

Chapter 4 – Library and Database Resources

Welcome to the Alverno College Library

Alverno's Library is located on the second floor of the Liberal Arts Building (LA) in the north wing. The library homepage can be accessed via the Web at <http://depts.alverno.edu/library>.

The library collection serves adult learners and educators and supports the curricular needs of students and faculty. The library houses items on a wide range of subjects, in all types of formats—books, journals and magazines, computer software, audiovisuals, and microfiche. The library also subscribes to numerous electronic indexes, full text databases, e-books, and journals that can be accessed anywhere on or off campus. For information about web-based resources that can help you learn basic library and research skills, contact the reference librarian. (see phone number below)

The Alverno College Library is a member of SWITCH (Southeastern Wisconsin Information Technology Exchange), providing materials to our patrons from seven other area libraries:

- Cardinal Stritch University
- Concordia University Wisconsin
- Milwaukee Institute of Art and Design
- Mount Mary College
- Sacred Heart School of Theology
- St. Francis Seminary
- Wisconsin Lutheran College

SWITCH libraries share books, videos, scores, journal articles, and other items. With a valid Alverno library card, you can have materials delivered to Alverno's library for check out. A 24-48 hour turnaround can be expected on most of the materials requested from other SWITCH libraries. If you prefer, you may also use and check out materials at any of the other SWITCH libraries.

The library's online library catalog is referred to as TOPCAT (The Online Public Catalog) and is available on the Web via the library homepage (<http://depts.alverno.edu/library>). TOPCAT contains not only the holdings of the Alverno College Library, but also the holdings of the seven other SWITCH libraries.

Service Desk Phone Numbers

Circulation/Reserves	414-382-6433
Reference	414-382-6062
Hours	414-382-6060
Archives	414-382-6202



How to apply for a library card

An Alverno Student ID card can easily be converted into a library card at the Library's Circulation Desk. Just fill out and sign an application card and a library barcode will be added to the back of your ID card. A library barcode is your passport to a wealth of information, library materials, and research opportunities.

Be sure to bring your library card with you whenever you are on campus. Library cards are needed to:

- Check out books, journals, videos, and other library materials from the Alverno Library or the other SWITCH libraries
- Check out Course Reserve materials or access the Library's Electronic Reserves collection
- Renew library materials
- Request books, videos, or journal articles from the other SWITCH libraries
- Request books, videos or journal articles through Interlibrary Loan
- Connect to electronic databases from off-campus
- Borrow equipment from the Center for Instructional Communications (CIC)

Please report lost or stolen library cards to the Library's Circulation Desk (**414-382-6433**) as soon as possible. Lost or stolen library cards may be replaced at the Circulation Desk. The replacement fee for lost library cards is \$2.

View/renew your materials online

You may view a list of the library materials you have checked out and renew them online at <http://topcat.switchinc.org/>



Your Alverno College Library

- *More than collections*
- *More than services*
- *More than a space*

We're part of the Alverno College learning community and we're really good people to know!

Collections

The Alverno Library is divided into a number of different areas. The majority of the library collections use the Dewey classification system. The main collection, consisting of the **general collection** and the **reference collection** can be found in the Reference Room and the four stack levels located west of the Reference Room.

The main collection includes books, periodicals, scores, videos/DVDs, CD's and microforms. The Reference Room and Room 210 have audiovisual equipment available for all patrons to use. **Aside from the main collection, there are also several special collections:**

In the ALVERNO COLLEGE Library

Fine Arts Lab or **FAL (Room 210)**: compact discs and art slides. The FAL contains appropriate equipment for using these items plus video playbacks and DVD players. The Kurzweil 3000 (See below under Equipment) is also located here.

Teaching Materials Center or **TMC (LA 216, 217)**: children's literature and teaching materials including periodicals.

Periodicals are mostly on stack levels 3 and 4. Periodicals are arranged alphabetically by title. Periodicals for children are in the TMC. Newspapers are on stack level 1. Corporate Annual Reports are on stack level 2.

In Corona Hall

The **College Archives (CO B8)** houses institutional records documenting the history of Alverno College in various formats (paper, photographs, microforms, and videotapes).

Do you know?

