

Faculty Guide to Library Services



hccfl.edu/yborlibrary

Ybor City Campus Library

2009 – 2010

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PREFACE

This guide is designed to assist you in the use of your campus library's resources and services. As your partners in the educational process, we invite you to collaborate with us in teaching research skills to your students and in developing meaningful course-relevant library assignments. We urge you to bring us suggestions for developing the collection, and to share your ideas on how the library could better serve the information needs of your discipline and the campus community. We invite you to use the library frequently and to encourage student use.

GENERAL INFORMATION

Location

The Ybor City Campus Library is located on the second floor of the YLRC Building, 1512 East 9th Avenue, Tampa, FL 33605. Circulation services are housed in Room 201 and Reference and Information services in Room 202. A Tutorial and Writing Center that operates closely with the Library is located in Room 201B.

Hours

Monday through Thursday	8:00 a.m. – 8:00 p.m.*
Friday	8:00 a.m. – 4:30 p.m.

*The Library closes at 7:00 p.m. during the Summer Term.

Telephone

813-253-7645 (Circulation Desk)
813-253-7729 (Reference and Information Desk)

Library Personnel

Alicia B. Ellison	Librarian	813-253-7731
Jeneice Sorrentino	Librarian & Program Manager	813-253-7613
Olga Amaya	Learning Resources Technician	813-259-6436
Elizabeth Borrero	Learning Resources Technician	813-259-6459
Joe Castellana	Learning Resources Technician	813-253-7725
Carolyn Strickland	Learning Resources Technician	813-253-7730
Reiko Steelman	Part-time LR Technician	813-253-5140

VIRTUAL LIBRARY SERVICES

The campus library's web site, hccfl.edu/yborlibrary, serves as a gateway to a full range of online resources and services. The web site provides access to the Library Information Network for Community Colleges (LINCC) and to numerous subject guides. LINCC provides access to over seventy electronic databases and contains a catalog of the books and audiovisual materials housed in Florida's twenty-eight community college libraries.

Additional services offered in the virtual environment include e-mail reference, interlibrary loan, library account information such as books checked out and the option for online renewal, requests for library instruction, and synchronous chat reference through a statewide collaborative desk.

Computer workstations with Internet access are available in the library for use by members of the College community. New wireless connectivity enables HCC-affiliated users to connect to the HCC network when using their own laptop with compatible wireless cards.

Remote Access

All members of the HCC community may access the proprietary LINCC databases and their personal library account with an activated HCC library card number. At the Borrower ID prompt in LINCC, enter your library card number. The PIN is the last four digits of your Social Security number. New cards issued after June 2009 will use the last four digits of the employed ID as the PIN.

BORROWER SERVICES

HCC ID/Library Card

Your HCC ID card serves as your library card once it has been validated for library services at the circulation desk of one of the HCC campus libraries. Faculty and staff members are required to have an HCC library card with validated barcode to borrow materials, access the databases remotely, or to place materials on reserve. Your library card is valid at all HCC campuses.

Circulating Materials

The faculty loan policy recognizes the special needs of faculty while attempting to provide maximum availability of library resources to the greatest number of borrowers. Full-time faculty may borrow most books for 4 weeks and audiovisual items for 7 days. The loan period for part-time faculty is 14 days for books with renewals available on most items. For your enjoyment, a small leisure collection of bestsellers, paperbacks and audio-books is available for checkout.

Reserve Collection

Instructors may place library materials or personal items on reserve for student use in the library, or for a brief loan period. The instructor placing materials on reserve needs to bring the materials to the Circulation desk and complete and sign a "Reserve Material" form available at the desk. This form authorizes the library staff to affix a barcode and security strip to the item. Please allow at least 24 hours after submitting a reserve request before assigning the material. Students will be required to present an HCC ID/Library card to use Reserve materials. Please be aware that although security precautions are taken, the Library cannot guarantee the security of items placed on reserve. Since space for Reserve material is limited, your timely removal of items when they are no longer needed is appreciated.

Interlibrary Loan

Interlibrary loan services are available to HCC faculty, staff and currently enrolled students. The library may request circulating books and copies of periodical articles from participating institutions. Audiovisual materials are not available through interlibrary loan. Interlibrary loan requests for items in the LINCC catalog may be placed electronically from the catalog record. Items not listed in the LINCC catalog may be requested on a form available in the library or at <http://content.hccfl.edu/library/ill/ycill.pdf>. Please allow at least ten working days for interlibrary loan items to arrive and be mindful that such items as reference books and new books usually cannot be obtained.

Reciprocal Borrowing

HCC Libraries participate in a reciprocal borrowing agreement with libraries in the Florida Community College System and State University System. This agreement enables HCC faculty, staff or students to borrow a limited number of books from participating libraries. Faculty desiring to use this service must present their valid HCC library card at the participating institution's library. Please be aware that the policies and loan periods of the host library apply.

REFERENCE AND INFORMATION RESOURCES AND SERVICES

Reference services are available to help faculty and students make the best use of the library's resources and to assist in locating information on virtually any subject.

In-Person, Telephone and E-Mail

Librarians or library staff are available during all operating hours to assist persons who come in or call. Reference questions may also be e-mailed to ybreference@hccfl.edu for response during the next business day.

Ask-A-Librarian – Chat

Ask-A-Librarian is a synchronous, online reference service that provides free, convenient access to a librarian in Florida who can answer reference questions and help locate and use information on the Web. The collaborative service, to which HCC librarians contribute hours, uses chat and co-browsing software that allows the librarian and user to navigate the Web together. Students may access the service at www.askalibrarian.org or from the Ybor Campus virtual library web page. The service is available from 10:00 a.m. to midnight on Sunday through Thursday and from 10:00 a.m. to 5:00 p.m. on Friday and Saturday.

