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## Library/Media Staff

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<tr>
<th>Name</th>
<th>Service Area</th>
<th>Hours</th>
<th>Days</th>
<th>Phone Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gail Banwart</strong></td>
<td>Reference Instruction</td>
<td>1:30 - 10:00 pm</td>
<td>M-Th</td>
<td>6284</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5:00 - 9:30 pm</td>
<td>Sun</td>
<td></td>
</tr>
<tr>
<td><strong>Sharon Baron</strong></td>
<td>Circulation Reserve</td>
<td>11:30 am-3:30 pm</td>
<td>M-Th</td>
<td>6282</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12:00 pm-4:00 pm</td>
<td>F</td>
<td></td>
</tr>
<tr>
<td><strong>LaRae Chard</strong></td>
<td>Circulation Periodicals</td>
<td>7:30 am-11:30 am</td>
<td>M-F</td>
<td>6283</td>
</tr>
<tr>
<td><strong>Paula Doherty</strong></td>
<td>Administration</td>
<td>9:00 am-6:00 pm</td>
<td>M-F</td>
<td>6275</td>
</tr>
<tr>
<td><strong>Janet Gouin</strong></td>
<td>Circulation</td>
<td>3:30 - 8:30 pm</td>
<td>M-Th</td>
<td>6282</td>
</tr>
<tr>
<td><strong>JoAnne Hughes</strong></td>
<td>Purchasing/Cataloging</td>
<td>7:00 am-4:00 pm</td>
<td>M-F</td>
<td>6286</td>
</tr>
<tr>
<td><strong>David Kent</strong></td>
<td>Reference Instruction</td>
<td>8:00 am-4:00 pm</td>
<td>M-F</td>
<td>6285</td>
</tr>
<tr>
<td><strong>Carolyn Kirsch</strong></td>
<td>Interlibrary Loans</td>
<td>8:30 am-1:30 pm</td>
<td>M-Th</td>
<td>6279</td>
</tr>
<tr>
<td><strong>Nancy McDonald</strong></td>
<td>Technical Processing</td>
<td>Part time</td>
<td>M-F</td>
<td>6277</td>
</tr>
<tr>
<td><strong>Nina Pitts</strong></td>
<td>Technical Processing</td>
<td>9:00 am-4:00 pm</td>
<td>M-F</td>
<td>6274</td>
</tr>
<tr>
<td><strong>Dennis Sanford</strong></td>
<td>Media Services</td>
<td>7:00 am-3:00 pm</td>
<td>M-F</td>
<td>6325</td>
</tr>
<tr>
<td><strong>Shellie Whittaker</strong></td>
<td>Electronic Resources</td>
<td>8:00 am-5:00 pm</td>
<td>M-Th</td>
<td>6276</td>
</tr>
</tbody>
</table>
Library/Media Center Hours

Monday - Thursday 7:30 a.m. until 9:30 p.m.
Friday 7:30 a.m. until 4:00 p.m.
Saturday Closed
Sunday 5:00 p.m. until 9:30 p.m.

When Monday is a holiday the Library is closed Sunday evening and open Monday evening: 5:00 p.m. until 9:30 p.m.

Closed during quarter breaks.
Mission Statement

The mission of the Peninsula College Library/Media Center (LMC) is to serve the information needs of the students, faculty, staff and community in an environment which nurtures learning and fosters freedom of intellectual activity.
Information Competencies

Peninsula College General Education Outcomes

1. Ability to recognize and to formulate an information need.
   Students can...
   - Determine when information is needed on the basis of (1) adequacy, (2) relevancy, and (3) currency.
   - State an information need (or research topic) in the form of a central question, or thesis statement, in clear and precise language.
   - Analyze a research question to identify appropriate search fields (e.g. author, title, and subject and/or keyword).
   - Use alternative vocabulary in constructing keyword or subject searches.
   - Construct electronic searches using standard techniques (e.g. truncation, proximity searches, and logical parameters “and” / “or” / “but not”).

2. Ability to find, to access, and to retrieve information.
   Students can...
   - Use the range of information resources available.
   - Differentiate among print, electronic, and multi-media resources on the basis of (1) relevance, and (2) breadth of coverage.
   - Construct a search strategy.
   - Use basic print tools (e.g. periodical indexes, directories, thesauri, etc.)
   - Use basic electronic tools (e.g. online catalog, CD-ROM and web based resources, etc.)
   - Use basic multi-media tools (e.g. videotapes, audiotapes, slides, etc.)
   - Locate and use information sources, both on-site and off-site.
   - Retrieve information by taking written notes, printing electronic sources, or downloading electronic records to a diskette.
3. **Ability to select and to reject information within the context of a specific information need.**

Students can...

