Library will have their borrowing privileges suspended until such time as these fines/fees have been paid.

Oesterle Library items that are 29 days or more overdue will be declared “lost.” At this time, the patron will be billed \$50.00 or the replacement cost, whichever is greater, plus a \$10.00 processing fee. In addition, the patron’s borrowing privileges will be suspended until such time as the item has been returned or the replacement fees paid. If the item is later returned and a replacement has not already been purchased by Oesterle Library, the cost of the item will be refunded. Students and community borrowers will still be responsible for a \$10.00 fine.

Academic Hold: At the end of each term, North Central College students who are graduating or who have not registered for the next term will have a hold placed on their academic record for the following reasons:

- Oesterle Library, Reserve, or Interlibrary Loan materials which have not been returned
- Unpaid fees for lost Oesterle Library, Reserve, or Interlibrary Loan materials
- Unpaid overdue Oesterle Library fines/fees totaling \$25.00 or more
- Unpaid overdue fees from other libraries

At the end of each term, North Central College students who have registered for the next term will have a hold placed on their academic record for the following reasons:

- Unpaid fees for lost Oesterle Library, Reserve, or Interlibrary Loan materials
- Unpaid overdue Oesterle Library fines/fees totaling \$25.00 or more

When a hold has been placed on a student’s academic record, the student may not register for classes, receive transcripts, or receive their diploma until the above condition is resolved.

Loan Periods:

Patron Category	Circulating Collection	Reference Collection	Periodicals	Instructional Media	Curriculum Collection	Reserve Materials	Restricted Collection
NCC Students*	4 weeks ¹	n/a	n/a	1 week ¹	1 week ¹	2 hours ³	3 days
NCC faculty, emeritus faculty, NCC staff, NCC staff retirees, NCC trustees, faculty spouses, staff spouses	4 weeks	3 days	3 days	1 week	1 week	2 hours ³	3 days
Naperville/public library patrons; College of DuPage faculty, staff & students; Academic Associates; NCC alumni & former students	4 weeks (limit 3 items at a time)	n/a	n/a	1 week ²	n/a	n/a	n/a
LIBRAS & I-Share patrons	4 weeks	n/a-3 days ⁴	n/a-3 days ⁴	1 week	1 week	n/a	3 days

¹All items borrowed by students must be returned by the Wednesday of Finals Week each term.

²Videotapes and DVDs are loaned for in-building use only.

³This is the usual loan period; actual times may vary. See **Circulation Policies**.

⁴Dependent on patron's status at patron's home institution.

Borrowing Materials from Other Libraries:

Who may borrow materials:

Patron Category	Interlibrary Loan?	Borrow in person from I-Share libraries? ⁵	Borrow in person from LIBRAS libraries? ⁶
NCC Students	Yes	Yes	Yes
NCC faculty, emeritus faculty, NCC staff, NCC staff retirees, NCC trustees, faculty spouses, staff spouses	Yes	Yes	Yes
Naperville/public library patrons; College of DuPage faculty, staff & students; Academic Associates; NCC alumni & former students	No	No	No
I-Share patrons	No	Yes	No
LIBRAS patrons	No	No	Yes

⁵Patron must present current ID card and be in the I-Share database.

⁶Patron must present current ID card.

Direct Loan Libraries: The libraries below may permit some North Central College patrons to borrow materials in person (see *Who may borrow materials* table). For further clarification of borrowing privileges, check with the Circulation and Reserves Assistant (637-5711). (Asterisk indicates library is also a member of LIBRAS.)

I-Share Libraries

Adler School of Professional Psychology	Lewis & Clark Community College
Augustana College	Lewis University*
Aurora University*	Lincoln Christian College & Seminary
Benedictine University*	Lincoln Land Community College
Bradley University	McKendree University
Carl Sandburg College	Millikin University
Catholic Theological Union	Monmouth College
Chicago School of Professional Psychology	National-Louis University
Chicago State University	The Newberry Library (no borrowing)
Columbia College*	North Park College*
Concordia University*	Northeastern Illinois University
Danville Area Community College	Northern Seminary
DePaul University	Northern Illinois University
Dominican University*	Oakton Community College
Eastern Illinois University	Olivet Nazarene University
Elmhurst College*	Parkland College
Eureka College	Principia College
Governor's State University	Quincy University
Greenville College	Robert Morris College
Harper College	Roosevelt University
Harrington College of Design	Rush University
Heartland Community College	Saint Francis College of Nursing
Illinois Central College	Saint Xavier University*
Illinois College	Sauk Valley Community College
Illinois Eastern Community Colleges	School of the Art Institute
Illinois Institute of Technology	Southern Illinois University at Carbondale
Illinois Math & Science Academy (closed high school campus)	Southern Illinois University at Edwardsville
Illinois State Library	Southern Illinois University School of Medicine
Illinois State University	Trinity Christian College*
Illinois Valley Community College	Trinity International University*
Illinois Wesleyan University	Triton College
John Wood Community College	University of Illinois at Chicago
Joliet Junior College	University of Illinois at Springfield
Judson College*	University of Illinois at Urbana-Champaign
Kankakee Community College	University of St. Francis*
Kendall College*	Western Illinois University
Knox College	Wheaton College*
Lake Forest College*	

I-Share is a computer-based library system that provides statewide access to a wealth of information services and resources, including an extensive public access catalog, interlibrary loan, and resource sharing services to the CARLI I-Share libraries. While each I-Share library has its own local catalogs that are individually named, the I-Share catalog, as a union list, provides interlibrary services to the entire Illinois library community.