Reference Collection

The reference book collection includes volumes on a wide range of topics and has been carefully selected to provide curriculum support. Electronic books are a growing segment of the collection. These may be accessed through the LINCC catalog and require authentication with a valid library card number and PIN.

Periodicals and Newspapers

The periodicals collection includes magazines, journals and newspapers selected to support the curriculum and for general purpose reading. Periodicals are available in paper, microform and online full-text formats. The Ybor City Campus Library subscribes to over 100 periodical titles, including subscriptions to five newspapers: *New York Times*, *The Tampa Tribune*, *St. Petersburg Times*, *USA Today*, and *Wall Street Journal*. Although the library has some microfilm, back issues of most periodicals are held for only one year. Each year the campus library publishes a list of periodical holdings. Please contact one of the librarians if you would like a copy of this listing. LINCCWeb provides access to multiple electronic databases that contain full-text articles from a wide range of periodicals.

Ybor Special Collections

The Ybor Special Collections room contains historical materials and artifacts pertaining to Ybor City, Tampa and Florida. Additionally, it is the repository for the documents and memorabilia of Tampa Hispanic Heritage, Inc. and Pan American University Women. Materials in this room are not available for loan.

Electronic Resources

The HCC Libraries rely on a wide variety of Internet-accessible resources to meet the information needs of our students, faculty and staff. The librarians are prepared to help you construct effective searches of our subscription databases or the Web at large.

Online subscription databases provide access to hundreds of thousands of articles from published periodical and reference sources. A list of databases by subject is available at http://www.hccfl.edu/library/pdfs/dbs_subject.pdf. A description of the most commonly used databases can be found at <http://www.hccfl.edu/library/resources/hccpbs.html>. Additional electronic resources include a growing collection of e-books and reference sources. Frequently asked questions about electronic resources can be viewed at http://www.linccweb.org/faqs/elec_resources_faq.asp.

Numerous subject web sites containing useful and free information are available at <http://www.hccfl.edu/library/resources/selectweb/>. These sites have been selected and evaluated by HCC librarians for their quality and relevance. Your participation in the evolution and growth of the Subject Website directory is encouraged. If you know of sites that would be helpful to the HCC Community, please sent them to your campus librarian or submit them from the “Do you have a Website Suggestion?” link located at the bottom of the Subject Websites page.

Librarian developed pathfinders and guides to resources are available at <http://www.hccfl.edu/library/yclrc/bibs/>. Copies of these and other guides can be obtained in the library.

LIBRARY ORIENTATIONS AND INSTRUCTION

Group Instruction

The Ybor City Campus Library provides customized library instruction sessions for classes upon request from the instructor. The librarians will show students how to find and evaluate course-relevant information with the goal of helping them become information literate in the subject. To schedule an orientation, contact one of the librarians or complete the online [Orientation Request Form](#). The librarian conducting the orientation will consult with the instructor in advance of the session to ensure that appropriate concepts and materials are presented.

Most library instruction sessions run from 45 – 60 minutes. Single or multiple sessions may be scheduled. It is strongly recommended that you attend the orientation and provide your students with course related context for the resources and techniques demonstrated by the librarian. Additionally, it is recommended that the orientation be followed with an exercise or assignment to reinforce the concepts and content presented.

Individual Instruction

Individuals may obtain one-on-one instruction in the use of library and information resources by scheduling an appointment with one of the librarians. The librarians also provide online database searching and research assistance. Contact information for the Ybor City Campus librarians:

Alicia Ellison: 813-253-7731; e-mail: aellison@hccfl.edu
Jeneice Sorrentino: 813-253-7613; e-mail: jsorrentino@hccfl.edu

Information Literacy Tutorials

Information literacy is the set of abilities required to recognize when information is needed, where to locate it, and how to use it effectively and responsibly. Information literacy forms the basis for lifelong learning and is common to all disciplines. To assist students in the navigation of electronic information and the acquisition of information literacy skills, the following tutorials are available from the HCC Libraries web site:

<http://tilt.lib.utsystem.edu/>
<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

Faculty Consultation

The librarians are available by appointment to meet with classroom faculty to help create effective library-based assignments or to conduct personal research. For ideas on how librarians and classroom faculty may collaborate for effective assignments, please see Alicia Ellison's annotated webliography at:

<http://www.hccfl.edu/facultyinfo/aellison/libraryassignments.html>. A copy of her article, "Positive Relationships for Productive Library Assignments" published in *Innovation Abstracts*, March 5, 2004, Vol XXVI, No. 7, can be viewed at <http://www.hccfl.edu/facultyinfo/aellison/files/48445140F1194C3CB71B892620D76AC1.pdf>.

COLLECTION DEVELOPMENT

Faculty members are encouraged to submit requests for materials that would benefit their students or the College Community. Requests may be sent to one of the librarians or submitted via the online [Material Request form](#). Requests should include as much bibliographic data as possible: author, title, edition, publisher, date of publication, price and format, if applicable. Your input will make the collection stronger and is always appreciated.

The librarians conduct a collection assessment for each discipline at least once every five years. Classroom faculty members are invited to participate in the evaluation of the library resources that support your discipline.

SPECIAL SERVICES

HCC Libraries aim to provide equal access to resources and services for all students, staff and faculty. The Library Services for Persons with Disabilities policy may be found at <http://www.hccfl.edu/library/services/libdispol.html>.

Special equipment at the Ybor City Campus Library includes:

- TDD telephone: 813-253-7761
- Assistive technology workstation with JAWS and ZoomText
- ZoomText Xtra Tutorial is available
- Optelec ClearView (for enlargement of text)
- Staff available to assist with retrieval of materials and use of photocopiers and microfilm etc.