

UM Helena Library



ADJUNCT FACULTY INFORMATION
2011-2012

Welcome to UM-Helena!



- Teaching at UM-Helena can be rewarding and challenging. We hope that you find the following information useful.
- Please remember you can contact the Library with ANY questions: 444-2743.

The Library and You



The UM-Helena library supports instruction and learning by providing resources and access to information in support of the college's programs.

- We are a space -- a collection -- people to serve you.
- We are here -- we are at your home -- we are anywhere you can access a computer.
- The library is a great place to retreat, regroup and regenerate.

Student success is our goal, too. Let us know how we can help you promote student success.

Library Staff & Hours



- **Staff**

- Janice Bacino is the Director of Library Services.
- Andrea Mott is the Librarian.
- Mary Ann George is the Library Assistant.
- Hours
 - ✦ The Library is open Monday – Thursday 8:00 a.m. – 6:00 p.m, Friday 8:00 a.m. – 5:00 p.m. and is closed on the weekends.
- The “Virtual Library” is always open
 - <http://umhelen.edu/library>

You want to show a presentation, but your classroom lacks the equipment . . ?



- The library has AV equipment that can be reserved for short term use by faculty.
 - Laptops
 - LCD projectors
 - Slide projector
 - Laser pointers
 - DVD/CD/VCR players

You need to research a topic or to check if a student has plagiarized . . . ?



The library has print and electronic collections for your research needs. Access [databases](#) through the college's website.

- **Databases**

- encyclopedias – Britannica, Grolier, AccessScience
- journal articles – 38,000 full text journals and newspapers
- books – 88,000 electronic volumes
- reference sources – dozens of databases
- image collection – over 500,000 images online

- To use the databases from home, login with your faculty ID number.

You need to show a video on . . ?



The library has a small collection of instructional videos and DVDs available for loan.

- Items can also be obtained from the extensive media collection of the University of Montana Mansfield Library.
- Consult the library's catalog for selection.
 - <http://umhelena.lib.umt.edu>
- Order items yourself using the catalog's HOLD/RECALL function.

You want to regularly read your trade/professional journal . . ?



- For any journal we receive in print format, we will gladly route each new issue to your mailbox.
- For any journal we receive electronically in one of our databases, we can show you how to view each month's Table of Contents and how to retrieve the articles which interest you.
- Each spring faculty are consulted for subscription requests.

Your students have no clue where or how to begin their research . . . ?



The Librarian provides classroom instruction.

- Reserve a session on library/research skills tailored to your class objectives and assignment.
- Class can be scheduled in a computer lab for “hands-on” experience.
- Or suggest that your students “Book a Librarian” for a one hour, individualized instructional session.

You don't have the class time to devote to a library instruction session . . . ?



The Library provides an online tutorial on how to do research.

- Any student can take this 90 minute tutorial by self-enrolling in the course on [Moodle](#).
- After passing the assessment, students will receive a certificate to document completion of the course.

You have a reading or an item you wish to have each student use . . . ?



Instructors may place personal items and library materials on [course reserve](#) for short term use by students during a semester.

- In addition, some electronic documents, articles, images, and websites can also be placed on the instructor's reserve list.
- All titles in an instructor's reserve collection will be listed in the [online catalog](#).

You wish to have the some resources added to the library collection . . . ?



- Suggestions from faculty are our most valued source in developing the library collection.
- To request that the library purchase an item or several items
 - Email or stop by to speak with the Director of Library Services.

You need a book that is not in the UM-Helena Library . . ?



The library will borrow books, videos, and journal articles from other libraries in Montana for your use. This is known as interlibrary loan.

- Most items arrive in a few days, but can take as long as 2-3 weeks.
- The library will notify you by phone or email when the item arrives.
- All interlibrary loan materials should be picked up at the library front desk.

You have an hour before class begins . . . ?



The library is a comfortable haven with the following amenities:

- Computers with internet access.
- Quiet study space.
- Wireless internet access.
- Magazines and book displays for browsing.
- Copier, paper cutter, hole puncher, and blank transparencies.

You need to do some professional research . . ?



The library has several databases for researching issues in instruction and higher education. See [Information for Faculty](#) -- Resources on the Library website.

- Chronicle of Higher Education
- Educators Reference Complete
- Peterson's Testing & Education
- ERIC

You like to read bestsellers to relax . . ?



- The library has a small collection of popular reading, including bestsellers, mysteries, suspense, adventure, self-help, hobbies, and cookbooks.
- The library has a collection of downloadable ebooks that you can transfer to your reader.

Want your students to be aware of the library . . . ?



- If you would like to add information about the library to your class syllabus, please feel free to use the following selection:
 - The Library is located on the Donaldson campus next to the main entrance and is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and Friday 8:00 a.m. to 5:00 p.m. For your research needs the library has a book collection and a large collection of electronic resources –including books, encyclopedias, and journal articles – accessible from the college’s website, either on campus or from home. Library staff is a resource to help you with your research and you can “Book a Librarian” for one-on-one tutoring on research skills.
 - SEE: <http://umhelen.edu/library>

Good Luck!!



- More detailed information on all these services can be found on the college's website under
Library . . . Information for Faculty
- Best of luck for a successful semester and please stop by or call if we can help.

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