CARLI is the Consortium of Academic and Research Libraries in Illinois formed to improve the efficiency and cost effectiveness of services, increase the effectiveness of consortial and member library staff efforts, and create opportunities to pursue new programs and services that the three constituent consortia would not have been able to provide on their own.

LIBRAS is a consortium of 17 private college and university libraries located in the Chicago metropolitan area, focused on promoting library cooperation, continuing education, networking and the sharing of knowledge amongst our membership.

College of DuPage Library: Current North Central College students, faculty, and staff may borrow directly materials that normally circulate from the College of DuPage to community borrowers. The individual borrower is responsible for any fines and/or bills for lost, damaged, or non-returned College of DuPage items. Proof of North Central College affiliation is required.

University of Chicago Libraries: Both reference and borrowing cards to the University of Chicago Libraries are available for use by North Central College faculty and students.

North Central College Students:

- A student must sign in and out for a card from the Oesterle Library staff member on duty at the Information Services Desk.
- Only one student at a time may sign out for a card.
- A student must return the card and either copies of the UC charge slips or an NCC borrower's form (giving the call number, titles and due dates of any materials borrowed) to the Oesterle Library staff member on duty at the Information Services Desk within three days from the date on which the card was signed out. Failure to return the card and the form/slips within that time will result in a fine of \$1 per day until the cards and the forms/slips are returned. If the card or the forms/slips are not returned, the student will be fined \$25.
- Materials borrowed from the University of Chicago Libraries must be returned on time. Recalled items must be returned immediately. If the materials are not returned on time, students will be charged \$1 per item per day plus the University of Chicago Libraries rate for overdue materials.
- Materials may be returned directly to the University of Chicago Libraries. As a courtesy, Oesterle Library will return materials through interlibrary loan. (Please allow at least 10 working days for receipt of an item.) However, students will retain all responsibility for these materials until they are received and discharged by the University of Chicago Libraries, and students are responsible for any fines or charges incurred.
- If a student loses any University of Chicago Libraries material charged to them or fails to return items recalled, then they will be required to pay the replacement costs and their University of Chicago Libraries borrowing privileges will be revoked. NCC grades and transcripts will be held until all University of Chicago Libraries fees are paid.

North Central College Faculty:

- Faculty must sign in and out for a card from the Oesterle Library staff member on duty at the Information Services Desk.
- A card may be reserved no more than seven days in advance.
- Faculty must return the card and either copies of the UC charge slips or an NCC borrower's form (giving the call number and titles of any materials borrowed) to the Oesterle Library staff member on duty at the Information Services Desk within five days from the date on which the card was signed out.
- Materials borrowed from the University of Chicago Libraries must be returned on time; recalled items must be returned immediately.

- Materials may be returned directly to the University of Chicago Libraries. As a courtesy, Oesterle Library will return materials through interlibrary loan. (Please allow at least 10 working days for receipt of an item.) However, faculty will retain all responsibility for these materials until they are received and discharged by the University of Chicago Libraries.
- Faculty are responsible for any fines or charges incurred from the University of Chicago Libraries and will be billed accordingly.

For further information, please call the Information Services Librarian at 637-5708.

INTERLIBRARY LOAN

Placing Interlibrary Loan Requests: Interlibrary loan requests for books may be placed online via I-Share. Interlibrary loan requests for books not available via I-Share and for photocopies may be placed by filling out the appropriate online request forms, available on the Library Services website. Incomplete or inaccurate information on forms delays the processing of requests. Library staff members are available to help patrons in placing requests. Interlibrary loan requests are **not** accepted over the telephone or via e-mail.

Books: Books may be borrowed from 76 libraries that are members of I-Share by placing a request online. Books can also be borrowed from non- I-Share libraries by filling out the appropriate online request form, available on the Library Services website. For more information, contact a library staff member. While every attempt will be made to obtain materials, each library has the right to deny filling a request. For example, most libraries will not lend rare or valuable items, or materials in high demand at their institution.

Photocopies: Photocopies of journal articles not in Oesterle Library's Periodicals Collection, including all print and online resources, may be requested by filling out the appropriate online request form, available on the library website.

There is a minimum charge of \$.10 per page for photocopies. The library will attempt to obtain the photocopy at this minimum rate. In some instances a supplier will charge more than this amount. The "Periodical Request-Interlibrary Loan" form provides a space to indicate the total amount a patron is willing to pay for an article. Patrons are responsible for paying for all photocopies at the time the copies are picked up. Faculty may bill their departments.

Title 17, United States Code limits the annual number of photocopies or periodical articles that institutions may obtain. These limits apply to copies from recent issues (five years old or newer) of a periodical title which the borrowing library does not own. No more than five articles may be obtained from a single title, and no more than one article from a single issue. If a request puts the library over its legal limit for the title or issue from which material was requested, the interlibrary loan staff will furnish the patron with a list of libraries holding the material.

Fines and Replacement Costs: Patrons borrowing materials from other institutions are responsible for payment of any overdue fines or replacement costs for lost or damaged items. Patrons are reminded that failure to return material on time may jeopardize future borrowing not only for themselves but for the library as well.

Delivery Time and Fill Dates: Requests placed online via I-Share will stay in the system for 30 days, if they cannot be immediately filled. If patrons so choose, they can change this default at the time they place the request. Delivery time is dependent on availability of materials and the distance they must travel. Status of a request may be checked online by the patron.

