

# FACULTY GUIDE TO THE MCC LIBRARIES

<http://www.monroecc.edu/go/library>

## TABLE OF CONTENTS

About Us.....	2
Appendix.....	15
Archives and Records Management.....	2
Collection Development.....	9
Damon City Campus Library.....	2
Databases.....	9
Distance Learning Services.....	14
Electronic Reference Service .....	7
Electronic Reserves .....	8
Electronic Resources.....	9
Faculty Library Training and Orientation.....	3
Help Us Improve our Service.....	6
Holocaust and Human Rights Resource Center.....	13
Hours.....	3
Individual Research Consultations.....	7
Information/Reference Desk.....	7
Interlibrary Loan.....	10
Laptops.....	13
LeRoy V. Good Library.....	2
Library Assignments.....	6
Library Instruction.....	7
Library Liaison Program.....	5
Loan Periods.....	12
Lost Material.....	13
MCC Libraries Online Catalog.....	9
New Faculty Orientation.....	3
Periodicals.....	8
Phone Numbers.....	4
Publications Available in the Library.....	14
Regional Library Access Card.....	9
Requesting Interlibrary Loan the MCC Libraries Web-Site .....	12
Reserves.....	8
Special Collections.....	13
Study Rooms.....	13
SUNY Student Resource Center.....	2
Teaching and Creativity Center.....	13
Wireless Access.....	13

## WELCOME

The Monroe Community College Libraries wish to extend a warm welcome to new and returning faculty members. We have prepared this guide to serve as a reference of the resources and services available to you and your students.

## ABOUT US

**The LeRoy V. Good Library (LVG)**, Building 2 of the Brighton campus, contains nearly 100,000 books, over 500 periodical subscriptions and a variety of audiovisual materials. The collection supports the curriculum and supplemented with materials of general interest.

**The Damon City Campus Library**, located on the fourth floor of the Damon City Campus (DCC), offers print and non-print resources with an emphasis on Criminal Justice, Education and Human Services as well as general curricular support. The DCC Library has about 10,000 books, 100 periodical subscriptions, cassettes, DVDs and videos.

**Archives and Records Management** encourages and coordinates the systematic management of the records of the College in accordance with the State Archives and Records Administration (SARA) guidelines and New York State law.

The Archives include administrative records; Board of Trustee minutes; reports; correspondence and records of committees; student publications, handbooks, and independent studies; memorabilia; and photographs of College related events.

The Records Management program provides microfilming services and the ongoing management of the College's records, complying with state regulations for maintaining county government records.

**The SUNY Student Resource Center (SSRC)**, a partnership of MCC, the Central Library of Rochester and Monroe County, SUNY Brockport and Empire State College, is open to *all* SUNY students. They can find it on the link level of the Central Library of Rochester and Monroe County (115 South Avenue).

SSRC computers provide access to the Internet, periodical databases and productivity software (i.e. Word, Excel, PowerPoint). Other resources and services provided include library instruction, research help, group study rooms, copiers and printers and video-viewing stations. For more information, visit the SSRC at [www.libraryweb.org/suny](http://www.libraryweb.org/suny).

## FACULTY LIBRARY TRAINING AND ORIENTATION

Would you like to learn more about the MCC Libraries and make better use of our resources? We are happy to schedule training workshops with individuals or groups. At the Brighton campus, contact Alice Harrington (x2304, [aharrington@monroecc.edu](mailto:aharrington@monroecc.edu)) and at Damon City Campus, call x1413 or email [dcclibrary@monroecc.edu](mailto:dcclibrary@monroecc.edu).

The following is a list of library related training sessions. Please note: we can adapt a session to fit your unique needs:

- L-01 Introduction to the Resources and Services of ETS: Libraries
- L-02 Research Databases Overview
- L-03 Evaluating Websites
- L-04 Principles of Effective On-line Searching
- L-05 E-Reserves (LeRoy V. Good Library only)

## HOURS

LeRoy V. Good Library	
Monday - Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	11:00 a.m. – 4:00 p.m.

Damon City Campus Library	
Monday	8:00 a.m. – 5:00 p.m.
Tuesday - Wednesday	8:00 a.m. – 8:00 p.m.
Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.

