



## FALL 2011 FACULTY GUIDE

# Rentschler Library

Miami University Hamilton

engage | explore | inform | innovate | seek | discover | inspire | preserve | create | support | communicate | imagine | transform

*Welcome to Miami University Hamilton!*

*This is just a brief overview of the services and resources that Rentschler Library can offer you in support of your students, classroom, and individual research needs. While we hope this guide will help introduce you to us, we sincerely hope that you'll stop by and introduce yourselves in person sometime soon.*

## Our Mission

Rentschler Library contributes to the intellectual and cultural development of the students, faculty, staff, and community users at Miami University Hamilton by supporting the teaching and research needs of the campus and promoting personal growth and success through lifelong learning.

## Our Staff

**Krista McDonald**, Library Director  
mcdonak@muohio.edu 785-3100

**Mark Shores**, Assistant Director  
shoresml@muohio.edu 785-3203

**Polly Whitaker**, Reference Librarian  
whitakpj@muohio.edu 785-3229

**Kathleen Pickens-French**, Public Services Librarian  
pickenke@muohio.edu 785-3180

**Kim Taylor**, Library Associate  
taylorkm@muohio.edu 785-3179

**Gayle Riley**, Library Technician  
rileygl@muohio.edu 785-3001

## Our Hours

The library is open 7 days a week when classes are in session. Notices for holidays and semester breaks are posted on our website and on the doors near the library. In general, our hours are:

<b>Monday –Thursday</b>	8:00 a.m. –9:00 p.m.
<b>Friday</b>	8:00 a.m. –5:00 p.m.
<b>Saturday</b>	10:00 a.m. – 2:00 p.m.
<b>Sunday</b>	1:00 p.m. –5:00 p.m.

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## Resources for Faculty

### Books

Rentschler Library has a wide selection of resources to support your classroom instruction and your personal taste in books. It's also easy to borrow items from the other Miami University Libraries—just request the item online and it will be delivered to Rentschler for you to pickup within 2-3 business days. The faculty due date for most print items in the circulating collection is June 30<sup>th</sup> of the current academic year, but policies for popular reading, periodicals, and audiovisual materials may vary.

If Miami University Libraries does not have the item you need, you also have borrowing privileges at over 85 academic institutions in Ohio via OhioLINK-- the shared catalog includes around 40 million records! You should allow 5-7 days for OhioLINK items to be available for pickup at Rentschler Library. The checkout period for most OhioLINK is 3 weeks, with up to four renewals possible. Items from other Miami University Libraries and OhioLINK can be returned at Rentschler Library's circulation desk, or at one of our convenient drop locations outside of Schwarm Hall and outside of the library's doors.

### Articles and Databases

You and your students have access to a vast collection of electronic journals and online databases, making it easy to find scholarly articles, newspaper items, and popular materials that support your research. Use your Miami unique ID and password to access these collections from off-campus.

### Audiovisual Resources

A considerable number of audiovisual titles are available in the library system for faculty and student use. Videos are available in VHS, DVD, and digital formats. Most videos can be checked out for 1 week and are not eligible for renewal. You also have access to an online collection of over 1200 full-length educational videos that are licensed for use at Miami University from OhioLINK's Digital Media Center. These can be viewed online or temporarily downloaded.

### Computing

Rentschler Library has 63 public computer stations that you can use by logging in with your Miami unique ID and password. The computers are equipped with some of the most popular software, including Microsoft Office 2010 and Adobe's CS5 package (Dreamweaver, Photoshop, In-Design, Illustrator, and more!). You also have **wireless access** throughout the library, so you can bring your laptop with you.

### Equipment

- Photocopiers: If you need to make copies for faculty research, borrow our faculty copy card for use in the library's copiers. For larger runs (i.e., syllabi, class handouts, etc.), please use the photocopier in the faculty secretary's office, Room 532 Mosler.
- Scan to Email: Our photocopiers/printers also function as a scanner so you can easily scan documents and send the pdf files to your email.
- Printing: Black & white printing is available at 10 cents per page and color printing is 25 cents per page.
- Microfilm machines: Articles can be scanned to .pdf format and either saved or sent to email.
- Digital Cameras & Voice Recorders: Faculty and students can borrow these for a 24 hour loan period.
- Laptops: The library also has 20 laptops available for 24 hour checkout to Miami affiliates.
- Video Viewing Rooms for watching VHS and DVD resources.
- 2 Group Study Rooms for collaboration, equipped with computer, keyboard, projector and projection screen to rehearse presentations or to share research.