Interlibrary loan requests submitted to the Oesterle Library interlibrary loan unit are processed on a "first-come, first-served" basis. The library attempts to process all requests within a 24-hour period,

Monday through Friday. The library will keep trying to fill a request until the date the patron has indicated. Because interlibrary loan turnaround time is dependent on the workloads of staff at other libraries, Oesterle Library cannot guarantee that materials will be received by any specific date. Photocopies ordered from local sources are usually received within 10 working days. Materials ordered from sources out of state may take 15 or more working days to obtain.

When Materials are Received: An e-mail message indicating specific items that have been received will be sent to the patron's North Central College email account. Patrons may check on the status of some requests by using the "My Account" feature of *CardinalCat*. To check status on requests not reflected in "My Account," patrons may call 637-5700. Materials must be picked up at Oesterle Library. No materials will be faxed or mailed to patrons. Books not picked up within two weeks of receipt will be returned to the lending library.

Cancellations: Requests that were placed online via I-Share can be cancelled online, using the "My Account" feature of *CardinalCat*. If a patron wishes to cancel any other interlibrary loan order, they must provide the library with the following information: author, title, and patron name. If the item(s) has already been sent, the patron will remain responsible for any associated charges.

Direct Loans: In addition to requesting materials through interlibrary loan, patrons may also be eligible to borrow materials in person from selected institutions. (See "Direct Loan Libraries" on page 11.) Patrons are responsible for the return of these items and for all overdue fines or lost book fees as applied by the lending library.

RESERVES

Materials placed on reserve are located at the Information Services Desk of Oesterle Library. These materials are for the use of North Central College students, faculty and staff only. A valid North Central College I.D. is required to use reserve materials.

Due to limited resources and staffing, the library staff cannot provide the following services:

- photocopying items for personal or reserve use

A reserve form (available at the library or online on the library website) must be completed listing all titles, and the number of copies of each, to be placed on reserve for each course. Materials will be processed and on reserve within 3 working days.

Materials will be returned via campus mail no later than two weeks after the end of the term. Faculty who wish to make other arrangements for the return of their materials may contact the Circulation and Reserves Assistant at 637-5711.

Policies on Reserve Books:

Books that may be placed on reserve:

- single or multiple copies from the library's permanent collection
- personal copies (placed at owner's risk; the library suggests that, for security purposes, permission be given to security tape them)

Books may be placed on reserve for more than one term.
Reprints and preprints are treated as books.

Books that may not be placed on reserve:

- books obtained through interlibrary loan (prohibited by the Interlibrary Loan Code)
- books owned by another library

Policies on Reserve Photocopies (*Copyright Revision Act of 1976*):

Photocopies cannot be used as a substitute for purchase of anthologies, compilations, or collective works.

All photocopies placed on reserve must have printed or typed on the first page the title, volume, date and pages of the journal from which it is copied.

Photocopies that may be placed on reserve:

- one chapter from a book
- one article from a periodical or newspaper (multiple articles from the same issue must have copyright approval before they can be placed on reserve)
- one short essay or short poem per book or per periodical issue
- one chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue

Photocopies that may not be placed on reserve:

- pages from copyrighted works intended to be "consumable" in the course of study or teaching, including workbooks, exercises, standardized tests, test booklets and answer sheets
- photocopied anthologies or course packets will not be accepted for reserve unless full copyright clearance has been obtained for each excerpted item by the compiler of the anthology or packet

Number of copies of a single work that may be placed on reserve:

- limit of **one** copy of a work for which copyright permission **has not** been secured
- limit of **three** copies of a work for which copyright permission **has** been secured

Length of time on reserve:

- **photocopies are limited to one course for a period of one term unless the faculty member secures written permission from the publisher**
- copies of the permission must be presented to the library before the photocopies can be placed on reserve for subsequent terms

All photocopies **must** carry a notice that the material may be protected by copyright law. This stamp will be applied by the library.

Policies on Instructional Media Collection Reserves:

Instructional Media Collection items that may be placed on reserve:

- media from the library's permanent collection with full copyright clearance
- personal media with full copyright clearance (placed at owner's risk; the library suggests that, for security purposes, permission be given to security tape them)

Instructional Media Collection items may be placed on reserve for more than one term.

Instructional Media Collection items that may not be placed on reserve:

- media owned by another library
- media rented
- personal media without full copyright clearance

Policies on Student Reports/Projects Reserves:

- Student reports and projects placed on reserve must comply with copyright guidelines.
- Student reports and projects that contain any multimedia components (non-print) must comply with the *North Central College Educational Multimedia Fair Use Guidelines*.

ARCHIVES

COLLECTIONS AND USE

Collections: The North Central College Archives collects, organizes, describes, preserves and makes available for research materials related to the history of the College and the local area. The Archives supports the College community's need for historical information and provides reference assistance to archival researchers on and off campus. The Archives does not function as the repository for current College records, including legal and financial records.

The North Central College Archives consists of three independently arranged collections: College Archives; Harris W. Fawell Congressional Papers; and Suburban Studies Archives. The College Archives includes historic materials related to the College, such as artifacts, campus publications, faculty minutes, news clippings, photographs, student organization records, and audio/visual recordings. The Harris W. Fawell Congressional Papers reflect his service as Representative of the 13th District of Illinois from 1984-1998. These papers include topics of local and national interest, especially on education, labor, and science policies. The Suburban Studies Archives features documentation on the physical, economic, and political transformation of the western suburban Chicago region since 1945. Included in the Suburban Studies Archives are the papers of former Illinois State Representative Mary Lou Cowlishaw, reflecting her twenty years as State Representative for the Naperville area (1982-2002), the League of Women Voters – Naperville records, and the American Association of University Women Naperville Chapter records.

