2018-19 FACULTY GUIDE

Rentschler Library

Miami University Hamilton

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

Welcome to Miami University Hamilton!
This is just a brief overview of the services and resources that Rentschler Library can offer you in support of your students, classroom, and individual research needs. While we hope this guide will help introduce us to you, we sincerely hope that you'll stop by and visit us sometime soon.

Our Mission

Rentschler Library contributes to the intellectual and cultural development of the students, faculty, staff, and community users at Miami University Hamilton by supporting the teaching and research needs of the campus and promoting personal growth and success through lifelong learning.

Our Staff

Krista McDonald, Library Director
mcdonak@miamioh.edu   785-3100
Mark Shores, Assistant Director
shoresml@miamioh.edu   785-3203
Carrie Girton, Public Services Librarian
girtonc@miamioh.edu   785-3180
Polly Whitaker, Reference Librarian
whitakpj@miamioh.edu   785-3229
Dana Carlsen, Library Associate
mille854@miamioh.edu   785-3179
Samantha Young, Senior Library Assistant
youngsr3@miamioh.edu   785-3001

Our Hours

The library is open 6 days a week when classes are in session. Notices for holidays and semester breaks are posted on our website, social media pages, and on the doors near the library. In general, our hours are:

Monday –Thursday	8:00 a.m.–8:00 p.m.
Friday	8:00 a.m.–5:00 p.m.
Sunday	1:00 p.m.—5:00 p.m.

Resources for Faculty

Books

Rentschler Library has a wide selection of resources to support your classroom instruction and your personal taste in books. It is also easy to borrow items from the other Miami University Libraries—just request the item online and it will be delivered to Rentschler for you to pick up within 2-3 business days. The faculty due date for most print items in the circulating collection is June 30th of the current academic year, but policies for popular reading, periodicals, and audiovisual materials may vary.

If the Miami University Libraries do not have the item you need, you also have borrowing privileges at over 85 academic institutions in Ohio via OhioLINK—the shared catalog includes around 40 million records! You should allow 5-7 days for OhioLINK items to be available for pickup at Rentschler Library. The checkout period for most OhioLINK materials is 6 weeks, with up to six renewals possible. Items from other Miami University Libraries and OhioLINK can be returned at Rentschler Library's circulation desk, or at one of our convenient drop locations outside of Schwarm Hall and outside of the library's doors.

Articles and Databases

You and your students have access to a vast collection of electronic journals and online databases, making it easy to find scholarly articles, newspaper items, and popular materials that support your research. Use your Miami Unique ID and password to access these collections from off-campus.

Audiovisual Resources

A considerable number of audiovisual titles are available in the library system for faculty and student use. Videos are available in DVD and digital formats. Most videos can be checked out for 1 week and are not eligible for renewal. You also have access to online collections of educational videos that are licensed for use at Miami University from OhioLINK's Digital Resource Commons and through Kanopy.

Computing

Rentschler Library has 59 public computer stations that you can use by logging in with your Miami Unique ID and password. The computers are equipped with some of the most popular software, and software that is required for use in classes offered at the Hamilton campus. There is wireless access throughout the library, so you can bring your laptop or tablet with you.

Equipment

- Photocopiers: All copiers in the library charge 10 cents per black-and-white page and 25 cents per color page. Copies of syllabi and class handouts should be made in the faculty secretaries' offices in Room 532 Mosler or Room 217 Rentschler.
- Scan to Email: For copies of library materials, use our multifunction copier/scanner to easily scan documents and send the pdf files to your email free of charge.
- Printing: Black-and-white printing is available at 10 cents per page and color printing is 25 cents per page.
- Microfilm Machine: Articles can be scanned to pdf format and either saved or sent to email.
- Digital Cameras, Video Cameras, GoPro Cameras, and Voice Recorders: Faculty, staff, and students can borrow these for up to 3 days at a time.
- Laptops and iPads: The library also has laptops and iPads available for 3-day checkout to Miami faculty, staff, and students.
- 2 Group Study Rooms for collaboration: each is equipped with a large screen TV on which up to 4 devices can be displayed, making it easy to rehearse presentations or to share research.

Services for Faculty

Course Reserves

If you have supplementary resources, required readings outside of your class textbook, or videos that students need to watch, consider placing the items on reserve at Rentschler Library. Only your personal copies and Miami University Libraries copies can be placed on reserve; we are unable to put OhioLINK or materials from other libraries on reserve. The circulation time for each item is designated by the instructor and can include 2-hr (library use only), overnight, or 3-day checkouts.

The library is no longer able to place articles or book chapters on electronic reserve. Please contact Dana Carlsen at 785-3179 or mille854@miamioh.edu for assistance with reserves.