- Identify the differences among information sources on the basis of content and the quality indicators of (1) relevance, (2) scope, (3) authority, (4) currency, and (5) documentation.

- Prioritize the above quality indicators.

4. **Ability to evaluate the credibility of information and information sources.**

Students can...

- Evaluate an author’s frame of reference, individual perspective or point of view.

- Evaluate the credibility of information by evaluating the sources used by the author.

5. **Ability to synthesize and to apply information to meet an identified need.**

Students can...

- Organize and sequence information from a variety of sources to create “new” information.

- Quote, paraphrase, summarize, and cite statistical data in the process of synthesizing and applying information.

6. **Ability to use basic computer applications.**

Students can...

- Use basic keyboarding skills, menu-driven command systems, and/or graphical interfaces to input and retrieve computer-based information.

- Manage an operating system to perform basic, essential tasks.
7. **Ability to recognize and to observe the rights to intellectual property as protected by copyright statutes.**

Students can...

- Identify permissible and non-permissible uses of intellectual property.
- Identify plagiarism.
- Employ standard techniques (e.g. quotations, footnotes, endnotes, works cited, etc.) to document information sources.
Resource-Based Learning

Resource-based learning integrates information competency into the curriculum through the use of subject-related information sources. In some courses, resource-based learning can supplant the need for a textbook; in other courses, resource-based learning can be an important supplement to the textbook.

Resource-based learning will:

- Enhance students’ knowledge of course subject content;
- Increase students’ exposure to a variety of viewpoints through a variety of information sources;
- Ground students in the basic information sources or seminal works in a particular subject field or discipline; and
- Build information competency skills necessary for independent learning.

The following are suggestions for effective resource-based learning assignments.

1. Emphasize the concept that the need for information arises from the topic, not from the instructor.

2. Specify the level of research expected [e.g. popular vs. scholarly sources, number of references, types of references (books vs. periodicals), currency of information, etc.].

3. Ensure students have successfully reduced their research topic to a thesis or a central question.

4. Discuss the differences in using “natural language” vs “controlled vocabulary” [i.e. LC Subject Headings, ERIC subject descriptors, PsychLit Thesaurus, etc.].

5. Provide instruction in developing a search strategy. Information access is a logic that can be learned.

6. Encourage students to solicit the assistance of librarians who can guide them in their research and assist them in using specific resources.
Resource-Based Instruction

The growing diversity of information sources, the perceived complexity of some electronic resources and the fundamental importance of information competency require resource-based instruction. Reference librarians provide instruction in the strategies and methods necessary for accessing information resources, whether on-site or elsewhere.

**Entry-Level Instruction**

- Identify appropriate basic resources/research tools;
- Use basic terminology associated with information searches;
- Formulate a research question;
- Use common features of reference materials (e.g. the index, table of contents);
- Use the online catalog to locate resources in the Peninsula College LMC;
- Access different searching levels: citation, abstract, full-text, subject, and keyword;
- Use “Help” screens when searching electronic databases;
- Consult with reference staff for assistance

Resource-based instruction can be tailored to a specific discipline or to a specific class assignment. A minimum of two class periods is normally preferred and is especially necessary if students are afforded time to immediately apply the information retrieval skills they learn.

Library orientations are introductions to LMC facilities and services. Orientations can be helpful in acquainting new students with the physical layout of the Library/Media Center and the breadth of services available and are a necessary prelude to resource-based instruction.

If you wish to arrange for either resource-based instruction or an orientation, please contact David Kent (Ext. 6285) or Gail Banwart (Ext. 6284) or use the online form.
Research Consultation Services

As an alternative to classroom instruction, Research Consultation provides an individualized approach to research instruction. It provides a structured opportunity for students to solicit the assistance of a reference librarian, and it gives the librarian the opportunity to walk the student through the research process, within the context of a specific assignment.

Students are asked to fill out an appointment form, which describes their topic, topical limitations (e.g. dates, locale, etc.), assignment parameters (e.g. types of resources, currency of resources, etc.), and what, if any, progress they have already made toward their research project. Once this form is filled out, an appointment is made with a librarian. The librarian reviews the student’s assignment and explores research options before meeting with the student.