Hours vary during the summer and during school breaks. All changes are posted at the library entrances or you can call the LeRoy V. Good Library at x2090, option 1, or the Damon City Campus Library at x1413

## PHONE NUMBERS

<i>Circulation/Reserve Desk</i>	292-2303
<i>Hours</i>	292-2090, option1
<i>Information Desk</i>	292-2319
<i>Interlibrary Loan</i>	292-2318

Peter Genovese	Director of Libraries and College Records Manager	x2320
Ann Penwarden	Assistant Director for Systems and Extension Services	x2322
Ted Ciambor	Assistant Director for Public Service and Operations	x2310
Lori Annesi	Reference/Special Collections Librarian	x2338
Pam Czaja	Reference/Distance Learning Librarian	x2308
Alice Harrington	Reference/Instruction Librarian	x2304
Ellen Mancuso	Access Services Librarian (Circulation)	x2313
Debbie Mohr	Database Control Librarian	x2316
Charlene Rezabek	Database Management Librarian	x2330
Rick Squires	Collection Development Librarian	x2314
Brenda Davies	Senior Library Clerk (Circulation)	x2306
Sue Josephson	Senior Library Clerk (Circulation)	x2312
Karen McCandlish	Senior Library Clerk (Circulation)	x2315
Roberta McKechney	Principal Library Clerk (Administration)	x2307
Janet McNamara	Principal Library Clerk (Circulation)	x2311
Steve McWilliams	Part-Time Reference Librarian	x2358
Peg Stallworth	Senior Library Clerk (Circulation)	x2305
Lindsay Stratton	Senior Library Clerk (Serials)	x2337
Bess Watts	Principal Library Clerk (Interlibrary Loan)	x2318

### **Damon City Campus Library**

<i>Circulation/Reserve Desk</i>	262-1413
<i>Reference Desk</i>	262-1420

Mary Timmons	DCC Librarian	x1412
Stephanie Hranjec	Part-Time Reference Librarian	x1418
William Johnson	Part-Time Reference Librarian	x1409
Michael McCullough	Reference/Collaborative Learning Librarian	x1411

### **Archives and Records Management**

<i>Archives</i>	292-2327
<i>Records/DCC</i>	262-1712

Eric Johannisson	Records Analyst	x1635
Mike Miller	Part-Time Records Management Staff	x1647

## LIBRARY LIAISON PROGRAM

The MCC Libraries Liaison Program is designed to maximize communication between librarians and the college's academic departments.

Library Liaisons to Academic Departments	
<b>Anthropology/History/Political Science/Sociology</b>	Ted Ciambor <a href="mailto:tciambor@monroecc.edu">tciambor@monroecc.edu</a>
<b>Applied Technologies</b>	Rick Squires <a href="mailto:rsquires@monroecc.edu">rsquires@monroecc.edu</a>
<b>Biology</b>	Lori Annesi <a href="mailto:lannesi@monroecc.edu">lannesi@monroecc.edu</a>
<b>Business Administration/Economics</b>	Charlene Rezabek <a href="mailto:crezabek@monroecc.edu">crezabek@monroecc.edu</a>
<b>Chemistry/Geosciences</b>	Lori Annesi <a href="mailto:lannesi@monroecc.edu">lannesi@monroecc.edu</a>
<b>Engineering Science/Physics</b>	Ann Penwarden <a href="mailto:apenwarden@monroecc.edu">apenwarden@monroecc.edu</a>
<b>Engineering Technologies</b>	Deborah Mohr <a href="mailto:dmohr@monroecc.edu">dmohr@monroecc.edu</a>
<b>ESOL/Foreign Languages</b>	Deborah Mohr <a href="mailto:dmohr@monroecc.edu">dmohr@monroecc.edu</a>
<b>English/Philosophy</b>	Alice Harrington <a href="mailto:aharrington@monroecc.edu">aharrington@monroecc.edu</a>
<b>Food, Hotel and Tourism Management</b>	Pam Czaja <a href="mailto:pczaja@monroecc.edu">pczaja@monroecc.edu</a>
<b>Health Professions</b>	Pam Czaja <a href="mailto:pczaja@monroecc.edu">pczaja@monroecc.edu</a>
<b>Health/Physical Education</b>	Peter Genovese <a href="mailto:pgenovese@monroecc.edu">pgenovese@monroecc.edu</a>
<b>Human Services</b>	Michael McCullough <a href="mailto:mccullough@monroecc.edu">mccullough@monroecc.edu</a>
<b>Law and Criminal Justice</b>	Mary Timmons <a href="mailto:mtimmons@monroecc.edu">mtimmons@monroecc.edu</a>
<b>Mathematics</b>	Alice Harrington <a href="mailto:aharrington@monroecc.edu">aharrington@monroecc.edu</a>
<b>Nursing</b>	Rick Squires <a href="mailto:rsquires@monroecc.edu">rsquires@monroecc.edu</a>
<b>Office and Computer Programs</b>	Ellen Mancuso <a href="mailto:emancuso@monroecc.edu">emancuso@monroecc.edu</a>
<b>Psychology</b>	Charlene Rezabek <a href="mailto:crezabek@monroecc.edu">crezabek@monroecc.edu</a>
<b>Transitional Studies</b>	Ellen Mancuso <a href="mailto:emancuso@monroecc.edu">emancuso@monroecc.edu</a>
<b>Visual and Performing Arts</b>	Peter Genovese <a href="mailto:pgenovese@monroecc.edu">pgenovese@monroecc.edu</a>

