Now you can search our library and the world's library collections through WorldCat, the world's library catalog. Use the new search box on the library website to access journals, books, videos and more.

Ask a librarian how to find the format you need.

NEW FACULTY LIBRARY GUIDE

2018 - 2019
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff listing</td>
<td>5</td>
</tr>
<tr>
<td>Library hours</td>
<td>6</td>
</tr>
<tr>
<td>Framework for Information Literacy in Higher Education</td>
<td>7</td>
</tr>
<tr>
<td>WorldCat Search</td>
<td>7</td>
</tr>
<tr>
<td>Incorporating Research Instruction into Courses</td>
<td>8</td>
</tr>
<tr>
<td>Successful Library Research Assignments</td>
<td>8</td>
</tr>
<tr>
<td>Online Research Instruction via Blackboard</td>
<td>10</td>
</tr>
<tr>
<td>Help Guides</td>
<td>10</td>
</tr>
<tr>
<td>Online Introduction to Research Guide</td>
<td>11</td>
</tr>
<tr>
<td>Research Assistance Program</td>
<td>11</td>
</tr>
<tr>
<td>Guide to Helping Students Cite Sources</td>
<td>11</td>
</tr>
<tr>
<td>Resources to Help Students Avoid Plagiarism</td>
<td>12</td>
</tr>
<tr>
<td>Locating Media Resources in Trexler Catalog</td>
<td>12</td>
</tr>
<tr>
<td>Video Reservations</td>
<td>12</td>
</tr>
<tr>
<td>Incorporating Films on Demand Links in Blackboard</td>
<td>13</td>
</tr>
<tr>
<td>Wireless Access in Trexler Library</td>
<td>14</td>
</tr>
<tr>
<td>Location of Library Materials</td>
<td>14</td>
</tr>
<tr>
<td>Electronic Books</td>
<td>15</td>
</tr>
<tr>
<td>Special Collections</td>
<td>15</td>
</tr>
<tr>
<td>Online Databases</td>
<td>16</td>
</tr>
<tr>
<td>Book Purchase requests</td>
<td>16</td>
</tr>
<tr>
<td>Linking Online Articles in Blackboard</td>
<td>17</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>20</td>
</tr>
<tr>
<td>Reserve Materials</td>
<td>20</td>
</tr>
<tr>
<td>Circulation of Library Materials</td>
<td>21</td>
</tr>
<tr>
<td>Reserving Library Classrooms</td>
<td>22</td>
</tr>
<tr>
<td>Appendix A</td>
<td></td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>24</td>
</tr>
<tr>
<td>Appendix B</td>
<td></td>
</tr>
<tr>
<td>Use of Multimedia in DSU Online Instruction</td>
<td>25</td>
</tr>
<tr>
<td>Media Resources for Online Courses</td>
<td></td>
</tr>
<tr>
<td>Appendix C</td>
<td></td>
</tr>
<tr>
<td>Frameworks for Information Literacy in Higher Education Executive Summary</td>
<td></td>
</tr>
<tr>
<td>Appendix D</td>
<td></td>
</tr>
<tr>
<td>One Button Studio Quick Start Guide</td>
<td></td>
</tr>
</tbody>
</table>
Our Building

The Trexler Library building opened in January 1988, and it was built with funds donated by the Trexler Foundation, the Board of Trustees, foundations, corporations, alumni, faculty, staff and friends of DeSales University. General Harry C. Trexler, 1854-1933, in whose honor the building is named, was a local philanthropist whose foundation is dedicated to helping charitable and educational institutions in Lehigh County. The Trexler Foundation has supported numerous other projects at DeSales University, in addition to the library. The 36,000 square foot library holds 150,000 volumes and provides access to over 100,000 electronic books. We have seating for 366 and ten small group study rooms.

