



Please visit the library webpage @ <http://lrc.baycollege.edu>

The library has approximately 40,000 books, access to more than 30,000 E-Books (NetLibrary and Humanities E-books – refer to the *Library E-Book Collection handout*) plus Reference E-Books (CREDO Reference – see *gray handout*), 200 periodicals, 3,000 videorecordings (vhs/dvd) and audiorecordings (audio/cd), and the following electronic databases: FirstSearch (*yellow handout*), Gale InfoTrac (*blue handout*), Lexis Nexis Academic (*access on campus only*) and US Politics & World News (*aqua handout*), NewsBank (*pink handout*), and ProQuest (*green handout*). The Library of Michigan also provides many electronic resources free to libraries and Michigan residents – *please refer to the MeL handout*.

Interlibrary Loan (ILL)

If you are looking for material that is **not** available in the Bay College Library items such as books, dissertations, media, and microforms may be interloaned from other libraries. Libraries have shared their catalogs electronically to create the world's largest database of bibliographic information. You may access WorldCat through FirstSearch (Info on WorldCat refer to *Searching for Periodicals handout-orchid* and info on FirstSearch refer to *yellow handout*).

Interlibrary Loan is normally provided free of charge to Bay College faculty, students, and staff. Requests are **usually for instructional purposes**. Non-instructional materials may be interloaned but may be subject to a fee (you may set the maximum that you are willing to pay – usually \$5 - \$15) if we are not able to obtain from a library that loans free of charge.

The average time to receive requested materials is 7-21 days. You will be notified via email or phone when an item arrives. Oftentimes periodical articles are received electronically and are forwarded to you as attachments. Other materials must be picked up at the Circulation Desk as they require a signature (**red bag delivery is made to the West Campus**). Photocopies of periodical articles can be kept, while other materials must be returned. The loan time (return due date) for these materials varies and is set by the lending libraries.

To prevent delays in receiving items, make sure your requested citations are complete and accurate. If you desire a chapter or essay from a book, please include the title and author of the book, along with the chapter title and page numbers. Requests may be made via WorldCat, email, request form, phone, or in person.

If the material is viewed as an enhancement to our collection, we may order rather than interloaning from another library. Loaning libraries are very reluctant to lend their new materials.

Renewing Interlibrary Loan Material (ILL)

The loan period for interlibrary loan materials varies and is set by the lending libraries. To request an extension of the loan period contact CJ Havill x1190 or Chris Nelson x1192, or by e-mail -- havillc@baycollege.edu, nelsonc@baycollege.edu, ILL@baycollege.edu. Library staff will notify you of the new due date if the lending library will allow an extension.

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Reserve Room

What are reserve readings?

Reserve Room items are materials designated for specific classes at the instructor's request. Books, journal articles, study guides, past exams, videos/dvds, and biology specimens are among the items which may be placed on reserve. These items are in the reserve reading collection to help guarantee that all students in the class will have access to the material. Material may be owned by the library or by the instructor.

Where are the reserved readings?

The Reserve Room collection is at the Circulation desk. Generally, use is restricted to the library for a period of two, three or four hours, but some materials may be checked out overnight, for three days, and seven days. The instructor chooses the most appropriate lending period when an item is placed on reserve.

How will students know if your class has reading material on reserve?

Most often any reserve reading materials will be noted in your syllabus or discussed in class. Students may also use the online library catalog to determine whether there are any items on reserve for your class.

How do students borrow something from reserve?

Students come to the Circulation desk with their Bay College ID card. Students may ask for a specific item by title, by instructor name, or by the course number and name. Staff at circulation will help students identify what items are on reserve. It is very helpful if the student brings their syllabus. Students may read the material in the library or make a photocopy (when appropriate) but the material still must be checked out and ID is required. When checking out item(s), students are given a specific due date. Students are cautioned to return items on time since fines are assessed for reserve items at the rate of 10 cents per hour / \$1.00 per day.

How can I place materials on reserve?

Faculty may place personal material or library owned material in the Reserve Room for the semester or for the school year. For Reserve Room assistance contact CJ Havill x1190 or Ann Bissell x1228.

How can I reserve equipment/media to use in class?

Contact John Anderson/AV Technician/IT x1131. Videorecordings (vhs/dvd) are not delivered with AV equipment for security reasons. The library staff will deliver material(s) to your office when it is not convenient for you to come to the library during open hours. The library staff will also check out material to you for an extended period of time for your convenience. Otherwise, please pick up media prior to showing in your classroom.