## HELP US IMPROVE OUR SERVICE

You can take some simple steps to make your library assignments run more smoothly and help your students succeed.

- Walk through each research based assignment you give. Get to know our collection and our subscription periodical databases. Do we have the sources you have designated? If we don't, please let us know so we can obtain them or suggest alternatives.
- Place needed items on reserve. Sixty students trying to use the same book is a frustrating situation for everyone involved.
- Let us know about your assigned research assignments. With advanced notice, we will be better prepared to help your students at the Information/Reference Desk as well as suggest resources you may not have considered. At the Brighton campus, contact Alice Harrington, at x2304 or [aharrington@monroecc.edu](mailto:aharrington@monroecc.edu). At Damon, call x1413 or email [dcclibrary@monroecc.edu](mailto:dcclibrary@monroecc.edu).
- Assume your students have minimal research/library skills. Most can use Google to find web-sites of varying quality; however, they may not yet be familiar with the intricacies of academic research at the college level.
- Bring your class to the library for a library instruction/research skills session. A librarian can show your students how to locate, evaluate and document resources for any assignment.
- Use specific wording in your assignments. Define unfamiliar terminology (i.e. peer reviewed). Review your instructions to make sure they're clear. For example, when you forbid students from using the Internet, are you referring only to web-sites or do you also mean on-line periodical databases such as JSTOR?
- Ask students and librarians for feedback after the assignment is finished.

## INFORMATION SERVICES

- The **Information Desk** (LeRoy V. Good Library, x2319) and the **Reference Desk** (Damon City Campus Library, x1420) provide focal points for aid in finding materials and information. These desks are staffed by a professional librarian whenever the Libraries are open.
- For in-depth assistance, students can sign up for **Individual Research Consultations** with a librarian at the Information/Reference Desks or through the library web-site: <http://www.monroecc.edu/depts/library/IndResConsultForm.htm>.
- The Leroy V. Good Library Reference Department also answers brief reference questions through their **Electronic Reference Service**: <http://www.monroecc.edu/depts/library/eref.htm>.

## LIBRARY INSTRUCTION

The MCC Libraries Library Instruction program supports the curriculum of Monroe Community College as well as SUNY General Education requirements by teaching students the skills necessary to successfully complete research assignments.

Our Library Instruction Centers serve as modern teaching facilities for course-related library and research instruction sessions and workshops. With 18 computers at LeRoy V. Good Library and 10 at the DCC Library, the Centers allow for *hands-on* instruction in research methods.

The Libraries Requests Faculty:

- attend library instruction sessions with their students
- assign a research assignment prior to the instruction session.
- schedule at minimum two weeks in advance
- actively participate in the instruction session
- let us know if you are bringing your class in to use the student use computers. Note: the Library Instruction Centers are for use by library faculty only.

In turn, the Libraries will provide:

- a librarian to work with the instructor and the class while they are in the library working on a specific assignment
- handouts about using library resources or research skills
- in-person instruction to individuals
- classroom instruction in specific subject areas
- assistance to and cooperation with faculty in preparing research guides

For more information, please contact Alice Harrington (x2304 or [aharrington@monroecc.edu](mailto:aharrington@monroecc.edu)) at Brighton or Michael McCullough (x1413 or [dcclibrary@monroecc.edu](mailto:dcclibrary@monroecc.edu)) at the Damon City Campus.