Staff of Trexler Library and Social Media Access

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>Debbie Malone</td>
<td>X1253</td>
<td><a href="mailto:Debbie.malone@desales.edu">Debbie.malone@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Michele Mrazik</td>
<td>X1612</td>
<td><a href="mailto:Michele.mrazik@desales.edu">Michele.mrazik@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Loretta Ulincy</td>
<td>X1346</td>
<td><a href="mailto:Loretta.ulincy@desales.edu">Loretta.ulincy@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Katie Manwiller</td>
<td>X. 1443</td>
<td>Katelyn. <a href="mailto:manwiller@desales.edu">manwiller@desales.edu</a></td>
</tr>
<tr>
<td>Computer Systems Librarian</td>
<td>Amy Manns</td>
<td>X1258</td>
<td><a href="mailto:Amy.manns@desales.edu">Amy.manns@desales.edu</a></td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>Scott Parkinson</td>
<td>X1257</td>
<td><a href="mailto:Scott.parkinson@desales.edu">Scott.parkinson@desales.edu</a></td>
</tr>
<tr>
<td>Day Circulation Supervisor</td>
<td>Gloria Biser</td>
<td>X1266</td>
<td><a href="mailto:Gloria.biser@desales.edu">Gloria.biser@desales.edu</a></td>
</tr>
<tr>
<td>Evening Circulation Supervisor</td>
<td>Heather Craft</td>
<td>X1266</td>
<td><a href="mailto:Heather.craft@desales.edu">Heather.craft@desales.edu</a></td>
</tr>
<tr>
<td>Follow us on Twitter</td>
<td>@Desales_Trexler</td>
<td></td>
<td>Facebook.com/desales.trexler</td>
</tr>
</tbody>
</table>

Like us on Facebook
Trexler Library Hours
August 26, 2018-August 25, 2019
Monday-Thursday: 7:30am – 1:00am
   Friday: 7:30am – 9:00pm
   Saturday: 9:00am – 5:00pm
   Sunday: 12:00pm – 1:00am

Changes to Library Hours

Fall 2018
August 20-25, 2018
Mon-Thurs: 9:00am – 11:00pm
Fri: 7:30am – 9:00pm
Sat: 9:00am – 5:00pm

Labor Day
September 1-3, 2018
Sat-Sun: CLOSED
Mon: 7:00pm – 1:00am

Pacer Weekend
October 6-9, 2018
Sat: 9:00am – 4:00pm
Sun: CLOSED
Mon: 9:00am – 10:00pm
Tues: 9:00am – 1:00am

Thanksgiving Break
November 20-25, 2018
Tues: 7:30am – 5:00pm
Wed-Sat: CLOSED
Sun: 7:00pm – 1:00am

Fall Final Exams Week
December 8-16, 2018
Sat. 12/8: 9:00am – 12:00am
Sun. 12/9: 12:00pm – 2:00am
Mon-Thu: 7:30am – 2:00am
Fri. 12/14: 7:30am – 11:00pm
Sat. 12/15: 9:00am – 4:00pm
Sun. 12/16: CLOSED

December Break
December 17-21, 2018
Mon-Fri: 9:00am – 5:00 pm
December 22-January 1, 2018
CLOSED

Spring 2019

Spring Break 2019
January 2-13, 2019
Monday-Thursday: 9:00am – 11:00pm
Friday-Saturday: 9:00am – 4:00pm
Sunday: 12:00pm – 5:00pm

Easter Recess
April 18-22, 2019
Thurs: 7:30am – 9:00pm
Fri-Sun: CLOSED
Mon: 7:00pm – 1:00am

Spring Final Exams Week
May 4-11, 2019
Sat. 5/4: 9:00am – 12:00am
Sun. 5/5: 12:00pm – 2:00am
Mon-Thurs: 7:30am – 2:00am
Fri: 5/10: 7:30am – 11:00pm
Sat. 5/11: 9:00am – 4:00pm

Summer 2019 Hours
May 12-August 18, 2019
Sunday: CLOSED
Monday-Thursday: 9:00am – 10:00pm
Friday: 9:00am – 5:00pm
Saturday: 9:00am – 4:00pm

May 18: CLOSED for Commencement
May 25-27: CLOSED for Memorial Day
July 4: CLOSED
Framework for Information Literacy for Higher Education

This year we continuing our work to integrate the Association of College & Research Libraries Framework for Information Literacy for Higher Education into our instruction program and our work with faculty.

