

Frequently Asked Questions for New Faculty

Oesterle Library
630-637-5700 | library@noctrl.edu

How can I access the library's information resources?

Use the [North Central College Library website](#) to access information on the following:

- [CardinalSearch](#): the library's "all-in-one" search tool that allows you to search across many of the library's most popular article databases, as well as the CardinalCat and I-Share catalogs.
- [Research by Subject](#): these guides are compiled databases, journals, and books based on subjects by department and field of research.
- [Books, Movies, and More](#): access to [CardinalCat](#), the online catalog of books, videos, CDs and reference sources at Oesterle Library.
- [Articles](#): databases provide citations, abstracts, and full-text articles from newspapers, magazines, and scholarly journals.

What if the library doesn't have the materials I need?

North Central College faculty, staff, and students can:

- Place a request from the online catalog for books from any of the [I-Share libraries](#) (80+ Illinois academic and research libraries), which share the same circulation system.
- Use your NCC ID to check out materials at any I-Share library.
- Books from non-I-Share libraries and copies of articles not available through Oesterle Library may be requested by completing the appropriate [online Interlibrary Loan forms](#)

How do I suggest items to add to the library's collection?

Suggestions for library to purchase must go through your Department Chair.

How long can I keep the materials I've checked out?

For Oesterle and I-Share items, North Central faculty may keep:

- Circulating Collection: 4 weeks
- Media Collection (DVDs, CDs, etc): 2 weeks
- Curriculum Collection: 1 week

How can I renew books?

- By using the [Renew Books/My Account](#) feature of CardinalCat
- Faculty members are allowed six renewals per item
- Media Collection (DVDs, CDs, etc) *cannot* be renewed

How do I put an item on Reserve for my students?

If you would like to place an Oesterle Library item or your personal copy of an item on Reserve for students, please review our [Reserves Policies](#).

The form for placings items on [Reserve is available here](#).

How do I request to show a DVD or film in my class?

To request a film to show in your class, please fill out the [form available here](#).

Can I access the library databases from home?

Faculty members with an active network login can access databases off-campus. Users will be prompted for their college network account ID and password.

How do I link to an article in a database?

Linking to an article in a database requires a Permalink. Simply saving the link in the address bar will *not* work. Most databases have the permalink prominently displayed on the Record page for the article in question.

Please contact the Information Services Desk if you require assistance.

How do I request a Library Research Instruction Session?

To request a library instruction session, please contact your library liaison.

The librarian working with your class will focus their presentation on the specific needs and research projects of your students, while also teaching broadly applicable research habits and critical thinking skills.

[Common examples of topics may be found here](#).

Who is my library liaison?

Your library liaison is assigned by your College and Department. A full listing of liaisons and their contact information may be found on the [Library Liaison Program page](#).

What services are offered by Instructional Media?

Instructional Media offers a variety of audiovisual equipment for faculty and student use. Including cameras, videocameras, audio recorders, and data projectors. Instructional Media also maintains the classroom projection and audio systems across campus.

- To reserve audiovisual equipment, use the [Instructional Media Equipment Request Form](#)
 - Requests must be submitted at least 24 hours in advance
 - Reserved equipment must be picked up from, and returned to the library front desk
- Directions for some of the more popular pieces of equipment [may be found here](#).
- To report an equipment problem, contact the HelpDesk (637-5440), audiovisual problems will be forwarded to Instructional Media
- The [Classroom Equipment Search](#) (viewable on campus only) covers all classrooms and meeting rooms on campus. The page lists all equipment permanently assigned to the room, the type of connector needed for an optional laptop computer, and includes a photograph of the room.

What services are offered by the Archives?

The Archives preserves and makes available for research materials on the history of North Central College, Shimer College, and the western Chicago suburbs.

Finding aids and more information on the Archives' collections may be found on the [Archives' website](#). More information on instruction sessions, Community Publications, visiting the Archives, and digitized College publications [may be found here](#).