



The Link

Rentschler Library Faculty Newsletter. Fall 2018

engage | explore | inform | innovate | seek | discover | inspire | preserve | create | support | communicate | imagine | transform

Welcome!

Welcome to (or back to) Miami University Hamilton! The library staff is very excited about this new school year and looking forward to working with all of you. "The Link" is Rentschler Library's newsletter for faculty and staff. Each edition will be a little different, but you will always find information about the library and about research and college students. On the following pages, you will find more information about some of the many services we offer and some of the ways that we can assist you. If you have any questions at all, or would like to use any of the services we offer, please let us know.



Course Reserves

What are Course Reserves?

Course reserves can be supplemental resources, required readings outside of your class textbook, or videos that students need to watch. You (the instructor) determine the circulation time for each item, which can include 2-hour (library use only), 2-hour/overnight, 1-day, or 3-day checkouts. Only your personal copies and Miami University Libraries' copies can be placed on reserve; we are unable to put OhioLINK items or materials from other libraries on reserve.

Can I put items on Reserve for my students to download or photocopy at the library?

The library's equipment cannot be used to download reserve videos or reserve music that is protected by copyright. Instead, DVDs and CDs can be played on the public computers. Students can use the library's copiers to reproduce or email pdfs of supplemental print materials, like articles and book chapters. However, it is a violation of copyright law to photocopy or scan an entire textbook.

How do I put items on Reserve?

You can stop by the desk at the library and fill out a reserves form, or you can get the form online at www.ham.miamioh.edu/library/services/for-faculty/reserves-information-for-faculty/ and email it to mille854@miamioh.edu. Please make reserve requests **at least 7 days prior** to when the item(s) need to be available to students. For more information, please contact **Dana Carlsen** at mille854@miamioh.edu or **513-785-3179**.



Tired of only seeing websites on Works Cited pages? We can help!

Requiring a research assignment and want your students to use the best possible sources? It's not too late to schedule library instruction! We will tailor our presentation directly to your students' needs and provide time for hands-on experience searching library databases. Some of the things we cover include formulating search strategies, evaluating sources, and using the library's resources. Our instruction lab seats 25 students, but we can offer alternatives for larger classes. **Requests must be made at least one week in advance** so that we can prepare the best possible learning experience; sessions are subject to lab and librarian availability.

Teaching a hybrid or online course and requiring a research-based assignment? We can still provide library instruction for your students! We will create a custom page that can be linked in your course site that will include links to assignment-appropriate resources, give students pointers on how to conduct research in those resources, and provide students with contact information in case they need further assistance. We can even add in some video tutorials! If you are teaching a hybrid course, the course research page works really well in conjunction with a face-to-face library instruction session, but it is not necessary.

You can request an instruction session through our online form: www.ham.miamioh.edu/library/services/faculty/library-instruction-request-form/ or contact **Mark Shores** at shoresml@miamioh.edu or **785-3203**.

Streaming Video

[Kanopy](#) is a streaming video platform available through the libraries. It hosts an award-winning collection of more than 8,000 films from the Criterion Collection, PBS, California Newsreel, and other leading producers. All films include captions and interactive transcripts, and classroom and public performance rights. You can also create clips or teaching playlists to embed in your courses in Canvas. If you cannot find a video in Kanopy that will work for your course, we can digitize DVDs and VHS tapes for streaming. Here are some important things you need to know:

- Due to copyright law, **only materials owned by the Miami University Libraries can be converted** to a streaming format. The library cannot stream instructors' personal copies of films or materials owned by OhioLINK libraries, but not owned by Miami University Libraries.
- The **library requires 7-10 days notice to prepare your materials** for use. This allows us time to request items from MUM or Oxford if necessary, to troubleshoot if there are technical problems with the conversion process, and to fill all requests during peak times of the semester.
- After your content has been converted, the library will send you a link to the digitized version of the material you request. This link can be added to your Canvas course site for students to access the streaming video. In order to remain compliant with copyright law, **all links to streamed content will expire at the end of the current semester**. If you need to use the same title again later, simply contact the library and request a new link.

To get additional information about streaming videos or to request a title to be streamed for your class, please contact **Mark Shores** at shoresml@miamioh.edu or **513-785-3203**.

**Policies and lead time are subject to change pending ongoing discussions about and changes to the University's accessibility guidelines.*



New Furniture!

The new furniture for phase two is in place! During this phase, we got a new circulation desk that combines the circulation and reference desks into one service point, and replaced all of the heavy wood tables and chairs with lighter tables and chairs with wheels so it can be configured to meet studying and group-work needs. We also rearranged the couches and tables and chairs into a new configuration. Stop in and check out the new circulation desk and layout!



Library Webpages to Bookmark

Information for Faculty

www.ham.miamioh.edu/library/services/for-faculty/

Library Staff and Subject Liaison Information

www.ham.miamioh.edu/library/about/rentschler-library-staff/

Request Instruction

www.ham.miamioh.edu/library/services/for-faculty/library-instruction-request-form/

Reserves Information and Form

www.ham.miamioh.edu/library/services/for-faculty/reserves-information-for-faculty/

Social Media Accounts



<https://www.facebook.com/Go2Library>



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<https://instagram.com/muhlibrary>