Streaming Video

Kanopy is a streaming video platform that is 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. Because of copyright restrictions, only videos owned by the Miami University Libraries can be digitized for streaming. Instructor owned DVDs and VHS tapes cannot be digitized. In order to remain copyright compliant, access to streaming videos expires at the end of each semester. Please direct all questions and requests regarding streaming video service to Mark Shores at 785-3203 or shoresml@miamioh.edu. Please make requests at least **7-10 working days ahead of when the video is needed** to allow time for processing.

Interlibrary Loan

We can help you get books, articles, and other materials that are not readily available through Miami University Libraries or OhioLINK. Rentschler Library is part of a global lending network, and we frequently locate and request materials from libraries throughout the United States and across the world.

Whether you need books or periodical articles, you can make your request online using the **Interlibrary Loan Request Form** on our website. You will need to use your Unique ID and password to enter the system. In order to fill out the form, you will need to have the complete bibliographic information for the item. This will help us help you get the right resource that you need.

It can take anywhere from 24 hours to a few weeks for Interlibrary Loan requests to arrive, depending upon the lending library's location and method of shipping. The length of checkout and availability of renewals is also dependent upon the lending library. For more information, please contact Polly Whitaker at 785-3229 or whitakpj@miamioh.edu.

> **"The library is not a shrine for the worship of books. It is not a temple where literary incense must be burned or where one's devotion to the bound book is expressed in ritual. A library, to modify the famous metaphor of Socrates, should be the delivery room for the birth of ideas—a place where history comes to life."**
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> —Jon Bing, law professor at the Norwegian Research Center for Computers and Law

Services for Faculty *continued*

Library Instruction

The number one reason that students do not ask for help with research is that they do not think they need it. Unfortunately, the wide range of information available online can be overwhelming for students, and learning to navigate library resources for more credible material can be difficult. Library Instruction can help. Sessions can be tailored specifically to course assignments so that students become familiar with the specific resources they will be using, including the library's website, the library catalog, databases, and reference materials. Library Instruction can also focus on building students' information literacy skills by demonstrating the differences between scholarly and popular materials, helping students refine search strategies, and teaching the students what to look for when evaluating potential resources and Internet sites.

Sessions are typically held in the Library Instruction Classroom (Schwarm 213), which is equipped with demonstration equipment and computers for students to gain hands-on experience. We ask that instructors are present during their class's Library Instruction session to ensure that the goal(s) of the session are met. When scheduling an appointment, please provide us with any information about the course project(s) and any specific requests for topics you would like covered. **Also, please submit requests at least 1 week prior to the preferred instruction date in order to give us time to design the best possible session for your course/assignment.** For questions or to schedule a session, please contact Mark Shores at 785-3203 or shoresml@miamioh.edu or fill out the web form at www.ham.miamioh.edu/library/services/for-faculty/library-instruction-request-form/.

Canvas Resources

There are two ways that Rentschler Librarians can help you and your students have a successful Canvas experience. First, we can help you integrate articles, videos, tutorials, and web links that support your teaching into your Canvas course site. Our librarians will be happy to assist you in locating resources relevant to your course content and proposed learning outcomes. You can link to journal articles that are accessible from Miami University Libraries' databases by using the proxy link located in the item record or upload a pdf version when available. You can also include digital video and audio files from a variety of sources.

Another way is to request an **embedded librarian** for your class. The embedded librarian can create a page of links and resources for students to use when completing course research assignments. Librarians can also answer students' research questions in a discussion forum so that the entire class can benefit from the librarian's answers. This service can be the most productive when it follows a library instruction session taught by the embedded librarian since the students have a "face" to go with the thread, but a library instruction session is not required. If you teach an online-only class, the research page can also include video tutorials that would be similar to face-to-face library instruction. For additional information about embedded librarian services, please contact Mark Shores at 785-3203 or shoresml@miamioh.edu.

> **"To ask why we need libraries at all, when there is so much information available elsewhere, is about as sensible as asking if roadmaps are necessary now that there are so very many roads."**
>
> —Jon Bing, law professor at the Norwegian Research Center for Computers and Law

Connections

Rentschler Library on Social Media

www.facebook.com/Go2Library

instagram.com/muhlibrary

twitter.com/muhlibrary
#muhlibrary

www.pinterest.com/rentschlerlib/

www.flickr.com/photos/rentschlerlibrary/

And visit our blog at rentschlerlibrary.wordpress.com for posts about resources for today's hot news topics as well as information about current library trends and events.

