

University/College Library

Serving Broward College and Florida Atlantic University

Library Guide for Faculty

Welcome to the University/College Library (U/CL)! Building 17 is a joint-use facility located on BC's Central/Davie Campus serving Broward College (BC) and Florida Atlantic University (FAU). The purpose of this Guide is to acquaint you with the library's policies and procedures, to inform you about services your students may find useful, and to assist you with your own research. The information in this guide is arranged alphabetically and may be also found under Faculty Resources on the library Web page at <http://ucl.broward.edu>. If you have any suggestions on how to improve our services to better meet your needs, please let us know.

Miguel Menendez, Dean

Access to Holdings

The U/CL Web page is a content-rich gateway to library and electronic resources at <http://ucl.broward.edu>. LINCCWeb is the online catalog of the U/CL. Through U/CL and LINCCWeb, one can search

- *Finding Books* in LINCCWeb and FAU catalogs, e-books and WorldCat
- *Finding Articles* in newspaper and periodical databases sorted alphabetically by title or by subject
- *Guides and Help* for citing sources, pathfinders, research help, Internet resources, and tutorials
- *Services* for submitting online requests for Interlibrary Loan, Course Reserves, library instruction classes, private research sessions, and renewing books online. *About the Library* including library hours, library policies, FAQs, etc.



Real People, Real Help, Real Fast!

Ask a Librarian

Florida's collaborative virtual reference service allowing users to connect with librarians via chat or e-mail for assistance with reference questions and research. Open 10 a.m. to midnight EST Sunday through Thursday, and 10 a.m. to 5 p.m. EST Friday and Saturday, ASK a Librarian is available to users 84 hours a week and is staffed by librarians throughout Florida.

Circulation Services 954-201-6649

A valid photo-ID card from BC or FAU doubles as the library card for the U/CL. Faculty may borrow materials for a full term or semester. All materials must be returned or renewed no later than the last day of classes each semester. Full-time Faculty may renew materials one time in person over the telephone, or online via "My Account" prior to the end of the term for another term or semester if no Hold has been placed on the item by another patron.

Fines are not charged to Faculty, but lost items, including a non-refundable Billing Fee, are charged. The Billing Fee is charged even if the lost item is returned. Non-circulating material may be borrowed for instructional purposes by making arrangements with a Reference Librarian. Faculty library privileges expire at the end of December and May each year, so that full-time Faculty can access the U/CL databases that require login between terms.

- **BC Faculty:** Obtain your BC photo-ID card at any BC Student Activities office. New patrons and updates to the library patron database are done weekly. Activation is automatic each term as long as you are employed at BC. Faculty who receive their ID card for the first time and need to use it immediately will have to come to the Check Out Desk in the library to have their card activated manually.

- **FAU:** Obtain your FAU OWL-ID card at any FAU Student Affairs office. The Owl card is also your library card for the FAU Libraries and the U/CL. To use the U/CL the first time, you must have your Owl card registered in the U/CL patron database in person at the Check Out Desk. Thereafter, it can be updated in person, by telephone (954.201.6649), or online at the Library Activation Card page. If an FAU Faculty member is not current in the State University Library system (SUL), he/she will need to bring a letter from the department chair showing employment for the current semester along with an Owl card and photo-ID to have the information entered. If you wish to access the U/CL Databases, please let us know when you register or re-register your OWL card.

Note: The U/CL does not use social security numbers to identify patrons. The only exception would be the first time if we have to enter your information manually. The U/CL respects our patron's privacy and does not give out personal or borrowing record information.

Coffee and Snacks

A coffee shop is located in the library that sells assorted coffee, drinks, and snacks. Food and drinks purchased may be eaten in room 164; however, food is not allowed in any other public areas of the building.

Collection Development 954-201-6330

The U/CL encourages BC and FAU Faculty on the Central/Davie or WHC Campus to participate in developing a robust and viable research-based collection. The Collection Development Librarian solicits purchase requests from Faculty through each department's designated Library Liaison. Faculty input is important in order to properly expand and improve the library's growing collection. U/CL will purchase materials that conform to the Collection Development Policy, posted on the U/CL Web page.

The Collection Development Policy states that **Faculty requests must be initialed by the department's Library Liaison.** While requests for orders may be submitted year-round, the bulk of the selection takes place during the fall semester and is completed by February. If you wish to donate books to the library that are not textbooks, please call the Collection Development Librarian before bringing them to the Library.

Copyright

Many in the education community have used print and non print resources in their class instruction by observing the "Fair Use" clause of the U.S. Copyright Law. These four criteria have enabled Faculty and libraries to use reasonable amounts of print materials that are authoritative, useful, and timely for their classroom instruction. However, copyright law does not apply in the same way in the arena of online resources licensed under contract law or in the distance learning classroom. In 2003, Congress passed the TEACH Act which allows the use of print and digital materials in an online course as long as the institution subscribes to a specific set of criteria. It is necessary that all Faculty become knowledgeable of copyright law whether their instruction is in a face-to-face or online classroom. Many issues have not been tested in the courts, leaving limited guidance for educators but ignorance is not defensible. Failure to comply with copyright law and license terms places the institution and Faculty member at legal risk. To assist you in gaining this knowledge, the library has developed a Web page of resources and informative tutorials at <http://ucl.broward.edu/guides/intlprop.htm>.

