

Frequently Asked Questions for New Faculty  
[Oesterle Library](#)  
630-637-5700 | [library@noctrl.edu](mailto:library@noctrl.edu)

For quick access to the many services provided by Oesterle Library for Faculty, please visit the [Services for Faculty & Staff page](#).

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 the library's database subscriptions, materials catalog, and I-Share.
- [Research](#): databases provide citations, abstracts, and full-text articles from newspapers, magazines, and scholarly journals.
- [Research by Subject](#): these guides are compiled databases, journals, and books based on subjects by department and field of research.

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

North Central College faculty, staff, and students can:

- Place a request through CardinalSearch for books from any of the [I-Share libraries](#) (80+ Illinois academic and research libraries), which share an integrated library system and online catalog.
- Use your NCC ID to check out materials at any I-Share library.
- Books not available through Oesterle or via I-Share, and copies of articles not available through Oesterle Library may be requested by completing the appropriate [online Interlibrary Loan form](#).
- Oesterle Library maintains a membership with [The University of Chicago Libraries](#) through which Faculty may borrow a card to visit and utilize their collections.

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

Suggestions for library purchases 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 items?

Items can be renewed by logging in to [CardinalSearch](#) and viewing My Account.

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

Reserve policies and request forms can be accessed via [this guide to reserves](#).

For questions regarding reserves, please contact our Access Services department at [nccas@noctrl.edu](mailto:nccas@noctrl.edu)

How do I request a DVD or film to show 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 and students with active network login credentials can access all databases off-campus.

Users will be prompted for their college 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.

[This Guide](#) provides helpful information as well. Please contact the Information 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](#).

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](#). You can also find more information on instruction sessions, Community Publications, visiting the Archives, and digitized College publications.