



Plant City
Learning Resource Center
Faculty Handbook

2006-2007



hccfl.edu/library/pclrc

This handbook has been prepared to introduce you to the various services and resources available at the Plant City Campus Library.

Service is our business at the library. We are trained professionals that are here to assist with the information needs of you and your students. The library of today has more than just books; we have access to a wealth of information in a variety of formats.

As a teaching library, we would like to work with you to ensure that students are gaining information literacy skills that they will use for the rest of their lives. We welcome the opportunity to work together to create meaningful research assignments. Library orientations are provided as needed to classes and individually; they can be tailored to specific assignments or topics.

Information Literacy Competencies

An information literate individual should be able to:

- *Determine the extent of information needed*
- *Access the needed information effectively and efficiently*
- *Evaluate information and its sources critically*
- *Incorporate selected information into one's knowledge base*
- *Use information effectively to accomplish a specific purpose*
- *Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally*

Association of College and Research Libraries
"Information Literacy Competency Standards for Higher Education"
<http://www.ala.org/ala/acrl/acrlstandards/informationliteracycompetency.htm>

Vision Statement

The vision of the HCC Libraries is to provide excellent learning resources and information literacy programs to support members of the college community in achieving their academic goals, and in navigating the increasingly complex world of information. This vision supports the institution vision by assuring the resources needed to support the abilities of learners to achieve their maximum potential.

Mission Statement

HCC Libraries are teaching libraries that support and enrich the educational curriculum by:

- Selecting, acquiring, organizing, and providing resources, in all formats, that meet the academic needs of a diverse community
- Providing sufficient, qualified professional and support staff and resources
- Providing library information literacy instruction to help students develop critical thinking skills and become independent life-long learners
- Providing professional research assistance and consultation
- Improving library resources and services through regular program evaluation and continuous participation in college-wide planning and evaluation

HCC librarians will accomplish this mission in collaboration with the Hillsborough Community College community.

This mission supports the institutional mission by providing the resources and services needed to sustain an innovative learning environment.

Learning Resource Center Plant City Campus

Location

Learning Resource Center
PLRC 115

hccfl.edu/library/pclrc
preference@hccfl.edu

Hours

Monday – Thursday 8:00 a.m. – 8:00 p.m.
Friday 8:00 a.m. – 4:30 p.m.
Summer and holiday hours may vary

Staff

Michelle Monteleon	LRC Coordinator	813-757-2109
Kristin Heathcock	Librarian	813-757-2121
Rob Fernandez	LRC Technician	813-757-2163
Sherrie Colgain	Media Services	813-757-2120

Borrower Services

HCC ID/Library Card

- Your HCC ID card also serves as your Library card with which you can check out materials from the library and access online resources.
- HCC ID cards can be obtained in Student Services.
- If you do not have an HCC ID card, the Library can issue a temporary library card.
- Please notify the Library immediately if your card is lost or stolen, or if your address changes.
- Your library card may be used at any HCC campus.

Circulating Materials

- Full-time faculty may borrow most books for 4 weeks and circulating audiovisual items for 7 days.
- Part-time faculty may borrow most books for 2 weeks and circulating audiovisual items for 7 days.

InterLibrary Loans

There are times when materials that you need are not available at the Plant City Campus Library. These items can be requested in a variety of ways.

- Use the [LINCC Library Catalog](#) to search all campuses of the Hillsborough Community College Libraries. If the item is located in the catalog, it can be requested by clicking on **request** in the item record. The item typically arrives within one week.
- Use the [LINCC Library Catalog](#) to search all community colleges in Florida. If the item is located in the catalog, it can be requested by clicking on **request** in the item record. The item typically arrives within one to two weeks.
- Notify library staff of your need for the item. They can attempt to locate it in libraries all over the country. These requests will take longer to arrive.

Materials Request

We would like to have materials that are of use to faculty in the library collection. If you have suggestions for items to be purchased, please let library staff know. The more input that we have from faculty, the better the collection will serve the needs of the users.