The Framework is organized around six frames, each consisting of a concept central to information literacy and anchored in threshold concepts, which are those ideas in any discipline that are essential portals to ways of thinking and practicing in that discipline. Rather than a linear set of skills and search techniques, each frame prompts questions about what learners will need to know, experience, and do to demonstrate their increased understanding as they progress from novice to expert in the scholarly journey and as information literate individuals.¹

This is a new and exciting way of approaching our instruction for your students, and we would like to work with you to bring this new approach into your classroom.

Please see our two page executive summary of this approach at the end of this guide.

Searching the library’s collection – Our Discovery Box

Explore a world of information.

Start your Research Here:

✓ Trexler Library’s searching service allows our users to find journal articles from most of our databases as well as electronic books, our paper monographs, DVDs and more.

¹ ACRL (2015). Framework for Information Literacy in Higher Education. Chicago, ACRL.  
Not all of our resources are in Discovery yet. Criminal Justice Abstracts and ArtStor are examples of the items not available there yet.

Incorporating Research Instruction into Your Courses

The staff of Trexler Library would like to assist you in introducing your students to the varied resources of our library that can enrich their course research projects. We can provide demonstrations and instruction in using resources tailored to your specific course during a scheduled class period(s) and online via Blackboard Collaborate.

Your librarians are search interface specialists with experience and knowledge of the various electronic databases Trexler offers. We will be happy to host your students in the labs in the library, other labs on campus, or via BlackBoard Collaborate.

To provide the best possible instructional services, we will need you to assist us with the following:

1. Call the Reference Librarians or complete our online instruction request form at http://tinyurl.com/desaleslibrequest to set up a consultation appointment well in advance of the class you would like us to instruct. Because these sessions will be tailored to your specific requirements, the librarians will need some time to prepare their sessions. We will also need to schedule the Technology Center well in advance of your class.

2. Assign your students a research problem before the session. This does not necessarily have to be a paper, but we have found that library instruction is more effective when the students have a defined research need to apply the material discussed. Our librarians can work with you to create these assignments.

3. Attend the instruction session yourself. Again, we have found that students take the library session much more seriously when their instructor is present and involved.

4. Recommend our Reference Research Assistance service to your students. When students consult with a public services librarian, they receive focused one-on-one help with their research projects.

Please call us with your questions and suggestions. If you would like us to do a class within the first few weeks of the semester, please call one of us soon.

Debbie Malone, x 1253
Michelle Mrazik, x 1612

Loretta Ulincy, x 1346
Katie Manwiller, x 1443
Successful Library Research Assignments: A Few Suggestions

Well-designed library assignments related to course work are an effective way to introduce students to research. The following guidelines are meant to ensure that students have a positive experience completing your assignments.

A. If possible, check with a librarian before giving the assignment.
   - We are aware of the limitations of our collection and can work with you to modify assignments to make sure that students find what they need.
   - Books and other materials do occasionally disappear – we can make sure that resources you may list in the assignment are actually available.
   - We can provide individualized research help through our Reference Research Assistance.
   - We can assist you in formatting the assignment to help students become more information literate as well as identify areas where they may encounter problems.

B. Provide the library with a copy of the research assignment.
   - We can be much more helpful to the student who has forgotten to bring his/her copy of the assignment and can’t quite remember whether you asked for a “biography” or a “bibliography”.
   - We can keep your assignment in mind as we select new materials for the collection.