Use: During the fall, winter, and spring academic terms, the Archives are open 1:00-4:00 p.m., Monday through Friday. At all other times, the Archives are open by appointment. Researchers are encouraged to contact the Archivist ahead of their planned research visit in order to discuss their research topic, thus allowing the Archivist to determine which collections may be of assistance to them. The reference interview allows the researcher to maximize use of the Archives through examination of the finding aids and through the Archivist's expertise. The Archivist handles all archival reference calls and written and electronic inquiries.

Upon entering the Archives Reference Room for on-site use, researchers are required to read and sign the *NCC Archives Use Policy* that includes rules and guidelines for proper handling of archival materials, and to provide contact information. Materials requested for use by a researcher are then paged to the Archives Reference Room by Archives personnel. Use of archival materials is monitored at all times by Archives personnel.

Limited photoduplication is available at the discretion of the Archivist at the following rates:

- Photocopying (25 pages per day limit): \$.10 NCC Community; \$.25 Public
- Scanning (10 items per day limit): \$1.00 NCC Community; \$2.00 Public
- Digital images by Archives personnel (10 items per day limit): \$1.00 NCC Community; \$2.00 Public
- Digital images by researcher: no charge

OUTREACH

Exhibits: The Archivist mounts an exhibit in the lobby of Oesterle Library at the beginning of each academic term. Following the removal of the exhibits from the lobby, an online version is created and placed on the Archives website indefinitely. Twice a year exhibits are mounted in the Archives Reference Room in the lower level of the library. Viewing is available at any time the Archives is open. In addition to the regular term exhibit, the Archivist mounts temporary exhibits on campus as requested.

Publications: The Archivist has created a brochure, available at several locations within the library, which outlines the Archives collections and services offered.

The Archives website is another important tool used for outreach to both College community and general public researchers. The URL is: <http://library.noctrl.edu/archives/>. Information on the Archives website includes completed finding aids for collections, undergraduate research publications, on-line versions of exhibits, contact information, and general information about using the North Central College Archives.

An Undergraduate Archives Publication program was instituted to encourage the use of primary sources from the College's Archives in undergraduate research through the publication of a series of monographs. The Editorial Board consists of the Archivist, the C. Frederick Toenniges Professor of History, the Director of Library Services, and the Director of Office of Academic Opportunities. The Editorial Board annually reviews unpublished essays written and submitted by undergraduates who have utilized the North Central College Archives for research. In addition to printing each monograph, publications are also mounted on the Archives website. More information and details of the program can be found on the Archives website.

RECORDS MANAGEMENT PROGRAM

The Archivist serves as the College's records manager and is responsible for creating and implementing a campus-wide Records Management Program. The Records Management Program ensures that records of permanent value to the College are kept and that the College maintains records according to legal requirements.

The Archivist reviews the records created by each College office, considering the length of time in use by the office, legal requirements, and historical significance. The Archivist may also assist offices with determining alternate storage formats, including microfilm and digital storage.

Following the review of records, the Archivist, in cooperation with the office personnel, reviews legal guidelines and assigns a Records Schedule, a period of time that each set of records needs to be maintained. Each series of records within an office will have a Records Schedule assigned to it.

In order to assist office personnel, a *Records Management User Handbook* is available on the Archives website and in electronic or print form from the Archivist. The *Records Management User Handbook* outlines responsibilities of office personnel in implementing the Records Management Program, including outlining steps for altering a Records Schedule.

INFORMATION LITERACY AND INSTRUCTION PROGRAM

GOALS

No student should graduate from college in the 21st century lacking strong information literacy skills. The goals of the North Central College Library Services Information Literacy and Instruction Program for students are the Information Literacy Competency Standards for Higher Education endorsed by the Association of College and Research Libraries (ACRL):

1. The information literate student determines the nature and extent of the information needed.
2. The information literate student accesses needed information effectively and efficiently.
3. The information literate student evaluates information and its sources critically and incorporates selected information into his or her knowledge base and value system.
4. The information literate student, individually or as a member of a group, uses information effectively to accomplish a specific purpose.
5. The information literate student understands many of the economic, legal, and social issues surrounding the use of information and accesses and uses information ethically and legally.

ORIENTATIONS AND CLASSES

Orientations: Library orientations, which can be tailored to meet individual needs, are available by contacting the Instructional Services Librarian, Rosemary Henders, 637-5707 to make a reservation.

First Year Sequence: The cornerstone of the Information Literacy and Instruction Program is the first year library instruction sequence:

- English 115 – Students complete an online library tutorial and one library instruction session that introduces basic college level research strategies.
- English 125 - Students complete an online library tutorial and two library instruction sessions that introduce basic and advanced research skills.
- IDS 125 - Students participate in two library instruction sessions designed to develop advanced research skills.

Every first year is expected to complete all phases in order, since each phase introduces new material and builds on the previous phases.

English 315 - Students participate in library instruction sessions that build on the skills developed in the first year sequence, developing higher level research competencies.

Subject-Specific Library Instruction: In keeping with its commitment to information literacy, North Central College librarians encourage faculty to arrange for library instruction sessions for their courses. These sessions are designed to meet the needs of each course while encouraging students to grow as information literate individuals.

Librarians provide subject-specific library instruction addressing the needs of a specific assignment or course of study. These sessions may include instruction in the use of subject-specific databases, such as ERIC, PsycINFO, or Synergy; the use of specialized reference sources; or any other material the instructor and librarian feel is appropriate. During these sessions students refine the research skills they have previously developed. Sessions may be scheduled for all or part of a class period, and may be given by the library liaison in the classroom of the course or the classroom in

the library (Class of 1997 Library Instruction Computer Lab). The library requests that appointments for library instruction sessions be made with a librarian at least one week prior to the requested date.