We have a form available for materials requests on the library's website:

<http://hccfl.edu/library/pclrc/materialreq.html>

Reciprocal Borrowing

With a current HCC ID/Library card, faculty and students will be allowed to check out books from other state community college and university system libraries.

Reserve Materials

Faculty may reserve items for their classes at the circulation desk in the Library. Reserve items may be used by students in the library only.

Reference Services

- **Class orientations**
Orientations run from 45 to 60 minutes. Librarians will give students instruction on using library resources to find, evaluate and document sources for a basic research paper. We will be happy to tailor the sources and documentation style to your course. To schedule an orientation, contact the Librarians as soon as possible in the semester. Or, fill out our **Orientation Request Form** <http://hccfl.edu/library/pclrc/orientation.html>
- **Reference Assistance**
Reference services are provided by the Library to help you with use of library materials, informational questions, and research, such as: use of the online catalog, electronic databases, Internet searching, etc. use of print indexes, abstracts, directories, etc. Come in person, or contact us if you have a reference question.

Plant City Learning Lab Services & Resources

Students

- TV/VCRs/DVD players (Library use only)
- DVD and Videotape collection (Library use only)
- Math and accounting videotapes and CDs (1 day check-out)
- Reserve videotapes and DVDs
- Multimedia equipment and services (must be requested through a faculty member)
- Transparencies
- Distance Learning Videotapes (Library use only)

Faculty

Please contact Sherrie Colgain (813-757-2120) for Media requests. One week notice required for multimedia equipment set-up requests. 72 hour notice required for DVD and VCR equipment set-up requests.

To request multimedia equipment online, use the **Online A/V Request form** <http://hccfl.edu/library/pclrc/avrequest.html>

Selected Online Article Database Descriptions

Databases provided by Hillsborough Community College, the State Library of Florida, and the college Center for Library Automation. For a complete listing, please visit <http://hccfl.edu/library/pclrc> or <http://www.linccweb.org>

Academic Search Premier (EBSCO) – Full-text resource containing information from a wide range of academic areas including business, social sciences, humanities, general academic, general science and education.

Biography Resource Center (Gale) – Comprehensive, full-text, online biographical reference database covering literature, science, multicultural studies, business, entertainment, politics, sports, government, history, current events and arts.

CINAHL Plus Full Text (EBSCO) – Complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses Association. Contains more than 1,000,000 records dating back to 1982.

College Source (Career Guidance Foundation) - Search from over 19,000 college catalogs in complete cover-to-cover, original page format representing 2-year, 4-year, graduate, and professional schools.

Encyclopædia Britannica (Britannica) - Access more than 72,000 articles, 10,000 illustrations, photographs, drawings, maps, and flags. More than 75,000 definitions, including pronunciation guides.

Health and Wellness Resource Center (Gale) - Easy-to-use interface with access to full-text nursing and allied health journals, encyclopedias and other reference sources, as well as informational pamphlets. Also includes the *Alternative Health* suite of resources.

JSTOR - Access back issues of core journals in the humanities, social sciences, and sciences. Over 700 titles available.

Literature Resource Center (Gale) - Full-text access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline.

New York Times – Historical (Proquest) - Full-text and full-image articles for The New York Times®, covering the period from 1851-2001.

Omnifile Full Text Mega (H. W. Wilson) - Full text periodicals, along with article abstracts and indexing, covering business, education, science, social sciences, art, humanities and plus popular magazines.

Opposing Viewpoints Resource Center (Gale) - Search viewpoint articles, contextual topic overviews, government and organizational statistics, court cases, profiles of government agencies and special interest groups, newspaper and magazine articles and more concerning social issues.

Social Sciences Full Text (H. W. Wilson) - Full-featured database covering such topics as technology, science, art, humanities, business, law, and social sciences. Many articles in full-text.