C. Be specific about the types of materials that are required and whether there are limitations regarding the currency of the information.
   - Do students need to make a distinction between popular and scholarly journals?
   - Are students aware that subject encyclopedias (Encyclopedia of Religion, Encyclopedia of the Vietnam War) can be quite useful, while general encyclopedias are often inappropriate for academic research?
   - Have you indicated your expectations about kinds of resources: primary versus secondary, monograph, reference books, peer-reviewed articles, Internet resources, and blogs?
   - Many students are confused regarding the difference between proprietary databases to which the library has subscriptions (Academic Search Elite, Lexis-Nexis) that are accessed through the Internet versus the Internet in general.

D. Collaborate with a librarian on a problem-based learning session and assignment
   - This year Trexler Librarians are experimenting with using problem-based learning as a method to better engage students in their research.
Please contact a librarian to work on developing library sessions and related research assignments around problem situations related to your course subject matter.

E. We have created a few help guides that we hope assist you in planning an information literacy session with your classes.

- “Teaching Aids” which provides a wide variety of tutorials, information sheets and links to handy websites such as the Purdue Owl Writing Lab. [https://desales.libguides.com/teachingaids](https://desales.libguides.com/teachingaids)
- “Introduction to Library Research” which includes topic selection, finding resources, evaluating sources, writing tips and more and is available at [https://desales.libguides.com/introduction](https://desales.libguides.com/introduction)

F. Consider using one of the library’s new instruction videos/tutorials to extend your Information literacy instruction. The following are available in our Videos and Interactive Tutorials Guide at [http://desales.libguides.com/tutorials](http://desales.libguides.com/tutorials):
Online Research Instruction via Blackboard

Librarians can provide research assistance and instruction through your Blackboard course site. Check out the “Library Resources” tab in the left hand navigation bar in your course.

The example below is for a general course, but we can tailor these pages for your discipline, your subject related course, or even a specific assignment.

From this page, students can link to specific library resources necessary for your course, as well as initiate an online chat with a librarian, book a study room, view a tutorial related to your course, find the library hours and more.
Requests for specific content to be added to this page should be directed to our Public Services Librarian, Katie Manwiller at ext. 1443.

To request a Blackboard Collaborate session for your course or a subject specific guide, please call or email one of the librarians or use our online request form: [https://docs.google.com/forms/d/1L9uF_6t63PDihH1VkhH1at5Sm5iOyDZBfJ7zUQMb2c/viewform](https://docs.google.com/forms/d/1L9uF_6t63PDihH1VkhH1at5Sm5iOyDZBfJ7zUQMb2c/viewform) For additional information on Library Instruction, see: [http://desales.libguides.com/libraryinstruction](http://desales.libguides.com/libraryinstruction).

**Subject Study Guides (Help Guides) to Paper and Online Resources**

In addition to the BlackBoard resources discussed above, your librarians have created an extensive collection of online subject guides on topics across the curriculum (Help Guides), which include suggested databases, reviewed web sites, reference books, and more. Find them from the “Help Guides” button in the search box on the library homepage.

**Online “Introduction to Research” Guide**

We also have an “Introduction to Research” guide that walks students through the process of selecting a topic, finding resources, evaluating sources, and citing their sources. Take a look at [http://desales.libguides.com/introduction](http://desales.libguides.com/introduction) and add it to your BlackBoard course.

**Research Assistance Program**

Trexler Librarians are happy to offer individualized research assistance to your students, both by appointment and on a drop-in basis. Students can contact one of us via email at reference@desales.edu or phone at 610-282-1100 ext. 1266

We have found that these one-on-one sessions can provide a great follow-up to scheduled
library sessions. Students often feel much more free to ask questions in this personalized environment.

Getting extra credit for meeting with a librarian can be a nice incentive! We have worked with EN104 instructors to offer students a few extra credit points if students made an appointment and worked with a librarian on their assignments. Even reluctant students said they learned a lot during their sessions! We would like to expand this imitative to be offered in other courses.

We are also available via “Live Chat with a Librarian.” A live chat box appears on the screen when a librarian is available. Feel free to take advantage of this service, which is provided for the convenience of you and your students.