NCC 120: Information Research Strategies: This 1.5 credit hour course is offered the last five weeks of winter term. Focusing on the development of information literacy competencies, students completing this course will be able to locate, critically evaluate, and apply information that is appropriate to their specific needs. Contact the Instructional Services Librarian at 637-5707 for more information.

INFORMATION RESOURCES AND SERVICES

COLLECTION DEVELOPMENT

The mission of North Central College Library Services is to provide resources and services to meet the College Community's information and instructional media needs and to assist members of that community in developing skills for lifelong learning. To support this mission, the library has a *Collection Development Policy* that is reviewed no less than every three years.

The information resources selection process is a cooperative endeavor. Responsibility for developing a relevant and balanced collection depends on the efforts of faculty, library liaisons, and students. Each librarian serves as a liaison to a department or division. Library liaisons assist faculty with the following library-related needs:

- collection development - selection and management of library materials in all formats
- library instruction - subject-specific instruction sessions tailored to the class' needs
- reference - online searches, specialized reference assistance, notification of new reference titles

Library liaisons accept book and media orders from the chairperson of each department or division to which they are liaison. Library liaisons also facilitate the selection of gift materials and the annual review of periodicals. For library assistance, faculty are encouraged to contact their library liaison:

Library Liaison

Academic Department/Division

Belinda Cheek
Access Services Coordinator
E-mail: blcheek@noctrl.edu
Ext. 5703

Human Thought and Behavior Division

Aimee Walker
Coordinator of User Experience
aawalker@noctrl.edu
Ext. 5708

Economics and Business Division

Rosemary Henders
Instructional Services Librarian
E-mail: rahenders@noctrl.edu
Ext. 5707

Arts and Letters Division

Emily Prather-Rogers
Technical Services Coordinator
E-mail: eapratherrogers@noctrl.edu
Ext. 5709

Science Division

Library Information Resources Allocation: Faculty and library liaisons have selection funds divided according to the "Library Information Resources Allocation" formula. These funds cover all materials, except continuations or serials. Faculty will be notified by email when an item they have requested to be purchased is cataloged, delayed, or unavailable.

Up to 30% of a "Library Information Resources Allocation" may be expended on instructional media materials. (Any exceptions to this percentage must be reviewed and approved in advance by the Technical Services Coordinator) All requests for CD-ROMs must also be reviewed in advance

by the Technical Services Coordinator for system requirements and licensing restrictions.

New Faculty Information Resources Initiative Fund: When a full-time tenure-track faculty member is appointed, that new faculty member will receive a one-time “New Faculty Information Resources Initiative” allotment of \$750 and the library liaison in their discipline will receive a one-time allotment of \$250 to increase the library’s information resources in that discipline. The new faculty member will consult with the department chair on their selections; the library liaison will consult with the Technical Services Coordinator. Any appropriate information format may be selected. However, only 25% of this amount, or \$250, will be added the following year to continue an information resource.

If a department does not hire any new faculty in a five-year period, that department will receive a one-time library information resource allotment of \$750 and their library liaison will receive a one-time allotment of \$250. This allotment will enable a department to develop a particular discipline’s information resources even if no new faculty have been hired in the past five years. Any appropriate information format may be selected. As part of the \$750 allotment, a continuing resource with a subscription price of no more than \$250 may be selected. The Library will continue funding for the foreseeable future.

Grants: The library frequently participates in collection development grants that enhance subject holdings for the college and libraries throughout the state. Subjects vary from year to year, and library liaisons notify faculty of available grant funds that correspond to their disciplines. Any member of the College community may request titles for a grant. Requests should be directed to the Technical Services Coordinator for approval. Library liaisons work with faculty to identify areas for pursuing future collection grants. For compliance with grant conditions, the library encourages continued selection of new materials in previous grant subject areas.

Curriculum Fund: A “Curriculum Fund” was established by the Director of Library Services to provide each member of the College community - faculty, staff, or student - with the opportunity to select books needed for a course. Although there is no limit to the number of requests an individual may make, only one book (excluding textbooks) per course per term may be requested from the “Curriculum Fund.” Requests should be directed to and must be approved by the Technical Services Coordinator. Materials are ordered on a first come, first served basis.

Endowed Funds: These funds allow faculty and librarians to select information resources under specific guidelines. Departments and programs are invited yearly to submit requests for information resources to be purchased from the funds available to them. All requests must be approved by the Technical Services Coordinator. Materials are ordered on a first come, first served basis.

Selection Deadlines: The library follows the College’s fiscal year, July 1 – June 30. Departmental and program requests for the current fiscal year can be submitted beginning July 1. All selection requests (except those from the Curriculum Fund) must be submitted by 5:00 p.m. on the following dates or the remaining funds will be spent by the library liaison:

Wednesday of Week 10 Fall Term

Minimum 1/2 Library Information Resources Allocation
Grant Funds
Restricted and Endowed Funds

February 15

Remaining Library Information Resources Allocation
New Faculty Information Resources Initiative Fund

Gifts to the Library: The library welcomes gifts of books or other materials that support the curriculum from members of the North Central College community. Please contact Emily Prather-Rogers, Technical Services Coordinator, at 637-5709 regarding any possible donation.