## **RESERVES AND ELECTRONIC RESERVES**

Faculty may place books, articles, presentations, videos, sample tests or homework solutions on reserve in the library. These materials are checked out for a limited amount of time (1 hour, 2 hours, 1 day, 3 days, or 5 days) so that they will be available to many students.

Materials may also be available on the web through the electronic reserve system. The E-reserves system allows your students to access course and research materials on the web 24/7 from on and off campus. You can include items such as PowerPoint presentations, class notes, syllabi, homework solutions, video and audio clips or articles. Materials are password protected to limit use to your classes or individual sections. All materials must comply with the current copyright guidelines, and, depending on the item, you may be asked to receive permission from the publisher.

Please bring items you wish to place on reserve to the Circulation/Reserve Desk and fill out a reserve. The library can scan your materials, transfer them from the M Drive or upload your digital version. Please be sure to include bibliographic information.

We request that you allot time for your reserve materials to be processed before giving the assignment to your students.

More information and forms about both types of reserves may be found at: <http://ereserves.monroecc.edu>. Go there also for current copyright guidelines.

If you have any questions, please call the appropriate library for more information:

- If you are teaching at the Brighton Campus, call the LVG Library Circulation Desk at 292-2303.
- If you are teaching at the Damon City Campus, call the DCC Library Circulation Desk, at 262-1413.

## **PERIODICALS**

Check the Libraries' online catalog (<http://saranac.sunyconnect.suny.edu:4780/F>) to see if we own the print version of a particular periodical. MCC Libraries also provide electronic access to a wider range of titles through our periodical databases. A list of these titles is available at <http://sfx.sunyconnect.suny.edu:9003/monsfx/azlist/default>.

## ELECTRONIC RESOURCES

You can access the MCC Libraries' electronic resources through the "Library Resources" icon on your office desk-top computer or the Libraries web-site (<http://www.monroecc.edu/go/library>). If you are off-campus, follow the "Access from Home" directions. You will need to know your network username and password (the same one you use to log into your computer).

- Use the **MCC Libraries Online Catalog** to locate books, periodical titles, CDs, videos and other materials owned and kept in the MCC Libraries. If you cannot find what you need in the MCC Libraries, try **LIBRA**, the catalog of the Monroe County Library System; **ROARINGCAT**, a catalog of the libraries in the area; or the **SUNY Union Catalog**, a catalog of SUNY Libraries.
- Our other electronic databases offer indexing and/or full-text of articles from hundreds of newspapers, magazines and scholarly journals as well as literary works, photographs, college catalogs, encyclopedias and much more. Examples of databases include **Academic Search Premier**, **JSTOR**, **Opposing Viewpoints Resource Center** and **ERIC**.

## BOOK SELECTION

The Libraries encourages faculty participation in our collection development efforts. Suggestions from within or outside your subject area are welcome. We want to know your needs regardless of price or quantity; we will contact you if we have budget concerns. We subscribe to the Books in Print database; it is available through the library web-site (see *Electronic Resources*)

Book suggestion cards may be obtained from either the LeRoy V. Good Library or the Damon City Campus Library. If at Brighton, send your suggestions to Rick Squires, Collection Development Librarian, x2314, [rsquires@monroecc.edu](mailto:rsquires@monroecc.edu). At Damon, call x1413 or email [dcclibrary@monroecc.edu](mailto:dcclibrary@monroecc.edu). We will notify you when the items you have requested are received and catalogued.

## REGIONAL LIBRARY ACCESS CARDS

Many local college and business libraries are available for MCC faculty and administration use. The Rochester Regional Library Council (RRLC) has coordinated efforts to facilitate access to these libraries. A regional "Access Card" is available to faculty wishing to use college and research libraries in person while working on special projects. Access Cards are not available to students. To inquire about obtaining an Access Card, please pick up an application at the Reference/Information Desk of either Library.

## **INTERLIBRARY LOAN**

Interlibrary Loan (ILL) is a network of local, state or national libraries that share resources (primarily books and articles) by lending and borrowing with each other. The Interlibrary Loan office processes these requests by computer which is connected online to a network of libraries. Conditions of this service are governed by the National Interlibrary Loan Code and the Copyright Law, Title 17, U.S. Code.