## Services for Faculty

### Course Reserves



#### Books & Videos

If you have supplementary resources, required readings outside of your class textbook, or videos that students need to watch, consider placing the items on reserve at Rentschler Library. Only your personal copies and Miami University Libraries copies can be placed on reserve; we are unable to put OhioLINK or materials from other libraries on reserve. The circulation time for each item is designated by the instructor and can include 2 hr (library use only), overnight, or 3 day checkouts.

The library is no longer able to place articles or book chapters on electronic reserve—please see the Niihka Resources section for alternatives.

### Video Bookings

Most audiovisual resources in the University Libraries can be “booked” for use later in the semester. Booking an item prevents other patrons from checking it out during the time period that you need it, which is really helpful if you have plans to show an item during class. For more information, please stop by the circulation desk or contact Kim Taylor.

### Interlibrary Loan

Our goal is to help you get the books, periodical articles, and other materials that are not readily available through Miami University Libraries or OhioLINK. Rentschler Library is part of a global lending network, and we frequently locate and request materials from libraries located throughout the United States and across the world.

Whether you need books or periodical articles, you can make your request online using an **Interlibrary Loan Request Form**. You will need to enter your Miami username and password to enter the system. In order to fill out the form, you will need to have the complete bibliographic information for the item. This will help us help you get the right resource that you need.

It can take anywhere from a few days to a few weeks for Interlibrary Loan requests to arrive, depending upon the lending library’s location and method of shipping. The length of checkout and availability of renewals is also dependent upon the lending library. For more information, please contact Polly Whitaker at 785-3229, or [whitakpj@muohio.edu](mailto:whitakpj@muohio.edu).

**“The library is not a shrine for the worship of books. It is not a temple where literary incense must be burned or where one’s devotion to the bound book is expressed in ritual. A library, to modify the famous metaphor of Socrates, should be the delivery room for the birth of ideas—a place where history comes to life.”**

—Jon Bing, law professor at w Law

## Services for Faculty *continued*

### Library Instruction

The number one reason that students do not ask for help with research is that they do not think they need it. Unfortunately, the wide range of information available online can be overwhelming for students, and learning to navigate library resources for more credible material can be difficult. Library Instruction can help. Sessions can be tailored specifically to course assignments so that students become familiar with the specific resources they will be using, including the library's website, the library catalog, databases, and reference materials. Library Instruction can also focus on building the student's information literacy skills by demonstrating the differences between scholarly and popular materials, helping students refine search strategies, and teaching the students what to look for when evaluating potential resources and Internet sites.



Sessions are typically held in the Library Instruction Classroom (Schwarm 213), which is equipped with demonstration equipment and computers for students to gain hands-on experience. We ask that instructors are present during their class's Library Instruction session to ensure that the goal(s) of the session are met. When scheduling an appointment, please provide us with any information about the course project(s) and any specific requests for topics you would like covered. This will help us tailor a session to fit your needs. For questions or to schedule a session, please contact Mark Shores at 785-3230, or [shoresml@muohio.edu](mailto:shoresml@muohio.edu).

### Niihka Resources

There are two ways that Rentschler Librarians can help make your class's Niihka experience a success. One way is that we can help you find useful library resources, tutorials, and links that can be integrated into your course site so that your students can have easy access to getting started on their research. Our librarians will be happy to assist you in selecting resources relevant to the needs of your students. You can link to journal articles that are accessible from Miami University Libraries' databases by using the proxy link located in the item record—by using the proxy link, students can access the article using their usernames/passwords.

If Miami does not have access to full-text of the desired article from within the databases, a .pdf can be uploaded to your class site. Copyright restrictions do apply, but a good rule of thumb is that only one article can be used from a particular volume of a journal per class, and only 10% or 1 chapter of a book can be placed online.

Another way is to request an **embedded librarian** during a peak research time for your class. The embedded librarian can help answer students' research questions & share relevant search strategies at the students' point of need. This service can be the most productive when it follows a library instruction session taught by the embedded librarian since the students have a "face" to go with the thread, but library instruction is not a requirement. Availability is limited, so please speak with a librarian early in the semester if you are interested.