- Alverno once had a tennis court?
- When tuition used to be \$50 a semester?
- Who Sr. M. Providencia is?
- Why student government disappeared at Alverno?

You can learn the answers to these questions and about Alverno College history and lore by **making an appointment** (382-6202) and visiting the College Archives. In the Archives we have:

- photographs
- scrapbooks
- old College publications (including student newspapers and magazines)
- memorabilia
- records of student organizations (some that used to exist and some that still do)
- MORE

Materials **MUST BE VIEWED IN THE ARCHIVES**, but they can be photocopied or scanned for your use. To learn more about Alverno History, the College Archives and the College Records Management Program, visit the Archives web page at:
<http://depts.alverno.edu/archives/archome>

Equipment

In the FAL (Fine Arts Lab)

- CD, audiocassette, DVD, mini-DV players and video (VHS) playbacks
- Listening and recording equipment including a tape dubber
- Slide light table and projector.
- Kurzweil 3000, a computer-based reading system (to aid both the visually impaired and reading-challenged students)

In the Reference room

- Computers—all public computers connect to the Internet and a printer and offer Microsoft Office In addition, each computer is equipped with a headset for listening to music CD's or viewing CD software
- Microfiche readers & printers (10 cents per page)
- Photocopiers (10 cents per page)
- Wireless connection to the Internet

Library Service Desks

Reference Desk

At the Reference Desk, our librarians assist patrons

- in the search for materials in our physical space, e.g., books, videos, sound recordings, and journals
- in the use of online catalogs, electronic databases, Web resources, and print materials
- in the use of the Course Reserve lists
- in the use of copiers, printers, microform reader-printers, and audiovisual equipment

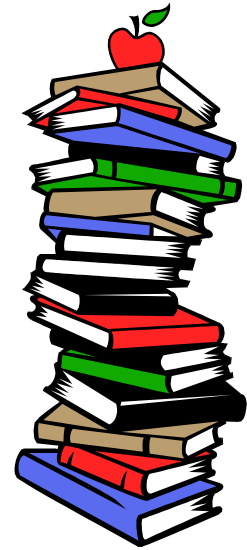
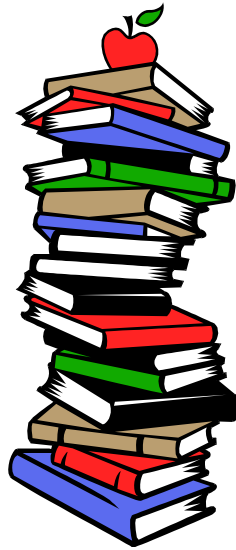
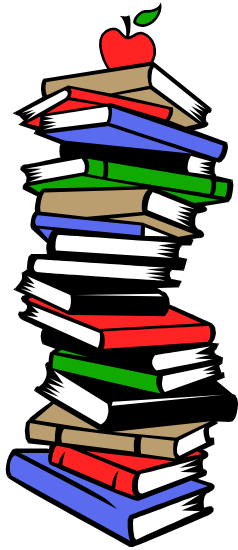
Reference librarians can also help you with your research strategies and recommend appropriate sources of information and assist you in accessing them. Stop at the Reference Desk for assistance throughout the research process. See page 70 for **Library Research Tools**.

Circulation/Reserves Desk

The Circulation/Reserves Desk is the place to go

- to check out and renew library materials
- to check out materials that are on RESERVE for Courses
- to pick up books, photocopies, and other materials ordered via SWITCH or Interlibrary Loan
- to register for a library card or to apply for a replacement card
- to pay library fines and to check on the status of your library card
- to return library materials

Patrons need to ask for RESERVE materials by **Reserve Call Number**. One may search TOPCAT under COURSE RESERVES to find the Call Numbers or ask the Reference librarian for assistance in this process.