### **Who may borrow on interlibrary loan?**

Any current MCC faculty, staff or student in good standing may borrow materials on Interlibrary Loan. To be in good standing you must have no overdue library materials and owe less than five dollars in outstanding fees or fines. You must bring your yellow MCC ID to check out or pick up materials.

### **How do I request material on Interlibrary Loan?**

If MCC does not have the book or magazine article you need, you can search the SUNY Union Catalog for the item and place a request online. Forms are also available at the Libraries' website. Paper forms are available at the Libraries' Information/Reference Desks. They may be returned there as well. Patrons receive their materials faster by filling out forms completely and clearly.

### **How long must I wait for the materials?**

Most materials found locally or at a SUNY location will arrive in 3 to 5 days. However, if the material is available only outside New York State, it may take up to 3 weeks to arrive. An article usually arrives faster than a book.

### **How much will it cost?**

Usually there is no charge for the material obtained on Interlibrary Loan. If the material is of a medical or legal nature, the lending library may charge a fee. Please note if you are willing to pay a charge for your item. The charge is usually \$8 to \$15 for each book or photocopy.

### **What kind of materials may I borrow?**

Books and photocopies of magazine articles are the most common materials borrowed from other libraries. Foreign language materials may be borrowed, but please note if you want a non-English item.

### **What materials will I not be able to borrow?**

Items owned by the MCC Libraries that are not lost cannot be requested. Reference books, textbooks, books published this year, CDs, DVDs, dissertations, entire issues or volumes of journals, rare books, and theses are usually NOT loaned by other libraries.

Videotapes are not loaned by the Monroe County Library System through ILL.

The University of Rochester Libraries does NOT loan to undergraduate students.

### **How many items may I borrow on Interlibrary Loan?**

Up to five requests a day for book and journal articles combined may be processed. If you have more than five please prioritize your requests, and we will process them as soon as possible.

**How do I know when my materials have come in?**

For copies and books received, the most expedient method of contact is e-mail, so please provide your MCC e-mail address on the original ILL form. For photocopy requests, pick up the items at the Circulation/Reserve Desk (unless you have requested campus delivery—for staff and faculty only, or US mail delivery on your request). For books, a letter or e-mail will be sent out the day your material(s) arrives or you may check at the Circulation/Reserve for your item.

**What happens if my interlibrary loan materials are returned late?**

Please return books to the Circulation/Reserve Desk on or before the date due. Since this is a special loan from another library, it is important to return the book promptly so that we can continue our good relations with lending libraries. Failure to observe this due date will suspend your borrowing privileges for all library materials.

**How long may I keep the borrowed book?**

The lending library will notify us of the date due. The due date will be listed on the cover slip of the book when you check it out. If you want to renew a book, please request a renewal 3 days prior to the date due by contacting the Interlibrary Loan Department in person or call x2318 at Brighton and x1413 at Damon. Renewals are entirely at the discretion of the lending library and cannot be guaranteed.

**COPYRIGHT LAW COMPLIANCE WARNING**

Notice: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that use may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law.

At Brighton, if you have any questions, please contact Bess Watts at x2318 or come to our Interlibrary Loan office located on the main floor of the library, room 2-209.

## **REQUESTING BOOKS THROUGH THE SUNY UNION CATALOG**

If you would like to request an item through Interlibrary Loan, please place requests through the SUNY Union Catalog. The SUNY Union Catalog is located on the Libraries' webpage (<http://monroecc.edu/go/library>) under both the "Find Books" and "Find Articles" links, as well as under "Library Resources" on our public computers. Once you are in the catalog and have found the item you need, click on "Request Item" near the top of the page. A box will appear asking you to "select your campus." After you choose MCC, choose "SUNY ILL Request System" then complete the electronic ILL form. For ID number, you can just enter your phone number. After submittal, your request is transferred for electronic completion!

If you are unable to find the item you need within the SUNY Union Catalog or you have any questions, please contact the Interlibrary Loan Office at 292-2318.

## **LOAN PERIODS**

Faculty and Staff: Books, CDs, Cassettes are loaned for 28 days; Videos, DVDs, Pamphlets are loaned for 14 days; and Current and Bound Periodicals are loaned for 7 days.