Faculty Newsletter, "The Link"

Our newsletter for MU Hamilton faculty and staff is published and distributed by library staff each semester. The mission of "The Link" is to keep the campus informed of current library services, resources, and trends that support professional research and classroom curricula. Our goal is to facilitate increased collaboration and communication between MUH faculty and library staff on topics like information literacy, intellectual property, and emerging technologies. An archive of past issues can be found at www.ham.miamioh.edu/library/services/for-faculty/the-link-newsletter-archives/.

Subject Liaisons

Subject Liaisons are responsible for making decisions about the library collection, like purchasing and withdrawal, in assigned subject areas. Each professional librarian serves as a liaison to several departments so that faculty have an easily identifiable point of contact within the library. Please identify your Subject Liaison from the list below for future reference, but please know that you can also ask for help from any of our staff.

Polly Whitaker, Subject Liaison for: Physical Sciences, Life Sciences, Communication, Engineering, Language and Literature, Mathematics, Nursing, Philosophy, Theatre, and Religion

Mark Shores, Subject Liaison for: Appalachian Studies, Black World Studies, Computer Science, Health Information Technology, History, Integrative Studies, and Latin American Studies

Carrie Girton, Subject Liaison for: Anthropology, Business, Commerce (Small Business), Criminal Justice, Finance, Forensic Science and Investigation, Geography, Law, Management, Marketing, Political Science, Recreation, and Sociology

Krista McDonald, Subject Liaison for: Civic and Regional Development, Education, Family Studies, Liberal Studies, Music, Psychology, Social Work, Visual Arts, and Women's & Gender Studies

Events and Promotions

Rentschler Library hosts a variety of exciting events and promotions throughout the year that will give you the opportunity to connect with other faculty and the Hamilton Community. You can look forward to our annual Haiku Contest, take advantage of our "Frequent User Card" program, and discover exciting resources that complement campus initiatives.

Watch our blog and your emails for your chance to participate.
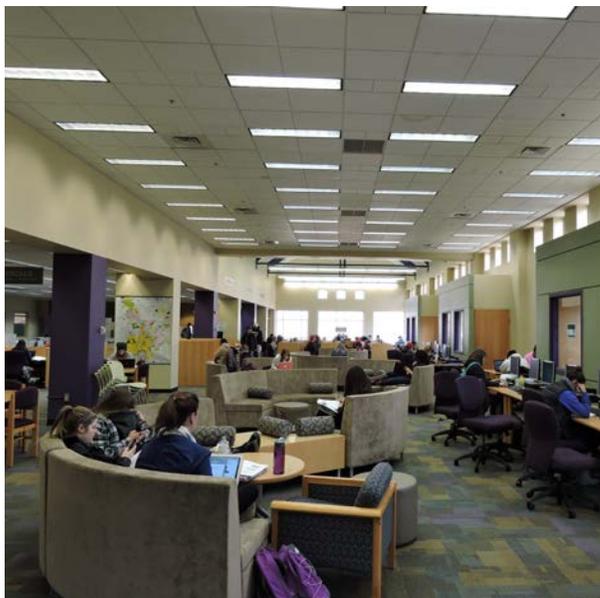
Helpful Links

Library Resources

Please call the library if you need help locating information from our sites!

- **Rentschler Library:** www.ham.miamioh.edu/library/
- **Rentschler Library Blog:** rentschlerlibrary.wordpress.com
- **Miami University Libraries (Oxford):** www.lib.miamioh.edu
- **Your Circulation Account:** holmes.lib.miamioh.edu/patroninfo.html
- **OhioLINK Library Catalog:** olc1.ohiolink.edu/search
- **OhioLINK Digital Resource Commons:** drc.ohiolink.edu/

Copyright Information and Guides

Determining whether or not materials used for education are in violation of copyright law is a complex process, especially when considering the online classroom environment. If you are not sure whether or not your use of someone else's intellectual property constitutes "Fair Use," please check the resources listed below.

- **Government Copyright Office:** www.copyright.gov
- **Fair Use of Copyrighted Materials:** copyright.lib.utexas.edu/copypol2.html
- **Stanford's Guide to Fair Use:** fairuse.stanford.edu/

Technologies

- **Miami Knowledge Base:** kb.miamioh.edu
- **Regionals' Technology Services:** miamioh.edu/regionals/technology-services/
- **Hoonuit (formerly Atomic Learning):** https://www.lib.miamioh.edu/indexes/redirect/1229
- **Miami University Training Opportunities:** www.units.miamioh.edu/uit/node/106/

Canvas

- **MyMiami:** mymiami.miamioh.edu
- **Canvas Instructor Guide (by Instructure):** guides.instructure.com/m/4152
- **Canvas Instructor Orientation Videos (by Instructure):** miamioh.instructure.com/courses/35

We hope you'll visit us soon!