**"To ask why we need libraries at all, when there is so much information available elsewhere, is about as sensible as asking if roadmaps are necessary now that there are so very many roads."**

—Jon Bing, law professor at the Norwegian Research Center for Computers and Law

## Connections

### Rentschler Blog at <http://rentschlerlibrary.wordpress.com>

Stay in the loop by checking out Rentschler Library's blog—our posts include resources for today's hot news topics locally and abroad, as well as information about current library trends and events. You can also use our blog to IM a librarian, check out our photo gallery on flickr, and to join our facebook group ([www.facebook.com/Go2Library](http://www.facebook.com/Go2Library)). The top tabs of the blog will guide you directly to staff information, news about current promotions, and to a complete listing of previous posts in the blog archive. There is even an RSS feed from the Hamilton Journal News, so you'll always be up to date on what is happening around town.



### Faculty Newsletter, "The Link"

Our newsletter for MU Hamilton faculty and staff is published and distributed by library staff at least twice each semester. The mission of "The Link" is to keep the campus informed of current library services, resources and trends that support professional research and classroom curricula. Our goal is to facilitate increased collaboration and communication between MUH faculty and library staff on topics like information literacy, intellectual property, and emerging technologies. An archive of past issues can be found at <http://www.ham.muohio.edu/library/thelink>.

### Subject Liaisons

Subject Liaisons are responsible for making decisions about the library collection, like purchasing and withdrawal, in assigned subject areas. Each professional librarian serves as a liaison to several departments so that faculty have an easily identifiable point of contact within the library. Please identify your Subject Liaison from the list below for future reference, but please know that you can also ask for help from any of our staff.

**Polly Whitaker**, Subject Liaison for: Physical Sciences, Life Sciences, Communication, Engineering, Language and Literature, Mathematics, Nursing, Philosophy, Theatre, and Religion.

**Mark Shores**, Subject Liaison for: Business, Computer Science, Finance, History, Management, and Marketing.

**Kathleen Pickens-French**, Subject Liaison for: Anthropology, Black World Studies, Criminal Justice, Geography, Law, Latin American Studies, Music, Political Science, Recreation, and Sociology.

**Krista McDonald**, Subject Liaison for: Education, Family Studies and Social Work, LGBTQ, Psychology, Visual Arts, and Women's Studies.

### Events and Promotions



Rentschler hosts a variety of exciting events and promotions throughout the year that will give you the opportunity to connect with other faculty and the Hamilton Community. You can look forward to our annual "Favorite Poem Project" poetry reading, take advantage of our "Frequent User Card" program, and discover exciting resources that complement campus initiatives.

Watch our blog and your emails for your chance to participate.

## Helpful Links

### Library Resources

Please call the library if you need help locating information from our sites!

- **Rentschler Library:** [www.ham.muohio.edu/library](http://www.ham.muohio.edu/library)
- **Rentschler Library Blog:** <http://rentschlerlibrary.wordpress.com>
- **Miami University Libraries (Oxford):** [www.lib.muohio.edu](http://www.lib.muohio.edu)
- **Your Circulation Account:** <http://holmes.lib.muohio.edu/patroninfo.html>
- **OhioLINK Central Catalog:** <http://olc1.ohiolink.edu/search>
- **OhioLINK Digital Media Center:** <http://dmc.ohiolink.edu>

### Copyright Information & Guides

Determining whether or not materials used for education are in violation of copyright law is a complex process, especially when considering the online classroom environment. If you are not sure whether or not your use of someone else's intellectual property constitutes "Fair Use", please check the resources listed below.

- **Government Copyright Office:** [www.copyright.gov](http://www.copyright.gov)
- **Fair Use Guidelines for Educational Multimedia:** [www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm](http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm)
- **Using Electronic Reserves, from the Copyright Clearance Center:**
  - [www.copyright.com/media/pdfs/Using-Electronic-Reserves.pdf](http://www.copyright.com/media/pdfs/Using-Electronic-Reserves.pdf)
- **Stanford's Guide to Fair Use:** <http://fairuse.stanford.edu/>



### Technologies

- **Miami Knowledge Base:** <http://kb.muohio.edu>
- **Hamilton Computing Services:**
  - [www.ham.muohio.edu/computingservices/index.htm](http://www.ham.muohio.edu/computingservices/index.htm)
- **Microsoft Office 2007 Training & Tutorials:**
  - <http://office.microsoft.com/en-us/training/default.aspx>
- **Miami University Training Opportunities:**
  - <https://was.muohio.edu/perl/was/login?service=train>

### Niihka

- **MyMiami:** <https://mymiami.muohio.edu>
- **Instructional Design**
  - <http://www.units.muohio.edu/uit/teaching-learning>
- **Niihka Training & Support**
  - <https://niihka.muohio.edu/portal/site/support>

# We hope you'll visit us soon!