INFORMATION RESOURCES

Circulating Collection: Print or online materials chosen for the Circulating Collection must meet the basic selection criteria outlined in the *Collection Development Policy* and support the current curriculum and life-long learning. Information on these materials can be found in *CardinalCat* on the Library Services website <http://library.noctrl.edu>.

The library uses the Dewey Decimal Classification system to organize materials. Circulating Collection call numbers from 001 through 309 are located on the second floor of Oesterle Library above Giere Audiovisual Center. Call numbers from 310 through 779 are located on the second floor above the Reference Room. Call numbers 780 through 999 are located on the first floor in the Reference Room. Call numbers beginning with "j" are located in the Dr. Lora L. Tyson Educational Curriculum Resource Center; "R" in the Reference Room on the main floor; and all oversized books ("Qs") and musical scores ("Ss") in the Periodicals Room.

Recently received but not yet processed items will appear in *CardinalCat* with a location of "Acquisitions" and a status of "In Process." These materials may be made available to patrons by placing a request with the staff member on duty at the Information Services Desk. Library Technical Services will process the item and contact the requestor within the next working day.

Curriculum Collection: The Curriculum Collection (call numbers with a "C" or "C Activities" prefix) is designed to support the teacher education programs offered by the Department of Education. The collection houses textbooks and activity and resource materials in the Dr. Lora L. Tyson Educational Curriculum Resource Center. Information on these materials can be found in *CardinalCat*.

Instructional Media Collection: The library collects Instructional Media resources (such as CD-ROMS, CDs, DVDs, and videotapes) that support the curriculum. The library does not collect media for entertainment or purchase applications software. Information on these materials can be found in *CardinalCat*. The Instructional Media Collection is located in the Giere Audiovisual Center.

Juvenile Collection: A collection of children's books housed in the Dr. Lora L. Tyson Educational Curriculum Resource Center is maintained to support the College's education program (call numbers beginning with "j"). The collection covers children's and young adult books. Popular youth fiction is collected *only when* selections are notable or classic titles in the field. Award winning books, e.g., Newberry and Caldecott medals, are collected.

Periodicals Collection: The library maintains a Periodicals Collection that meets both the needs of the curriculum and the general interests of the College community.

The "Articles" tab, "Browse Journal Magazine and Newspaper Holdings," of the Library Services website contains details of the library's periodical holdings in paper, microform, and electronic formats. Additional information on periodicals holdings may be found in *CardinalCat* or in *WorldCat*.

Full-text access to many periodicals is available through *EBSCOhost*, *JSTOR*, *Lexis-Nexis Academic Universe*, and *Project Muse*, from several other publishers. These resources are available to North Central College faculty, staff and students from the Library Services website, both on- and off-campus.

Off-campus access to most resources is limited to members of the North Central College community who have a College ID or an active network account. Users will be prompted for their 14-digit library ID number or their network account name and password.

Current and back issues of periodicals (including microforms) are located on the lower level in the Periodicals Room. A selection of current, general interest magazines and daily newspapers is located in the lower level lounge area.

Reference Collection: The Reference Collection includes current reference resources that support the College's curriculum. The library also attempts to collect basic reference information in all fields of scholarly endeavor. Reference resources (including indexes, abstracts, bibliographies, dictionaries, and encyclopedias) are available online via the Library Services website <http://library.noctrl.edu> or in the Reference Room (call numbers with "R" prefix). Additional information can be found in *CardinalCat*.

Off-campus access to electronic reference sources is limited to members of the North Central community who have a College ID or network account. Users will be prompted for their 14 digit library ID number and last name or network account password.

Special Collections: Special Collections consists of rare books and manuscripts. Information on these materials may be found in *CardinalCat*. Use of these materials is by appointment only; contact the Technical Services Coordinator for details.

Theses Collection: The library maintains a collection of theses produced through the College's graduate and honors programs and papers produced under the Richter Fellowship Program, provided these do not contain information that is proprietary to another organization. These materials are housed in the Reference Room. Information on theses can be found in *CardinalCat* or by asking the staff member on duty at the Information Services Desk.

Tholin Chicagoana Collection: The Chicagoana Collection includes resources detailing the history of Chicago and its surrounding area in multiple perspectives. This reference collection supports the College's Urban and Suburban Studies Program as well as the "Chicago Term." Information on these materials may be found in *CardinalCat*. The collection is available in the Haven Hubbard Room; ask for assistance at the Information Services Desk.

INFORMATION SERVICES

Information Services Desk: Assistance in locating or using library resources or obtaining materials from other libraries is available at the Information Services Desk in Oesterle Library. The Information Services Desk is staffed every hour that the library is open, and reference services staff are also "on call" for answering in-depth reference questions.

Periodicals Desk: Assistance in locating or using periodicals is available in the Periodicals Room on the lower level of Oesterle Library. The Periodicals Desk is staffed whenever the library is open during fall, winter, and spring terms.

Reference Questions: "Email a Librarian" is an electronic reference service which makes it possible for North Central College faculty, students, and staff to ask a quick, factual reference question via the Library Services website. The library will attempt to answer all questions submitted through "Email a Librarian" within a 24-hour period, Monday-Friday. Patrons may also call the Information Services Desk at 630-637-5715 for assistance, or send an instant message to the "Chat with a Librarian" link located throughout the library website. Patrons may also ask questions via the Text a Librarian service by sending a text message to 630-446-0637. Chat and text references services are only available during the hours the library is open. Patrons with in-depth research questions are invited to stop by the Information Services Desk.

