



*Creating Opportunities. Changing Lives.*

As we begin a new year, our staff would like to extend a warm welcome to you. We also would like to extend an invitation to visit our Library and Computer Lab and take advantage of the resources and services that are available.

From our professional librarians (the "original" search engines) and knowledgeable support staff ... to our print and electronic resources...to our services delivered with "radical hospitality" – we take our mission of "enhancing and strengthening teaching and learning" seriously.

Please visit our website at <http://library.randolph.edu> where you will find answers to most of your questions.

If you don't have time to check out our website right now, here are a few answers to frequently asked questions that may be helpful to you as we begin the fall semester.

***What types of instruction can you provide to my class?***

Library instruction ranges from an orientation tour of resources and services to detailed instruction in the use of specific databases. A description can be found at: [http://library.randolph.edu/faculty/library\\_instruction.html](http://library.randolph.edu/faculty/library_instruction.html). Instruction can even be tailored to meet the specific needs of your class. Contact Donna Windish, Instructional Services Librarian, to schedule instruction.

***Can I bring my class to the library to do research?***

We welcome classes to our library to do research, use our print and electronic resources, and receive assistance from our staff; however, space is very limited this semester. We are currently reaching our limits in available space and computers during the mornings and through lunch (few available seats or computers).

Here are options you may want to consider to make certain your students have a positive experience:

- *Always* notify us before bringing a class (name of class and # of students).
- *Please* provide us with a copy of the class assignment in advance so that we can prepare ourselves to assist your students and to make certain we have the resources that they need.
- Remind your students ahead of the visit that a College ID card is required for the use of most library services, including book checkout, computer use and reserve materials checkout.
- If your class meets during the first half of the day, we recommend that you allow one of our librarians to come to your classroom to provide instruction and/or work with and answer questions your students may have about their research.
- If computers are not available in your classroom, we recommend you book a room that will allow for computer-based library instruction, and we will meet you there!
- Structure your course so that student research is done individually outside the classroom and make sure to communicate to your students that the library is ready and willing to assist them individually.

***Can I bring my class to the library to use the computers?***

Our library computers are available for individual and small group work and research. The library is not designed to function as a computer classroom. Walk-ins normally fill up most of our computers during the mornings and during lunch. We urge you to book a computer classroom IF your students will only be using computers. Remember, however, that if your students are going to need our assistance in using a

*variety* of library resources, we will do our best to accommodate the needs of your class IN the library, but we need to talk with you in advance.

***So the library can't accommodate my class if they all need to use computers. What about the LRC Computer Lab?***

Our LRC Computer Lab is an open lab that is available to individual students who need to use our computers. It is not designed for classroom-type instruction. A training room with ten (10) computers is available for small group work or small training sessions during non-peak lab use or when no Writing Lab is scheduled. This room must be reserved in advance with the LRC Computer Lab Assistant, Arif Siddiqui, in order to ensure availability.

***How can I find out about your resources and services?***

The RCC Library maintains a web page at <http://library.randolph.edu> that contains useful information and links for instructors, staff, and students. The links provide access to many resources, such as our online catalog, NC LIVE, and other subject-specific databases.

We encourage you to add an icon on your computer desktop so you can quickly reach our web page.

***Everything's on the web, isn't it?***

No, it's really not! While there is a wealth of information on the web, few *substantive* materials are on the Internet *for free*, and quality control is fairly non-existent.

Phishing, identity theft, Internet scams--just as those things can seem deceptively real, they can cause many headaches. Student research is only as good as the sources used, and it can be difficult to distinguish the difference between a bad source and a scholarly one, especially if you are just getting started in research.

In addition to providing a gateway to NC LIVE databases, our library licenses a number of subject-specific databases with full-text articles from scholarly journals and other reliable sources. Our library also purchases printed books that supplement what is taught in the classroom. We provide all types of resources, because *we believe it is an important part of every student's education to be exposed to a variety of resources*--particularly those students who will be continuing their education at a college or university.

***I want my students to use real library resources--not "Internet sources."***

That doesn't work well either and can be very confusing to students. There's more to the library than books these days. Library online databases and electronic books can be accessed 24/7 through the library's website.

Although you access these databases and electronic books through the Internet, they are **NOT** Internet sources. They are every bit a part of our library's collection as the books on our shelves.

***I have some materials that I would like my students to use, but I want to restrict the use. Can you help me?***

Materials can be placed on closed reserve (meaning they can only be checked out for use in the library) or on reserve checkout (time specified by instructor). Forms for setting up reserves are available at the Circulation Desk in the library or you can contact Pam Pollard if you have a question.

There are a few things to remember when placing materials on reserve:

- Make sure the reserve checkout period is reasonable for the number of students in your class. In other words, don't put one copy of a book on a 3-day checkout IF all 26 students in the class need to read it in a week.
- Observe all copyright laws.

We have tried to provide you with some answers to frequently asked questions; however, there is no way to cover all you may need to know. That is why Library Services staff are available via telephone, email or in person to talk with you about your instructional needs. We hope to be talking with you soon!