



IMSA IRC Services for Faculty

<http://staff.imsa.edu/irc>

irc@imsa.edu

(630)907-5920

FALL & SPRING Semesters:

Monday, Tuesday & Thursday 7:30 a.m. – 5:00 p.m. and 7:00 p.m. – 9:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Wednesday 10:00 a.m. to 9:00 p.m. (I-Day) or 7:30 a.m. – 9:00 p.m. (non- I-Day)

General Information for Employees:

- IDs

Your IMSA ID is your “library card” and is required for all check-outs.

- IRC Holdings

The Library holds approximately 40,000 print books and 100 print periodicals, as well as music CDs, videos and DVDs, and art and science posters. We offer on and off campus access to our book catalog, which includes over 400 e-books. The IRC subscribes to numerous databases providing full-text access to e-resources, including encyclopedias, magazine and journal articles, books, and research-oriented texts and websites.

- New Materials

Items added within the last three months to the catalog may be found by clicking on the link “New to the Catalog.” An RSS feed is also available. Faculty may also request they be notified when materials they have requested arrive.

- Library Policies

There is no limit to the number of items that may be checked out. Web-based item renewals are offered through the “My Account” link. Click on the services and policies link for specific check-out and renewal policies. While no daily overdue fees are charged to employees, materials not returned after the third overdue notice are subject to a lost book charge. Different fees apply to Interlibrary Loan items at the discretion of the lending library.

- Interlibrary Loan Service

Interlibrary Loan services are provided for books and magazine articles only. If you have identified materials you need that are not found in our collection, we can get them for you. Place your request at the Circulation Desk or online. The IRC belongs to the Consortium of Academic and Research Libraries in Illinois (CARLI) and participates in the I-Share cooperative catalog. Items in I-Share may be requested directly using the barcode on your IMSA ID.

Information for Faculty:

- Library Instruction

Instruction on library resources and the research process is offered to any class by appointment. Contact Paula Garrett or Jean Evans to request a research skills class.

- Collection Development Partnerships

Good communication between the teaching faculty and the Library is essential to provide the collection necessary to support instruction. We strongly encourage faculty input and recommendations for new materials to be added to our collection. A “New Materials Request Form” is available on the IRC website under “Request Forms” or you may e-mail irc@imsa.edu. Every effort will be made to fulfill the request within the constraints of the budget and the Library’s Collection Development Policy.

- **Assignment Consultation**

Librarians work with faculty members to create assignments, individualized instruction and helpful guides. Submission of your class syllabi and assignment alerts to the IRC is appreciated. We have created several research guides linked on our website to help students find resources on specific topics and can produce custom bibliographies and aids for your needs.

- **Facilities**

The IRC's wireless classroom may be scheduled for class meetings and events. Contact Paula Garrett or Jean Evans with your request or e-mail irc@imsa.edu.

- **Copying**

A color photocopier is available in the IRC for research/assignment use only (no large quantities, please).

- **Reserves**

Faculty members may place books, articles, CDs, DVDs, etc. on reserve at the Circulation Desk. Faculty members are responsible for placing any materials on reserve, and keeping the materials they have on reserve up-to-date each semester. A locked reserve is available for materials which need special care or security. Unless specifically requested, reserve items are for in-library use only.

- **IMSA's Archives**

The IMSA Archives preserve items related to the history of the academy. Photos, yearbooks, class work, committee minutes, newspaper articles and more are preserved for future use.

- **READ Posters**

If you would like your picture to be put on a READ poster, contact Jean Bigger in the IRC or Irene Norton in the ITL/TVPL.

Support Services for Students:

- Reference staff is available most hours the Library is open to help students one-on-one with the research process or assist with citation styles. Students may also request one-on-one assistance using our "Research Consultation" form (available at the Reference Desk) which provides for a specific appointment time.
- Research Guides are available on the Library's webpage to help students with specific research topics and/or class research assignments.
- The titles and holdings of journals and magazines which are available in print or full-text electronically are listed on the IRC's webpage under "IRC Journal List."
- The multimedia lab (AMD Lab) provides MAC and PC computers for desktop publishing and multimedia applications and contains software not generally available on the network. Some technical and graphical assistance is available from IRC staff.
- Evening study hours are available four evenings per week.
- A small group study room is available for use by up to six students.
- A quiet study area has been designated in the IRC.