Student Circulation Policies

- Alverno students are expected to present their library barcodes whenever they want to check out library materials, including Reserve materials. If a student's library barcode has been misplaced or forgotten, there is a \$1 fee to check out materials using an alternate form of identification. In addition, there is a \$2 fee for a permanent replacement of a library card/barcode.
- Lost or stolen cards and change of address or phone number should be reported to the Alverno Circulation Desk.
- Eligible borrowers include Alverno Weekday and Weekend students, "Students on Leave," College Transition Program (CTP) students, and certification students.
- All items in the library may be borrowed except reference materials.
- Borrowers may check out an unlimited number of items, except Reserve items, which are limited to ten (10).
- Circulation/Reserve materials are checked out and returned to the Circulation/Reserve Desk.
- Items borrowed from SWITCH member libraries may be returned to the Circulation Desk at any SWITCH library. All SWITCH libraries have depositories for after-hours return.
- The Alverno student library card may be used at the other SWITCH member libraries.
- When using a SWITCH library, Alverno students are subject to the policies and fines of the individual libraries.

Alverno Loan Periods

- Books - 28 days
- Scores - 14 days
- AV: kits, videocassettes, audiocassettes, (except those from the Fine Arts Lab), maps, slides, regalia, and portraits - 14 days
- Compact discs and annual reports - 7 days
- Periodicals and newspapers - 3 days
- Reserve materials - 2 hours, 4 hours, 24 hours, 3 days, 7 days, or 28 days as designated
- Laptops – 72 hours

Renewals

- Materials may be renewed if no holds have been placed on them.
- There is a limit of two renewals per item.
- General circulating items may be renewed by phone. **Requests for renewals should not be left on voice mail.**
- **Reserve materials may not be renewed.** However, the loan period may be extended if the material is not in demand. Material must be brought to the Circulation/Reserve Desk for consideration of any extension.
- Self-renewal of library materials is available from the library's homepage.

Requests/Hold/Recalls

- Materials currently in the circulating collection may be put on hold; ask for assistance at the Circulation Desk.
- Upon the return of requested materials, the requestor is notified that the item is now available and will be held for her at the Circulation Desk for one week (7 days).
- If materials that are checked out are requested by another patron, the item(s) will be recalled when the initial loan period is over. Only materials requested by faculty/staff for placement on Reserve are recallable before loan periods are over.
- The number of holds a person may place is limited to ten.
- No holds may be placed on Reserve items.

Charges

Borrowers are responsible for all materials checked out on their cards.

General circulation items

- \$10.00 per item after 9 days
- Videos: \$1.00/day

Reserve items

- 2 hour items: \$1.00/hour
- Overnight checkout is due back 1 hour after opening the next day or \$.50/hour
- 24 hour items: \$.50/hour
- 3 day & 7 day items: \$2.00/day
- When an item is 10 days overdue, an invoice will be sent charging the patron for the missing item, including a non-refundable \$10.00 billing/processing fee.
- Patrons are responsible for charges even if they have not received any overdue notice.
- When a patron of a SWITCH-member library has incurred overdue charges up to or more than \$50.00, that patron will be **BLOCKED** from borrowing any items at any SWITCH library until that amount is paid in full. Overdue charges from other SWITCH member libraries may be paid at the Alverno Library Circulation Desk or at one of the other SWITCH libraries.
- Bills for missing or damaged materials will include the cost of the replacement or repair of the item plus a \$10.00 fee for processing costs.
- **DAMAGED ITEMS REMAIN THE PROPERTY OF THE LENDING LIBRARY.**
- When an Alverno student has incurred \$50.00 or more in charges and/or has books missing, a **HOLD** will be placed on her college records. Students with **HOLDS** may not receive progress reports, transcripts, diplomas, or be able to register.

Library Research Tools

The Main Three: TOPCAT, Electronic Databases and the Web

TOPCAT (the online public catalog)

TOPCAT is the tool you use to find out what materials the Alverno library and the other SWITCH libraries own (books, journals, videos, etc.) and where those materials are located. You are able to search TOPCAT by **AUTHOR, TITLE, SUBJECT, and KEYWORD**. Checking course reserves by instructor or course name is also done via TOPCAT.

Electronic Databases (Access to Journal & Newspaper articles online)

Electronic databases are online tools that are used to locate journal and/or newspaper articles on your research topic. Sources you obtain from electronic databases will comprise the bulk of your undergraduate research. These databases are updated frequently (daily to monthly) and therefore contain current information that is needed for many class assignments.