Website: North Central College Library Services website provides access to information resources in a variety of formats. The website may be located by using the URL: <http://library.noctrl.edu>. Links are also provided on the North Central College website. Most information resources are accessible from the website on- and off-campus, including *CardinalCat*, the library's online catalog of books, videos and other materials; databases providing citations, abstracts and full-text articles from newspapers, magazines and scholarly journals; and informative library publications. The Library Services website also provides links to the Archives website, which includes information on archival collections, programs, and online exhibits; and the Instructional Media website, which contains information on equipment, policies and procedures, and available services.

INSTRUCTIONAL MEDIA SERVICES

Instructional Media Services provides a variety of audiovisual equipment and services to North Central College faculty, staff and students. Resources include an Instructional Media Lab - a space to create multimedia presentations; detailed equipment directions and troubleshooting guides; and personal instruction on instructional media equipment.

Hours of operation are 8:00 am until 4:00 pm. Monday – Friday. Instructional Media assistance is available only during these hours. Previously reserved equipment may be picked up or returned to the Library Information Services Desk anytime the Library is open.

EQUIPMENT

For Loan: The following instructional media equipment housed at Oesterle Library is available for loan:

Data projectors *	Projection Screens (5' to 12' wide)
Digital still cameras *	Portable Presentation System**
Digital SLR cameras*	Television monitors (up to 42")
Digital video cameras *	Tripods
Flip video cameras*	
Digital MP3 voice recorders	
Cassette recorders	<i>Vintage Equipment:</i>
Compact disc players	VHS video cassette recorders
Document cameras	Slide viewers/projectors
DVD players	16 mm film projectors
Microphones	35 mm camera
Sound system (PA system)	Overhead projectors
Filmstrip viewers/projectors	

Instructional Media does not have laptop computers for loan. Please contact ITS.

* Due to limited supply or in periods of high demand, this equipment may be subject to a 24 hour checkout period.

**The "Portable Presentation System" consists of a laptop computer and data projector. It is for college related presentations only. The system is for pick up at the Library Information Services Desk only; it will not be delivered to a classroom or meeting space.

Classrooms: All North Central College classrooms have networked computers, data/video projectors and DVD/VCRs permanently installed and ready to use. A list of instructional media equipment assigned to classrooms may be found on the Instructional Media Web site: <http://intranet.noctrl.edu/RESOURCE/LIBRARY/instructionalmedia/imclassequip/classequipsearch.htm>

Giere Audiovisual Center: TV/DVD/VCRs and MiniDV tape to VHS recorders are available for public use in the Giere Audiovisual Center located on the main floor of Oesterle Library. For details, check http://library.northcentralcollege.edu/instructional_media/avcenter.htm

Instructions: Detailed instructional media equipment instructions are located on the Instructional Media Website at http://library.northcentralcollege.edu/instructional_media/instructions.htm

Use Policy and Procedures: North Central College instructional media equipment may be used on- or off-campus only by faculty, staff and students for college related purposes. Instructional Media staff are not available to run any college instructional media equipment.

Borrowing: Instructional media equipment is available to North Central College faculty, staff and students on a first-come, first-served basis. Please reserve items at least 24 hours in advance – on weekdays - to insure item availability. The online *Instructional Media Equipment Request* form must be used to reserve any instructional media equipment; it is available online: http://library.northcentralcollege.edu/instructional_media/request.htm

Some equipment is available for an extended loan period. The Instructional Media Coordinator will determine if an item may be reserved for an extended period and may assign it to an individual or install it in a classroom. This equipment *must* be ordered at least 24 hours before the first scheduled use. High demand equipment may not be available for extended loan.

Pick Up/Return: Requesters must sign an "Instructional Media Equipment Request" form. By signing this form, the requester assumes responsibility for all instructional media equipment from the time it is picked up until it is returned to Oesterle Library's Information Services Desk. A receipt for returned instructional media equipment is available upon request. The requester will be charged for any loss or damage to the equipment.

In times of high demand, if a piece of reserved instructional media equipment is not picked up 60 minutes after the time indicated on the *Instructional Media Equipment Request* form, the equipment may be given out to another patron.

Delivery: Delivery of select instructional media equipment is available to all parts of North Central College. However, due to the distance of some campus buildings from Oesterle Library, and/or weather conditions, some instructional media equipment deliveries may require the assistance of the Maintenance Department. For equipment deliveries, requests must be submitted at least two days before scheduled use to insure promptness. Contact the Instructional Media Coordinator(637-5723) to determine whether the delivery requires the Maintenance Department's assistance.

At the time of delivery, if the designated room is vacant, the equipment will be set up by Instructional Media and ready for use. If the room is not vacant, the equipment will be set up outside of the room. The user will only need to plug in and adjust the equipment. The user is responsible for the safety of the equipment during the scheduled time of use. Equipment delivered to a location may be left in the room after use; it will be retrieved by Instructional Media.

Delivery Exceptions:

1. Data projectors, portable presentation systems, all types of cameras, and digital voice recorders must be picked up and returned to Oesterle Library by the staff or faculty member using it.
2. Instructional media equipment requested with less than 24 hour notice may have to be picked up and returned to the Library by the user. Please call to insure the equipment is available and ready for pick up. Equipment should be picked up and returned by the person who requests it.

Late Fees: Since instructional media equipment is in high demand, all equipment must be returned to the Library Information Services Desk by the “Return Date/Time” indicated on the signed *Instructional Media Equipment Request* form. (The “Return Date/Time” is always during normal library hours).

Fines for overdue instructional media equipment accrue at the rate of \$1.00 per hour to a maximum of \$5.00 per day. (Fines for overdue data projectors accrue at the rate of \$5.00 per hour to a maximum of \$15.00 per day). Equipment not returned after five working days will be considered lost, and the borrower may be charged the replacement cost of the item. Campus Safety will be notified if an item is five days late.