Research consultation is an ongoing service of the Library/Media Center. Appointment forms are available at the Circulation Counter or online.
Information Resources: Books

The Library’s book collection is accessible via an automated online catalog. The catalog is available via the web at http://peninsula.library.ctc.edu/

Many search options are available: subject, title, author, and keyword. The online catalog indicates on screen whether a title is “checked out” or “not checked out.” Faculty may request that holds be placed on books which are checked out.

The book collection supports the curriculum offered by the college. The faculty are encouraged to participate in collection development. Recommendations can be made online, or by sending a written request to JoAnne Hughes.
Information Resources: Periodicals

The LMC maintains over 200 print subscriptions. A list of titles is available online.

Periodical Indexes

There are both electronic and print indexes to periodicals in the LMC. The following is a list of the print indexes. (For a listing of the electronic indexes, please refer to the section on electronic databases.)

General Indexes

Readers' Guide to Periodical Literature (1900 to present)

Subject Indexes

ASFA Aquaculture Abstracts (1992 to present)
Biography Index (1946-1998)
Biological & Agricultural Index ((1962 to 2002)
Book Review Digest (1905 to present)
Book Review Index (1965 to 1999)
Business Periodicals Index (1986-1995)
Cumulative Index to Nursing & Allied Health Literature (1977 to present)
Current References in Fish Research (1979 -1998)
Education Index (1964-1997)
Humanities Index (1974-1998)
Index of American Periodical Verse (1983 to present)
Index to Periodical Articles Related to Law (1992-1998)
Social Sciences Index (1974-1998)

A list of periodical titles to which the LMC subscribes to is available on the LMC website. A particular title can be found by doing a title search in the online catalog. (http://peninsula.library.ctc.edu/webvoy.htm)
Information Resources: Electronic Databases

The Peninsula College LMC subscribes to a number of online and CD-ROM indexes. Many are full text while others provide abstracts. The following list is current through September 2002. As the LMC’s electronic resources change, the faculty will be notified.

General Indexes

ProQuest Research Library This database consists of two components: the core list, containing 712 periodicals and 15 subject-specific modules that supplement the core list by providing additional titles in the following areas: Arts, Business, Children, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Sciences, and Women's Interests.

SIRS Knowledge Source is the gateway to two databases:

SIRS Researcher, a general reference database that contains thousands of full-text articles exploring social, scientific, health, historic, economic, business, political and global issues. Articles are selected from more than 1,500 domestic and international newspapers, magazines, journals and U.S. government publications. Articles are archived from 1989 to the present.

SIRS Government Reporter, with a main database delivering thousands of full-text documents and graphics concerning a wide variety of topics: health, science, economics, environment, politics, foreign affairs, business and industry. Includes almanac databases for researching current and historic government documents; landmark and recent U.S. Supreme Court decisions; information about federal departments, agencies, elected leaders and more.

Newspapers/Indexes

ProQuest Direct Newspapers:


…plus selected business coverage for a host of other Washington newspapers.

Other Electronic Resources

**AccessScience** is the online version of the McGraw-Hill Encyclopedia of Science & Technology. AccessScience will give you access to the most authoritative science and technology reference source available and the most comprehensive scientist biographies available, linked directly with related encyclopedia content and late-breaking science and technology developments.

**Gale Literary Databases** provides access to three of the world's premier literature resources with a single search. Simultaneously search Contemporary Authors, Contemporary Literary Criticism Select (CLC Select) and Dictionary of Literary Biography (DLB) to find in-depth information on the lives and writings of nearly 100,000 authors along with critical reaction to their works.

**Gale Literary Index** is a master index to the major literature series published by Gale Group, Inc. It combines and cross references more than 130,000 author names, including pseudonyms and variant names, and more than 160,000 titles into one source.

**Magill On Literature** is an online source for editorially reviewed critical analyses and brief plot summaries of the most studied works in the history of literature. The information in this database equals the complete contents of 31 sets of reference books, including nearly 20 Masterplots and Masterplots II titles, the Cyclopedia of World Authors, the Cyclopedia of Literary Characters, as well as 10 years of Magill's Literary Annuals and Magill Book Reviews.
Information Resources: Media

Media resources used by faculty are located in the Library/Media Center. Since media is primarily purchased as instructional support material for the classroom, it constitutes a permanent collection and is “circulated” only to faculty. As an instructor, you have reasonable assurance that a video or film which you intend to show to your class will be available when you need it. The only time media leaves the LMC is when faculty check it out.*

Students are invited to view and/or listen to media resources in the LMC [Building B]. Carrels are equipped with a variety of audiovisual equipment to facilitate student use. Faculty also use the media carrels for previewing media.