Web Access

All library computers provide access to the World Wide Web. On the library's homepage, there is a link to suggested websites organized by subject (Selected Web Links). The reference librarians have evaluated and compiled these web sites to assist you in your online research. This list of websites is NOT comprehensive but serves as a starting point from which you can begin your web research.

Research Strategies and Tips

Research: the diligent, thorough inquiry and investigation into a subject requiring time and effort. Includes relevant information from ALL appropriate print and electronic resources available. Reference librarians can assist you with research. Some research tips:

- State your topic as a question. For example, "How does DDT affect wildlife?"
- Identify main concepts and **keywords** that are important to your topic
- Use the **best source** for your question. The Internet is only one place to search!!
 - Use **reference books** to provide background information
 - Use library **catalogs**, e.g., TOPCAT to search for **books**
 - Use **databases**, e.g., Expanded Academic Index to find **articles** that generally contain more specific and recent information
- Keep a **record** of what you find and where you find it
 - Write down a **complete citation** for each source (needed for **bibliography**)

<u>RESEARCH TASK</u>	<u>STRATEGIES</u>	<u>TIPS</u>
Identify a topic	State your topic as a question, e.g., what is the effect of television violence on children?	Identify main keywords or concepts in your question, e.g., television, children, violence.
Focus your topic	Make sure your topic is not too general or too specific.	What time period are you interested in? Do you only want research articles?
Find background information	Refer to subject encyclopedias for an overview of the topic. Use dictionaries for unfamiliar terms.	Look for any special vocabulary used in your topic.
Prepare to search	Identify appropriate research tools.	Consulting a librarian will increase your effectiveness in finding information.
Find books for overview and history of topic	Search TOPCAT by keyword or subject heading.	If you find the “perfect” book, search its subject headings.
Find articles for current information	Search databases or indexes best suited to your topic. We have 30+ on our electronic database page.	Record complete citation for your bibliography (See page Error! Bookmark not defined.).
Need more information?	Examine other sources, e.g., WWW, maps, atlases, statistics, etc.	Ask a librarian; she/he is a professional information seeker.
Evaluate your information	Is the source relevant? Current? Does it answer your research question?	This task is ongoing when writing a research paper.
Write your paper	Use an approved style manual to document your sources.	If you have engaged in all stages of the research process, writing your paper will be easier and faster.

Evaluating Internet Resources

Why Evaluate Websites?

Because: The QUALITY of information varies *TREMENDOUSLY*

Because: *ANYONE* can publish and post a website on the Internet

Because: Most websites *DON'T* employ *editors or fact checkers*

Because: You need *RELIABLE* resources for your class assignments

Questions to ask yourself when evaluating a website

AUTHORITY

- Who are the authors and what are their credentials? Is this listed on the page?
- Does the information come from another source? Who? An association? A company?
- Is the person or source qualified to give information on the topic?
- Has the site been reviewed, recommended or did it receive an award? By whom?

ACCURACY

- Do the authors give credit for information used in the site? Is there a bibliography?
- Is the information within the site up-to-date? Are other sites more current?
- When was the site last revised? Is it clear how often the site is updated?

APPROPRIATENESS

- What is the purpose of the site? To inform? To persuade? To entertain?
- Who is the intended audience? Why is the author presenting the information?
- Is the content of the site appropriate for my class? For my assignment?

OBJECTIVITY

- Is more than one side of the topic or issue presented? How fair are the authors?
- To what extent does the site present opinions versus facts?
- Does the site reflect a bias? Is there advertising of any kind on the website?

SCOPE & COVERAGE

- Is the subject matter covered in-depth?
- Is the information on the site well-suited to its target audience?
- Does the overall content of the site fit together with the page's subject matter?

Websites on Evaluating Web Resources

- Grassian, E. *Thinking Critically about World Wide Web Resources*. UCLA College Library, University of California at Los Angeles. c1995.
<http://www.library.ucla.edu/libraries/college/help/critical/>
- Kirk, Elizabeth E. *Evaluating Information Found on the Internet*. Milton S. Eisenhower Library, The Johns Hopkins University. c1996.
<http://www.library.jhu.edu/researchhelp/general/evaluating/index.html>