Circulation Policies

Library Circulation has two fundamental goals: (1) to facilitate access to library collections through the circulation of library material (and timely return of materials), and (2) to provide access to the widest possible collection of resources through collection development (recommendations are welcome) and interlibrary loan.

Borrowing Material

Students (Bay ID card), staff, and faculty (library card-blue/white) need a library card to borrow materials. The following chart outlines circulation time periods:

PATRON	BOOKS	REFERENCE	MEDIA	RESERVE	JOURNALS
Students & Staff	3 weeks	None	3 Days	Varies	7 days (not current issue)
Faculty	3 weeks to 1 semester	Arranged	5 Days	Instructor Need	7 days (current issue can be arranged)

Renewing Library Material

Any material except those on hold, recalled, or already overdue may be renewed online. To renew your materials online, login to your account at lrc.baycollege.edu. USERNAME = Bay College ID number (must be 9 digits total – use leading zeros); PASSWORD = Last 4 digits of your Social security Number. Additionally, renewals may be done in person at the Circulation desk, by phone (906-786-5802 x1229,x1190,x1228) or email CJ Havill or Ann Bissell.

Holds on Material/Review Account

You may also review your account and place holds when logged in to your library account at lrc.baycollege.edu. We welcome our faculty and staff to come to the library for assistance any time.

Returning Material/Library Hours

Fall/Winter semesters: Monday – Thursday 8:00 am – 8:00 pm & Friday 8:00 am – 4:30 pm

Spring/Summer semesters: Monday – Friday 8:00 am – 4:30 pm

Drop box is currently available in the hall leading to the library. There is also a return slot in the glass at the front entrance to the library. If difficult for you to return items due to your schedule, library staff will pick up material from your office when needed.

Overdue Fines & Bills

Faculty and staff are not charged overdue fines. If material is lost, however, replacement cost will be charged to the patron. Library staff may accept an exchange in the form of material donation.

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Library Instruction

Faculty may request library staff to provide instruction for their entire student group on a specific topic such as how to access a particular online database (e.g. FirstSearch, ProQuest, etc), how to search the online library catalog, how to evaluate information resources, and/or provide sources to assist with bibliographic citations. Instructional materials will be provided to faculty and/or students upon request. Site visits (in person, via telecommunications, etc.) to have library staff provide instruction at off-site locations may be requested.

Why Library and Information Access Instruction?

Ann Bissell x1228 or CJ Havill x1190 will provide instruction to assist your students in writing more thought out papers by teaching them how to investigate topics using a wide range of information sources. In a course-related library instruction session, we focus on specific research tools or subject areas geared to your course needs and class assignments. Students learn to select, use and evaluate specific resources, such as online databases, reference works, and Internet sites

To arrange for library instruction:

To make arrangements for class instruction, faculty should contact either Ann Bissell or CJ Havill to discuss the needs of your class and to confirm whether your preferred date and time for instruction is available. Instruction sessions are most successful when the instructor attends the sessions with the students. Your instruction session may meet during the regularly-scheduled class time in either the course classroom (using a BAYMAD), LRC Computer Classroom or the Student Computing Center. We ask that you give 7 days advance notice so that we can accommodate your preferred instruction date, schedule the room, and assemble the library writing packets (containing instructions and passwords) for the students. The writing packet instruction handouts containing passwords are also available in PDF format on the Intranet for faculty and staff access.

Information technologies are transforming the traditional tools for research. Increased access to information sources also means increased complexity. Instruction in information skills provides students a framework for lifelong learning.

Reference/Research

Whatever the question or information need, the library staff will search the library's resources, the Internet, and online databases to find the answer. If an answer cannot be found in the library resources, the staff will contact other libraries (ILL), agencies and outside resources to meet the user's classroom or professional development needs.

Other Library Services

The library provides lots of study area both tables and private carrels (& video/dvd carrels). Three group study rooms are available on a first come, first serve basis.

The following library services are normally only provided for college-related activities: laminating (maximum width 17"), bulletin board supplies (paper & borders) & spiral binding. Transparencies for faculty are now provided by each Division Office so that the appropriate type can be ordered for the division copier. The library does provide transparency service to students: 25 cents each for next day service & \$1 each for same day service.

As mentioned above, Audio-Visual Services are provided by John Anderson x1131.

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