Students: Books, CDs, and cassettes are loaned for 21 days; Videos, DVDs, Pamphlets are loaned for 14 days. Current and Bound Periodicals are not loaned to students.

All users are blocked from borrowing when 1 item is overdue and/or when they accrue \$5.00 in fines or lost items. If a student does not return library materials, an academic hold will be placed on his or her record.

## **LOST MATERIAL**

### Book, Cassette, Video, CDs, Records Replacement Costs:

\$ 35.00 per item minimum; \$ 5.00 processing fee

### Pamphlet (including Holocaust Human Rights Resource Center (HHRC) Pamphlets)

\$ 5.00 per item minimum; \$ 5.00 processing fee

### Periodical Replacement Costs:

\$ 10.00 per item minimum; \$ 5.00 processing fee

## **WIRELESS LAPTOPS/WIRELESS ACCESS**

Students may check out wireless laptops at the Circulation Desk of the LeRoy V. Good Library for two hours at a time with an MCC ID and another picture ID. The laptops provide users with access to all library resources, Microsoft Office Software, XP, Internet Explorer 6, CD/DVD or floppy drives, and a SmartMedia drive.

Wireless service is available at both campus libraries.

## **STUDY ROOMS**

Group and individual study rooms are available at both campus libraries. A valid MCC ID is required to sign out the keys at the Circulation Desk. Rooms reserved for two or more students require students to check out two key tags with two separate MCC ID's.

## **SPECIAL COLLECTIONS**

**HOLOCAUST AND HUMAN RIGHTS RESOURCE CENTER** is housed at the Leroy V. Good Library. The original collection was devoted to the study of specific instances of historical genocide, particularly the Holocaust of the 20th century, as well as the theories and history behind the acts. In 2002, the focus was expanded to educate the public about the issues of good and evil, compassion and empathy, and humanity's tendency to distrust those who are different. Stop at the Circulation Desk for a key to visit the room. For further information, please call Lori Annesi, Reference/Special Collections Librarian, x2338.

**THE TEACHING AND CREATIVITY CENTER**, located in the LeRoy V. Good Library, offers assistance to instructors in teaching techniques, mentoring, classroom management and numerous other issues relating to the betterment of instruction at the College. The Center is designed to enhance teaching effectiveness and potential to achieve desired learning outcomes. The Teaching and Creativity Center serves to develop at MCC the scholarship of teaching through promotion of good principles and practice in instruction. Stop at the Circulation Desk for a key to visit the room. For further information, please call Lori Annesi, Reference/Special Collections Librarian, x2338.

## **LIBRARY SERVICES FOR DISTANCE LEARNING INSTRUCTORS**

Contact Pam Czaja (292-2308 or [pczaja@monroecc.edu](mailto:pczaja@monroecc.edu)), Reference/Distance Learning Librarian, if you would like assistance with any of the following services to support your MCC Hybrid, CourseSpace, or SUNY Learning Network (SLN) online courses:

- Identification of relevant web-sites to support course content and assignments. To view examples of web-sites created for various MCC online courses go to the MCC Libraries SUNY Learning Network (SLN) Course Web Links page at <http://www.monroecc.edu/depts/library/slnlinks.htm>
- Preparation of general and subject-specific Library research guides and online tutorials.
- Identification of Library article databases available to support course assignments.

## **PUBLICATIONS AVAILABLE IN THE LIBRARY**

MCC Libraries has a variety of publications designed to assist students in use of our resources and services. Most of these brochures are on display near the Information/Reference Desk at either the LeRoy V. Good Library or the Damon City Campus Library. Multiple copies can be requested in advance by stopping by those service points or by calling your department's library liaison. Every effort will be made to fill requests immediately, but at times additional copies may need to be made through the Copy Center, which can take up to two weeks.