Databases

Numerous databases are available through the U/C Library Web page. There is a list by Title and another by Subject. Many of the databases and full-text journals require a login. Your default PIN is initially assigned when your library ID card is added to the U/CL system and usually consists of the last four digits of your social security number. You can change your PIN online in "My Account". If you have difficulty logging in, or if you've forgotten your PIN, call the U/CL Check Out Desk, 954-201-6649 to have it reset. If you need assistance with the databases, contact the U/CL Reference Desk.

E-mail and Research Computers

Computers for research and e-mail are in various locations on the first and second floors of the library. Information found can be printed, sent to an e-mail account, or saved to a USB drive. Faculty must observe the library College policies, local, state, and federal laws regarding computer usage. All of the computers, the Reserve Desk, and the Check Out Desk close ten minutes prior to the library closing.

Handouts, Pathfinders, & Bibliographies

The librarians have prepared numerous handouts and user guides on various library resources, all of which are available on the U/CL Web page. Hundreds of Pathfinders, based on library resources, are available on current topics of interest and are a guide for students who are writing research papers. The librarians can also prepare pathfinders, guides, and bibliographies on demand. To make a request, contact the Reference Desk at 954-201-6653.

Interlibrary Loan (ILL) 954-201-6658

The U/CL will borrow books or periodical articles that are not available in its collection for you. Since many materials are available electronically, and because ILL requests can take a week to obtain, please check the Library Catalog and the databases first to see if we already own what you need! Patrons may also place requests for materials found at other community colleges through the catalog, or via Worldcat's FirstSearch Direct Request. You will be notified when the material is received and may pick it up at the Check Out Desk. Materials borrowed through these networks are generally free. If charges may be incurred, Faculty will be asked if they are willing to pay for the borrowing of the item. Payment must be made when the material is received.

FAU Faculty who teach in Davie and want to borrow materials from the FAU libraries in Boca Raton, Jupiter, or Port St. Lucie may do so through ILLiad on the FAU library Web page. The item(s) you request will be sent to your campus mailbox and you will need to return it to the U/C Library the same way. To request materials not located at an FAU library, please use the ILL department at the U/CL.

ILL request forms are available on the library's Web page or at the Check Out Desk. The ILL form must be filled out completely before it can be processed. Faculty will be notified when the material arrives and may pick it up at the Check Out Desk. Faculty are responsible for any damages or lost book charges incurred to ILL material.

Learning Resources Center (LRC) 954-201-6660

The LRC is located on the second floor of building 17 through the double doors. Non-print materials for instruction (e.g., videos, DVDs, CDs, slides, etc.) are housed in LRC and are available for check out there to those who teach on the Central/Davie or WHC Campus. However, FAU Faculty and FAU Adjunct Faculty must make arrangements for equipment through FAU Davie. Non-print Course Reserve materials (e.g., computer software, diskettes, CD's, etc.) for FAU and BC students are also housed in the LRC.

Library Assignment Alert

In order to enable the reference librarians to serve your students better, we ask that you give us advance notice of assignments that utilize library resources. Whenever possible, submit this form online at <http://ucl.broward.edu/test/laa.htm> preferably one week in advance. The form will also be accepted by FAX (954-201-6490) or by campus mail (Bldg 17/Room 109). This advance notice enables the librarians to ensure that the needed resources are available at the time that your students will need them. It would also be beneficial if you can provide a copy of your assignment. Finally, consider placing materials that will be heavily used by your students on Course Reserve. See <http://ucl.broward.edu/resmemo.htm> for more information.

Library Hours

Monday-Thursday	7:30 a.m. -10:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. -10:00 p.m.

Library hours are posted at the entrance and on the library Web page. Spring break, holidays, and other changes to the regular schedule are posted ahead of time and sent to Faculty by e-mail.

Library Instruction 954-201-6653

Reference librarians are available to provide library instruction at the Central/Davie or WHC Campus. Instruction sessions may be subject-specific on traditional or online library resources, or geared to library tours, the Internet, or general database searching techniques. In these sessions, the librarians also strive to include information literacy strategies in the instruction. By discussing in advance the learning objectives you expect to be accomplished in the session and the outcomes you expect students to achieve with their research will enable the librarians to tailor the instruction to meet your class needs. Information literacy concepts also enable students to recognize when information is needed and have the

ability to locate, evaluate, and use effectively the needed information not only for their immediate need but also when other learning situations arise. For more details on information literacy standards, refer to the Library Instruction link on U/CL web page. <http://libguides.ucl.broward.edu/instruction>. Most instruction sessions take place in the library's computer classroom, Room 104. To enhance learning, Faculty are expected to remain with their class and participate in the instruction session. Faculty members are also requested to avoid unscheduled instruction class trips to the library or to use instruction as a substitute for a Faculty member's absence. To ensure that your class will receive appropriate and timely assistance, submit an online request two weeks in advance at <http://ucl.broward.edu/test/biform.htm>. **An e-mail confirmation notice will be sent for every instruction class scheduled.**

Throughout the year, the library may offer tours and general research classes. E-mails will be sent to Faculty announcing dates and times. Anyone can sign up online through the library Web page. The librarians also offer individualized research assistance to Faculty members.

