

# Library & Information Services

## YOUR ACADEMIC RESOURCE CENTER

2009-2010

# FACULTY GUIDE

### Support for Teaching

We build our print and digital resources to meet the needs of the classes you teach. Feinberg librarians also offer an instruction service that's tailored to meet individual course needs. Faculty may schedule a librarian to present a course-related library instruction session in conjunction with assignments. Faculty may also arrange a class orientation to Special Collections.

### Support for Scholarship

Feinberg Library's collections focus mainly on the needs of the College's programs of study. We also provide you with assistance and access to the materials you need for your library research. Frequently used services include Interlibrary Loan, academic journal databases and full-text journal articles, e-books, and e-reserves.

### Tech Support

Our extensive technology services cover virus protection, hardware and software support, and the easing of everyday technology troubles. Our Helpdesk experts are just a phone call or e-mail away. We also manage campus networking needs, including wireless access.

### Online Learning and Hybrid Courses

Online and hybrid courses use our ANGEL course management system and provide convenient alternatives to the traditional college classroom.

## LIS SERVICES FOR FACULTY

### Center for Teaching Excellence (CTE)

[plattsburgh.edu/lis/cte](http://plattsburgh.edu/lis/cte)

The Center for Teaching Excellence supports faculty in their efforts to develop and refine great teaching skills. In addition to fostering a campus dialogue about teaching, the Center provides a variety of services including individual consultations, class visits, and faculty Learning Communities.

### Connect from On- and Off-Campus Locations

[plattsburgh.edu/technology/cms/facultyserv.php](http://plattsburgh.edu/technology/cms/facultyserv.php)

Your NetID and password give you access to MyPlattsburgh, our Web portal, for a secure and convenient path to the Internet, campus databases, e-mail, and administrative services. It also provides a customizable communication tool for you to use with students.

### Course-Related Instruction

[plattsburgh.edu/library/instruction/course-relatedrequests.php](http://plattsburgh.edu/library/instruction/course-relatedrequests.php)

Feinberg Library provides hands-on library and information-skills sessions and orientations that are customized for your students' needs. Begin by completing our Online Request Form ([plattsburgh.edu/library/instruction/instructionrequest](http://plattsburgh.edu/library/instruction/instructionrequest)). We also offer Faculty Workshops, which allow you to make the most of the technological tools available to enhance teaching and research, and convenient Self-Help Tutorials in research, citation, and technology (see: [plattsburgh.edu/library/instruction/onlinetutorials](http://plattsburgh.edu/library/instruction/onlinetutorials)).

### Department Library Contacts

[plattsburgh.edu/library/cdm/contacts.php](http://plattsburgh.edu/library/cdm/contacts.php)

All academic departments have librarians assigned to assist faculty with library services.

### Faculty Reserves Form

[plattsburgh.edu/library/reserves/reservesform.php](http://plattsburgh.edu/library/reserves/reservesform.php)

Use this form to place books, DVDs, CDs, and other course materials on reserve for your students.

### Instructional Technology—Unit and Resource Center

[plattsburgh.edu/technology/it](http://plattsburgh.edu/technology/it)

Get information, training, tips, and advice on subjects ranging from day-to-day computing to extraordinary combinations of teaching and technology. Workshops cover the campus course management system (ANGEL), Web development software (WIDGET), the MS Office Suite, and more. The Instructional Technology Resource Center (ITRC) provides you with an exploration and development lab, while the IT Faculty Mentoring Program offers access to skilled colleagues in your own building.

## USE THE LIBRARY

### Borrow materials from other collections with Interlibrary Loan (ILLIAD)

[library.plattsburgh.edu/ill/logon.html](http://library.plattsburgh.edu/ill/logon.html)

### Add the Library to your ANGEL course

[plattsburgh.edu/library/cdm/angellinks.php](http://plattsburgh.edu/library/cdm/angellinks.php)

### Request an Instruction Session

[plattsburgh.edu/library/instruction/course-relatedrequests.php](http://plattsburgh.edu/library/instruction/course-relatedrequests.php)

### Request Reference Services online

[plattsburgh.edu/library/flier.php](http://plattsburgh.edu/library/flier.php)

### Reserve a Library carrel

[plattsburgh.edu/library/crffaculty.php](http://plattsburgh.edu/library/crffaculty.php)

### Schedule exhibits in the Library

[plattsburgh.edu/library/instruction/exhibits.php](http://plattsburgh.edu/library/instruction/exhibits.php)

### Suggest a purchase

[plattsburgh.edu/library/cdm/suggestapurchase.php](http://plattsburgh.edu/library/cdm/suggestapurchase.php)

## LEARN MORE

Please contact us for more information.

### Dean of Library and Information Services

Phone: (518) 564-5180

Web: [plattsburgh.edu/offices/support/lis](http://plattsburgh.edu/offices/support/lis)

### Computer Purchase Recommendations

Phone: (518) 564-4433

Web:

[plattsburgh.edu/technology/computers/buy.php](http://plattsburgh.edu/technology/computers/buy.php)

### Computing and Media Services

Classrooms/Labs: (518) 564-2434

Helpdesk: (518) 564-4433

Media Requests: (518)564-2222

E-mail: [cms-feedback@lists.plattsburgh.edu](mailto:cms-feedback@lists.plattsburgh.edu)

Web:

[plattsburgh.edu/technology](http://plattsburgh.edu/technology)

[plattsburgh.edu/technology/cms/](http://plattsburgh.edu/technology/cms/)

[plattsburgh.edu/technology/cms/facultyserv.php](http://plattsburgh.edu/technology/cms/facultyserv.php)

### Feinberg Library

Phone: (518) 564-3180

Web: [plattsburgh.edu/library](http://plattsburgh.edu/library)

[plattsburgh.edu/library/faculty.php](http://plattsburgh.edu/library/faculty.php)

### Helpdesk

Phone: (518) 564-4433

Web: [plattsburgh.edu/technology/helpdesk](http://plattsburgh.edu/technology/helpdesk)

### Laptop Loan Program

Phone: (518) 564-4433

### Online Learning

Phone: (518) 564-4234 and (800) 787-8773

Web: [plattsburgh.edu/academics/onlinelearning](http://plattsburgh.edu/academics/onlinelearning)

### Special Collections

Phone: (518) 564-5206

Web: [plattsburgh.edu/library/specialcollections](http://plattsburgh.edu/library/specialcollections)