Some publications available:

- Annotated Bibliography
- Call Numbers
- Choosing and Defining a Topic
- Criteria for Website Evaluation
- How to Find Information on Contemporary Literature
- How to Find a Magazine Article/How to Locate a Magazine or Newspaper
- How to Find Nursing Materials
- Information on Health and Disease
- Information on Social Issues
- Interlibrary Loan Borrowing Policies at MCC
- JSTOR
- The LeRoy V. Good Library (rules and maps)
- Library Research Computer Guide
- Magazines vs. Journals
- New York Times
- Nursing Subject Guide
- Opposing Viewpoints
- Primary vs. Secondary Sources
- Psychology Journals at the LeRoy V. Good Library
- Quick Guide to 24 x 7 Access to Library Resources

## **APPENDIX**

**Book Suggestion Form**

**Individual Research Consultations Form**

**Library Instruction Request Form**

**RRLC Access Card Borrower Application Form**



## BOOK SUGGESTION FORM

**MCC Libraries**

*Suggest a book or other item!*

Is the item a (circle one): **Book** **Journal** **DVD** **VHS** **CD** **Other** \_\_\_\_\_

**Title** \_\_\_\_\_

**Author** \_\_\_\_\_

**Publisher** \_\_\_\_\_ **Edition** \_\_\_\_\_ **Year** \_\_\_\_\_

**ISBN** \_\_\_\_\_ **Price** \_\_\_\_\_

Is this suggestion for (please circle one): **LVG/Brighton** **Damon City Campus**

*If you wish, we can notify you of the availability of the item, if ordered. Please fill in the following:*

**Your name** \_\_\_\_\_ **E-Mail**

\_\_\_\_\_

Are you (circle one): **Student** **Faculty** **Staff** **Other** \_\_\_\_\_

*Please attach any additional information to this card (catalog pages, reviews, etc.) and send via interdepartmental mail to: Library Acquisitions, LeRoy V. Good Library*



## INDIVIDUAL RESEARCH CONSULTATIONS

Need in-depth help on a research project? Consider signing up for a one-on-one consultation with a Librarian. Appointments last from fifteen to thirty minutes and are scheduled Monday-Friday from 9:00 am – 5:00 pm\*. This service is open to all registered students or current staff/faculty members at MCC.

\* Please note: During certain times of the semester, appointments for research consultations will be limited.

Fill in the following information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ @ student.monroecc.edu

I would like my consultation to take place at:

Damon City Campus Library \_\_\_\_\_

or

LeRoy V. Good Library (Brighton Campus) \_\_\_\_\_

Describe your project/paper and your topic in much detail as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What research have you done so far? What sources have you used?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Due date of assignment: \_\_\_\_\_

Course name (i.e. ENG 101): \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Indicate dates and times that are best for you to meet:

1<sup>st</sup> choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

2<sup>nd</sup> choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

3<sup>rd</sup> choice Date: \_\_\_\_\_ Time: \_\_\_\_\_

## LIBRARY INSTRUCTION REQUEST FORM

Professor: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Course number: \_\_\_\_\_

Course title: \_\_\_\_\_

Desired date and time: \_\_\_\_\_

Number of students: \_\_\_\_\_

Describe assignment and specify resources you want students to know how to use:

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Office use only

Librarian \_\_\_\_\_

Topics to cover/Databases:

Special Instruction:

Notes/Evaluation:

**ROCHESTER REGIONAL LIBRARY COUNCIL  
RRLC ACCESS CARD BORROWER APPLICATION**

The RRLC ACCESS Program is a cooperative effort of area libraries to aid research by faculty members and professionals in our community.

ACCESS cards are issued to applicants only when research materials in the applicant's own library cannot satisfy research needs.

This application will be reviewed by Ann Penwarden and will be judged on the basis of demonstrated need and adequacy of our collections to satisfy the researcher's needs.

The ACCESS card is a borrower's card only and does not entitle the holder to library services other than circulation services.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ faculty member ☐ professional person

**Department:** \_\_\_\_\_

**Home address:** \_\_\_\_\_

**Banner "M" number:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Evening Phone:** \_\_\_\_\_

**What research project are you engaged in for which our resources are insufficient? (Please be specific.):** \_\_\_\_\_

\_\_\_\_\_

**Duration of research project:** \_\_\_\_\_

**Librarian's Name:** \_\_\_\_\_

☐ Approved: Card # Issued: \_\_\_\_\_ ☐ Denied

**Comments:**

<p><b>PLEASE SEND CARD TO:</b> ____ HOME ____ CAMPUS MAILBOX ____ HOLD AT CIRCULATION DESK</p>
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**ETS Libraries  
Monroe Community College  
Rochester, NY 14623  
A. Harrington, E. Mancuso and C. Rezabek  
8/2004  
rev 8/2006 A. Harrington**