My Account Online

The U/CL web page offers Faculty the ability to view their library account online. Through this service, one can see what items they have checked out and the dates due, check ILL requests, etc. Faculty need to use their library login and PIN. To check an account, go to Renew Books Online from the library Web page or go to <http://www.linccweb.org> and click on the "My Account" tab.

Periodicals & Microforms 954-201-6653

Though a great deal of material is available through online journals, the U/CL maintains a number of journals and newspapers in both hard copy and microform. Current newspapers are available at the Check Out Desk. The U/CL print periodicals and microforms can be searched using the library's online catalog. Periodical indexes, online journals and databases are available at the U/CL web page, through the *A-Z Journal Listing*, on the FAU Library Web page, or by selecting *Databases by Title* and *Databases by Subject* from the U/CL Web page.

Photocopying

There is a copy machine available for faculty, please bring your I.D. card.

Printing

The Library, the LRC, and FAU each have a pay-for-print computer network in the building. Money can be added to any FAU or BC College ID-card. Funds can be added to the cards at the add-value machines in \$1 or \$5 amounts.

Reciprocal Borrowing

The Community College and State University Systems allow Faculty (and students) borrowing privileges between State of Florida institutions. Faculty must be presently employed at one of the institutions and must provide the lending institution with his or her current home institution's library card and a picture ID. Faculty must observe all rules and regulations set by the lending institution and are responsible for any fines, damages, or lost book fees incurred.

Recreational Reading

The library maintains a small leisure reading collection that changes frequently, consisting of best sellers and donated paperback books.

Reference and Research Consultation 954-201-6653

Reference librarians are available to help Faculty with their research and information needs. A reference librarian is generally on duty until 9:00 p.m., Sunday through Thursday, and until 5 p.m. Friday and Saturday. The staff will gladly handle requests by telephone or e-mail. Librarians know that keeping current with the latest Web sites, e-journals, print publications, electronic databases, and other resources in your field can be daunting. Therefore, the librarians offer Faculty and students personalized assistance with research. Complete an online reference consultation form at <http://ucl.broward.edu/consultationform.htm>. A librarian will contact you to set an appointment. You can also visit the Reference Desk or call to make an appointment.

Reserve (Course Reserves) 954-201-6649

Reserves services are located on the first floor of the U/CL at the Check Out Desk. Students can search the "Reserve List" through the Library Catalog on the library's Web page to see if the material is ready for use and locate the call number. Non-print Course Reserve materials (e.g., computer software, diskettes, CD's, etc.) for FAU and BC students are also housed in the LRC.

Faculty members from BC or FAU may place books from the library's general circulating collection and other course-related materials (including personal copies) on reserve for student use. Reference books are not placed on reserve. While every effort will be made to protect personal material, the library cannot be responsible for lost or damaged materials. All material placed on course reserve must comply with the Copyright Law (Title 17, U.S. Code). In compliance with copyright law, only one copy of photocopied materials may be placed on reserve. Exceptions to this rule are articles authored by the Faculty member, solutions to problems of an unpublished nature, and federal or state laws or cases.

Forms for placing material on reserve are available on the library Web page or at the Check Out Desk. A form should be completed and submitted with the reserve material. Allow five working days for the material to be processed. Reserve material may have varying loan periods determined by the Faculty member when the material is submitted.

At the end of each term, all reserve material will be returned to the Faculty member unless prior arrangements have been made for continued reserve status. Copyright clearance must be obtained to keep material on reserve more than one academic year unless the library owns the item. FAU Faculty can put materials on e-reserves through the Boca campus library.

SEFLIN Consortium

The U/CL is a member institution in the Southeast Florida Library Information Network (SEFLIN). A SEFLIN Consortium library card provides all current Faculty members and students with special use and borrowing privileges at local public libraries and local private academic institutions in the SEFLIN region. See <http://mylibraryservice.org> for more information and participating libraries. Librarians at the Reference Desk can process an application and give you a SEFLIN library card.

Department Telephone Directory

3501 S.W. Davie Road---Building 17
Davie, Florida 33314
954-201-6648

Administration

Dean, Library, LRC & Campus Technology.....	954-201-6480
Associate Dean, Administration	954-201-6651
Associate Dean, Public Services.....	954-201-4555
Administrative Coordinator(s)	954-201-6480/6124
Archives/Special Collections	954-201-6577
Automation Department.....	954-201-6487
Circulation Department	954-201-6649
Collection Development	954-201-6330
Course Reserves	954-201-6649
Interlibrary Loan Department	954-201-6658 954-201-6312
Learning Resources Center (LRC)	954-201-6660
Library Instruction	954-201-6653
Reference Desk	954-201-6653 954-201-6223
Technical Services Department	954-201-6655