



IRC / Library Services for Faculty & Staff

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

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Fall and Spring Semester Hours

Mon, Tues, Thurs	7:30 am – 5 pm; 7 pm – 9 pm
Wed (I-days)	10 am – 5 pm; 7 pm – 9 pm
Friday	7:30 am – 5 pm

Additional hours will be publicized and [updated on our website](#).

IRC Collections

- 51,000 print books, CDs, DVDs; over 50,000 e-books; [80 print periodicals](#)
- Access to over 60,000 journals through our extensive range of online databases -- *on and off campus* -- providing full text, peer-reviewed research, as well as magazine, newspaper and journal articles, e-books, and reference works
- These may be searched simultaneously through the search box on the IRC home page: <http://staff.imsa.edu/irc/> Alternatively, they may be searched individually from the "Databases & E-Journals" link on the IRC home page. The direct link: <http://tinyurl.com/imsadatabases>
- [DigitalCommons@IMSAS](#), our institutional repository for faculty/staff and student works, conferences, archives and special collections
- IMSAS Archives
 - Documents and artifacts related to the history of the Academy
 - Photos, yearbooks, class work, committee minutes, newspaper articles and more

Collection Development Partnerships

We encourage staff, faculty and students to give us input and recommendations for new materials to support the curriculum and enrich the collections.

Faculty, please share with us your class syllabi and research assignments.

Research Skills and Technology Instruction

- Paula and Connie provide instruction on library resources and the research process.
- Working with faculty, we can help create assignments that make use of our resources and develop targeted [online guides](#) for student assignments.
- Jean provides formal and informal instruction on an array of graphical and other software applications available on Macs and PC's in the IRC.

Checking out IRC Materials

- Your IMSA ID is your "library card" at the IRC and 80 university libraries in IL.
- No limit to the number of items that may be checked out.
- Create an [IRC Catalog account](#) for renewals and Interlibrary Loan requests. *
- Materials not returned after the 3rd overdue notice are subject to a lost book charge.

Interlibrary Loan

The IRC is a member of the Consortium of Academic & Research Libraries in Illinois (CARLI), 80 university libraries in IL. Our catalog is linked to the full I-Share catalog.

- If you do not find a book you need in our local catalog, use the drop-down menu to search "All I-Share Libraries."
- Make sure you are logged into your IRC catalog account and place your request.
- For article requests, please use our print or [e-forms](#), or e-mail irc@imsa.edu
- Overdue / Lost Interlibrary Loan items are subject to fees by the lending library.

Class Reserves

- IRC materials or your own – for in-library use or overnight checkout. Contact Angie.
- Reserves are on wooden table in middle of library; a locked cabinet is also available.

Printing/Scanning

- Printers and copiers are available mainly for student research/assignment purposes; no large quantities, please!
- Scanners and an easy-to-use book and document scanning station are available.

We're here for You!

The IRC team is here for ***you and your students*** – let us know how we can help.

*Create an IRC Catalog Account to renew online and request Interlibrary Loan books:

- From the [IRC home page](#)
- Link to "My Account" (next to "Catalog" on left side)
- Link to "Create New Account" (below "Login")
- Fill in both "Basic Information" and "Library Account Information"
- Make sure to type your complete IMSA ID number in "Borrower ID (Barcode)"
- Choose "Illinois Mathematics and Science Academy"
- "Submit"

Then you can login (top, right) and choose "Checked Out Items" to renew (if not overdue). You can also check the status of your loans and requested items.