Patrons with unpaid instructional media equipment fines may have their instructional media borrowing privileges suspended, and students may be placed on academic hold until the fines/fees are paid.

Problems: In the event a piece of instructional media equipment is not functioning properly, contact the Instructional Media Coordinator (637-5723). The equipment will be checked as soon as possible, and replaced (if a similar item is available). If a problem occurs after 4:00 PM or on weekends, call the Library Information Services Desk (637-5700) and a library staff member will assist you. If it is not an emergency, you may leave a message for the Instructional Media Coordinator (637- 5723) or send an e-mail to imedia@noctrl.edu .

Training: The Instructional Media Coordinator offers one-on-one training on all of the instructional media equipment and services offered to the College Community. To set up a training session contact the Instructional Media Coordinator at 637-5723 or imedia@noctrl.edu. Training can take place in the Instructional Media Lab or the space in which the equipment is installed.

SERVICES

Instructional Media offers duplication services to North Central College faculty, staff and students. Only items supporting college related instruction will be duplicated. Instructional Media can perform the following types of duplication:

- VHS videotape to VHS videotape, DVD or VCR
- ¾ inch U-matic videotape to VHS Videotape, DVD or VCR
- Mini DV to VHS videotape, DVD, VCD, or converted for web streaming or CD-ROM storage
- CD-ROM to CD-ROM
- DVD to DVD
- Music CD to Music CD
- Audio cassette to DVD or MP3
- 35mm slides to JPEG or TIFF

Please allow two workdays for each item to be duplicated or converted.

The requester will supply all blank media (videotapes, CD-R, CD-RW, DVD-R, DVD-RW) needed to complete the project. Costs of blank media provided by Instructional Media will be charged to the requester or the requester’s department.

Copyrighted materials cannot be duplicated or converted to any other format without written permission from the copyright owner. Obtaining permission is the responsibility of the person submitting the request for conversion. Work will not begin until written permission is furnished.

Digital Video: Video clips needed for instruction can be digitized for use on the Web and intranet or burned onto DVD or CD ROM. These video clips can be created using the digital video camera, or can be digitized from standard analog videotapes. The video conversion, compression and burning can be performed by the Instructional Media Coordinator, or performed by the requester in the Instructional Media Lab. **No copyrighted material will be converted without written permission from the copyright holder.** Contact Information Technology Services (ITS) for questions concerning file type, size, and location.

Flip Video Cameras record video in MPEG4 format, and use built-in software for editing and transfer to and from a computer. Any campus or personal computer can be used to edit the videos. When plugged into a computer's USB port, the Flip Video camera will ask to install the built-in editing software. All video quality settings are controlled by the user. Contact ITS for online storage procedures.

Converting Videotapes to Digital Formats: Instructional media has the capability to convert analog videotapes to digital formats including AVI and MPEG burned to CD ROM, and full screen DVD. Digital videotape may also be converted to these formats. Since each project varies in size and complexity, the Instructional Media Coordinator will estimate the time needed for completion of the project on an individual basis.

Materials converted to digital formats must be for college use only. Home movies, music CDs, etc. will not be converted unless the materials are needed for college instructional purposes.

Instructional Media cannot upload materials converted for use on the web. Information Technology Services uses specific servers for video, and must be contacted by the requester prior to placing a video on the web.

Film/Video Rentals: In addition to its own collection of videotapes, Oesterle Library obtains videotapes and films from institutions around the country for use by faculty and staff. These are rented to the library for a period of only one to four working days. Filling requests for these materials depends on availability; contact the Interlibrary Loan Assistant (637-5705) or by e-mail (access.services@noctrl.edu) for information. If receipt of e-mail request has not been acknowledged within five days, requestor should call 637-5705. To maximize the likelihood that the video or film requested will be available and will arrive by the necessary date, requests should be submitted **at least three weeks** in advance. Rental fees will be charged to the requester's department or unit. (The Library assumes that prior approval of film fees has been obtained from the department chair or unit supervisor).

Duplication and Copyright: Please review the *North Central College Educational Multimedia Fair Use Guidelines* before using any portion of a copyrighted work in a project or presentation. These guidelines must be followed when copying portions of copyrighted videos, music, photos, and other multimedia items for educational presentations and projects. The guidelines may be found on this web page:
http://library.northcentralcollege.edu/instructional_media/imlab/MultimediaFairUseGuideFA04.pdf

INSTRUCTIONAL MEDIA LAB

The Instructional Media Lab, located on the lower level of Oesterle Library, is available to all North Central College faculty, staff, and students who wish to learn about and create multimedia presentations. The Instructional Media Lab is available by appointment only, Monday through Friday from 8:00 am to 4:00 pm (when the Instructional Media Coordinator is on campus). To reserve the Lab, please contact the Instructional Media Coordinator at 637-5723. The Instructional Media Coordinator provides training for all of the equipment, software and processes in the Instructional Media Lab.

A wide variety of multimedia presentations can be created in the Instructional Media Lab. Among the most useful resources are:

Digital image transfer from disk to computer
Videotape duplication
Videotape conversion to DVD, MPEG, AVI etc.
Audiotape duplication (high speed)
Macromedia Flash Authoring
Digitize 35mm slides and film negatives

Digital image editing
Videotape editing
Digital videotape conversion to DVD, VHS, MPEG, AVI etc.
Audiotape conversion to CD
Digitizing video/audio from analog sources
Document or photo scanning