

McHenry County College Library
****Services to Faculty****

10/09

INFORMATION LITERACY PROGRAM (Library Instruction): The Reference Librarians provide research instruction to classes and can help develop effective research assignments and handouts. As it is our goal to integrate quality, relevant information literacy instruction into the curriculum, all instruction sessions require sufficient advance notice (minimum of one week) for scheduling, faculty collaboration, and preparation. Please plan to attend the library sessions and be involved along with your students! Call **815-455-8762**, email refdesk@mchenry.edu, or stop by the Reference Desk to discuss the needs of your classes.

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RESERVES: The Reserves Collection provides limited circulation for materials which will be in special demand by students in a particular course or to assure the availability of audiovisual materials when an instructor wishes to use them. Materials should be placed on reserve at the Circulation Desk. Instructors placing photocopied material on reserve for more than one semester must secure permission from the copyright owner. Access the online reserve catalog by clicking on Library Catalog, then Reserve Desk.

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RESEARCH ASSISTANCE & FACULTY DEVELOPMENT: The Reference Librarians are available to assist you with your research needs. They also serve as research consultants, providing information and instruction to faculty in research capabilities of both the MCC Library and the broader information world. A 3-credit hour graduate course, Information Literacy for Educators, is taught by one of our Reference Librarians. Call us at **815-455-8762** for more information on these services.

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INTERLIBRARY LOAN: Materials not held in the MCC Library can be obtained through the interlibrary loan network. Turn-around time to obtain such materials is usually one to two weeks. Interlibrary loan forms are available at the Circulation Desk.

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WEB SERVICES: Check out the library web page at www.mchenry.edu/library or click on **Library** from the MCC web page. The library page provides access to the library catalog, reference databases, full-text periodical indexes, an information literacy tutorial, class handouts, and more. Access the databases from off campus through the Off Campus Access Menu and your MCC network login username and password. We encourage faculty to recommend good web sites in their disciplines for our "Sites by Subject" pages, lists of quality web sites related to our curriculum. Give recommended URLs to the Reference Librarians who will include them in the next update. Teaching an online course? Provide your students with the resources they need through the MCC Library web page!

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COLLECTION DEVELOPMENT: The Collection Development Librarian (**815-455-8775**) will assist you in developing the Library's collection of print and non-print resources that relate to your curricular needs. Please contact the Collection Development Librarian to order library resources and to obtain review sources or publishers' catalogs.

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PUBLICATIONS: The Library provides specialized resource listings, including course-related research guides, a list of print periodicals and a searchable database of full-text periodicals available in the library databases. These resources are available on the library web page. A list of new library materials may be accessed by going to the Library Catalog and clicking on New Books.

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