*Peninsula College has faculty at three locations in addition to the main campus. Media is circulated to "off campus" faculty for a period of one week. The LMC will recall any item upon the request of an instructor.

Media requests may be submitted to the appropriate budget heads for instructional divisions or programs.
Faculty Requests

Book Requests

The faculty are encouraged to actively participate in the book selection process. Please take an opportunity to examine those sections of the book collection which pertain to your instructional area(s). It is important that the book collection meet your needs and the needs of your students.

Purchase requests may be submitted electronically using the form at http://pcinet.ctc.edu/lmc/purchaserequest.htm.

Please provide as full a bibliographic description as possible. Your name, campus phone extension and the source of information (e.g. a “publisher’s ad,” “Choice,” “Chronicle of Higher Education,” etc.) are also important. If the source of information is a publisher’s ad, please attach it. If you wish the advertisement to be returned, simply make a notation to that effect. If the source of information is a favorable book review, it is helpful for us to know that as well.

Choice magazine, a publication of the Association of College and Research Libraries, is a book selection tool that is frequently used by members of the faculty. The reviews include books recommended for lower division college students and are written by persons with specific expertise in each of the subject areas covered.

You may send in your book requests at any time throughout the year. If you have an imminent need for a book, however, please let us know and it can be handled accordingly.
Periodical Requests

Current periodical subscriptions may be reviewed at the LMC web site. If these titles do not meet current needs, faculty are encouraged to submit requests for periodical subscriptions. A new subscription may be initiated at any time during the academic year.

Subscriptions are reviewed annually. When fiscal constraints limit expenditures, under-utilized titles, titles that are supplanted by electronic subscriptions, or titles otherwise available at the North Olympic Library System in Port Angeles may be dropped.

Media Requests

Although multimedia resources are located in the Library/Media Center, they are purchased through academic units.

If previewing has been accepted as a condition of purchase, then you will have the opportunity to decide not to keep the program once you have viewed it. If previewing is not accepted as a condition of purchase, then the college is obligated to purchase “as is.”

Once you fill out the purchase requisition*, the budget authority for your academic unit will need to authorize funds and sign it. Following is an outline of the procedure:

I. Prepare a purchase requisition, including:

   Company Name
   Address
   Phone # / Fax #
   Program Title
   Program Format (e.g. VHS)
   Price
* Indicate on the purchase requisition any conditions or options for previewing [Attach brochure or accompanying information, if any.]

II. Sign the purchase requisition as the “Requestor.”

III. Route to budget head for your academic unit for his/her signature.
Collection Assessment

One of the goals of the Peninsula College Library/Media Center is to provide a relevant collection of information resources. It is especially important that the book collection remain current in areas such as science, technology, nursing, law, legal issues, and in some areas of the social sciences.

The LMC needs your assistance in alerting library personnel when a book is no longer relevant, when the content of a book is significantly dated. We would very much appreciate your participation in this effort.

In addition, we will call upon you to participate during a collection assessment of your discipline. This is when we do the majority of the “weeding.” Book removal occurs with the concurrence of participating faculty.

It is also during this time that we evaluate the kind of collection we should be building in each topical area. Books which are removed from the collection are often supplanted with new editions of the same title or new publications in the same field or discipline.

Criteria

- Is the material still of value to the curriculum?
- Should updates or substitutions be sought for purchase?
- Is it a “classic?”
- What is its frequency of circulation?
Reserve Collection

The Reserve Collection is located in the LMC behind the circulation counter. It consists of books, pamphlets, periodicals and media which instructors wish to make available on a limited basis to students.

Materials are usually checked out for a period of 2-hours, 1-day, or 3-days.

Faculty are encouraged to use the Reserve Collection for high demand resources. Forms are available online or at the circulation counter and should be returned to Sharon Baron (Ext. 6282).

Due to limited space, all resources are removed from the Reserve Collection at the end of each quarter, unless otherwise requested. If your class will need to use the same resources each quarter, then it is appropriate to request those items be placed on permanent reserve.
Interlibrary Loans (ILL)

Information resources that are unavailable at the Peninsula College Library/Media Center, or at the North Olympic Library System, may be obtained through the LMC interlibrary loan services. Carolyn Kirsch (Ext. 6279) will assist you.

The turnaround time on an ILL request is usually seven to ten days for a periodical article and one to two weeks for a book. There is normally no cost associated with this service. However, major academic institutions, are now charging a service fee. The following are examples of current charges:

**Books**

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<tbody>
<tr>
<td>UW</td>
<td>$12.00 per title</td>
</tr>
<tr>
<td>WSU</td>
<td>$6.00 per title</td>
</tr>
</tbody>
</table>

**Periodicals**

Total charges may include those incurred in locating a source plus the charges of the lending institution. The following are examples of lending institution charges only and do not include search charges.

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</thead>
<tbody>
<tr>
<td>UW</td>
<td>$12.00 (up to 50-pages of a single article)</td>
</tr>
<tr>
<td>WSU</td>
<td>$6.00 (up to 20-pages) + $0.15/page over 20-pages</td>
</tr>
</tbody>
</table>

Although the majority of ILL requests can be acquired from sources which do not charge a lending fee, there are occasions when the only available source does levy a charge. The division normally will cover the cost of an ILL requested by a faculty member, if it is curriculum-based. The college cannot incur the costs of ILL’s that are not related to institutional need.

ILL’s may be requested electronically via the LMC web page. Choose InterLibrary Loan from the LMC home page.
Media Facilities

Building A
The video production studio, interactive video conference room, and office of the media technician, Dennis Sanford, are located in Building A.

Building AN
Rooms AN-2, 3, and 4 support ITV (interactive television) programming. The ITV classrooms are AN-2 and AN-4. AN-3 is available for meetings transmitted via ITV.

Building B
The Peninsula College media collection is located in Building B. Media may be checked out by faculty for classroom use and by students for on-site use only.

An audiovisual area is located in Building B to facilitate student access to media. A variety of equipment (e.g. VHS video players, 35mm slide/tape projector, cassette player, multimedia computer, compact disc player, etc.) is available. Programs may be utilized by one or two persons at a time. Headsets are checked out at Circulation.
Media Equipment

The Media Department provides a variety of audiovisual services, including the delivery of audiovisual equipment to the classroom. A wide range of equipment is available to support the instructional needs of the faculty. Please request audiovisual equipment **24-hours in advance** to ensure that equipment will be available when you need it.

To request equipment, submit your request online: [http://pcinet.ctc.edu/lmc/mediareq.htm](http://pcinet.ctc.edu/lmc/mediareq.htm) The Media Department will need the following information:

- **Date Needed:**
- **Time Needed:**
- **Room Number:**
- **Type of Equipment:**

Equipment will be delivered to the designated room ready for use. If you wish the media staff to set up your media program as well, please indicate that on your request. The media program will be checked out to you, delivered and set up with the equipment.

Off-campus use of audiovisual equipment must be college-related. If you need audiovisual equipment for off-campus use, please observe the 24-hour advance request requirement. Equipment will be due back by 9:00 a.m. the following morning.

Dennis Sanford, media technician, may be contacted at denniss@pcadmin.ctc.edu or 417-6325
Media Production

The Media Department provides assistance in the use and/or production of multimedia programs. Technical assistance is available in the production of media in the following areas:

Computer

- Multi-media presentations in *PowerPoint*

Video

- Video productions [three camera studio or single-camera field productions]
- Video-taping of class lectures, student projects, performances, etc.
- Satellite downlinking
- Off-air taping of broadcast programs (retention rights expire after 45-days unless a license is purchased)
- Interactive video conferencing

Audio

- Audio productions
- High speed audio-cassette duplication of non-copyrighted tapes

Photography

- 35mm slides
- Synchronized slide programs
- Black and white photography and developing.

Contact Dennis Sanford (Ext. 6325) for further information.
Circulation Procedures

The Library/Media Center uses an automated circulation system. When materials are checked out during regularly scheduled hours they are entered into the system by circulation personnel. However, when you use the LMC after hours or on weekends and wish to check out materials, follow these procedures on the manual check out registry on the clipboard: record (1) date, (2) the item title, (3) barcode number on the item, (4) your name, and (5) the Student Identification number (SID).

The circulation period for library resources is two-weeks for books and one-week for periodicals.

Overdue notices are automatically generated three-weeks after the due date. The Library/Media Center will notify you when materials become overdue. A replacement bill will be issued six weeks after the due date.

Proxy borrowers will be granted the ability to borrow library materials on behalf of a faculty member. The faculty member will be responsible for all the proxy's actions.