Guide to Help Students Cite Sources

The illustration above describes a citation resource adapted by Trexler librarians from a guide by University of Rhode Island librarians to make it easier for students to understand the reasons why they must use citations to document their research and to provide numerous examples of citation styles. It is available from the library web page via the “Help Guides” link in our search box on our homepage, and you can create a link directly to this guide in your BlackBoard course using the following URL: http://desales.libguides.com/citing/

If this resource is not automatically included to the library resources in the Learning Tool for Interoperability for your course, please call DEIT at x1491.
Resources to Help Students Avoid Plagiarism

This guide provides basic definitions of plagiarism as well as online tutorials for students and examples of plagiarized paragraphs. It is available from the library web page via the red “Help Guides” link in the upper right hand corner, and can be directly linked to your BlackBoard course using the following URL: http://desales.libguides.com/avoidingplagiarism

Locating Media Resources in Trexler Library Collection

To obtain a list of media resources (e.g. DVDs, videos, CDs, audio cassettes, computer programs, etc.) on a particular subject:

1. Type your subject into the search box on the library homepage.
2. When the results list appears, go to the left hand navigation bar, scroll down to the “Formats” area and select the media items you want.
3. The system will narrow down your search to only those media formats selected.

Video Reservations

Faculty and staff may reserve a video to show in class. The video will be placed on the Faculty Booking Shelf behind the Library's main desk for pick-up on the specified date.

Call Michele Mrazik (ext. 1612) to reserve a video or use our online form under “For Faculty” on the library home page.

Films on Demand

The library also provides access to the Films on Demand database, which includes a library of over 12,000 licensed videos from producers such as PBS, Films for the Humanities and more. You can show them in your class or stream them online in your
Blackboard courses. The link to Films on Demand is available from our database page.

**Incorporating Films on Demand Selections in Your Blackboard Course**

There are two ways to include Films on Demand videos in your Blackboard Courses. The steps outlined below will show you how to create a course link to a film or film segments from Films on Demand, using a permalink or persistent URL, and we will also show you how to embed code to display the video itself in your course. Both the links and the embedded videos will allow your students, both on-campus and off-campus, to access your selection.

**Creating Links**

**Step One**
Once you have located a film you would like to use in your course, click on the “Embed/Link” button under the title and click on it.

**Step Two**
Scroll down in the box and look for “Record URL” or “Segment URL.” Highlight the URL and copy it.

**Step Three**
In Blackboard, go to the “Build Content” link. Then click “Web Link.”

**Step Four**
Paste the URL into the URL box. It is a good idea to name the link after the title of the video itself. The film will appear in a new window, if you selected that option. You might want to include the run time for the video to give students a heads-up as to how long they might be expected to be at their device watching the film.

After students view the film, they should be able to stop the playback and close the tab/window without affecting the Blackboard course. You might want to avoid embedding
the films in your course as this can frequently cause technical issues.

**Wireless Access in Trexler Library**

The Library has wireless access to the campus network throughout the building. We have 16 laptops that we circulate to faculty, staff and students for two to four hour periods. Individuals are also able to use their personal laptops if their machines are equipped with a wireless card.

---

**Trexler Library Holdings**

**Location of Materials**

- Trexler Library uses the Library of Congress Classification System to classify and shelve its collection.
- A-QR sections are located on the second floor.
- R-Z sections are located on the first floor.
- REF (Reference materials) are located in the main reading room on the first floor.
- SAL (Salesian) and MORE (St. Thomas More) are located in the McFadden room on the second floor.
- PAM (pamphlets) are located behind the circulation desk.
- CURR (Curriculum) are located after the general collection on the first floor.
- BUTZ (rare books) are located in the Butz Room off the circulation desk. These books do not circulate.
- KERR (Walter Kerr Collection) are located near the periodical collection on the second floor.
- Microfilm and Microfiche are shelved with the bound periodicals on the first floor.
- Main Media includes videocassettes, audiocassettes, CDs, and DVDs. This collection is housed behind the glass enclosed study rooms on the first floor. LPs are stored in the storeroom on the second floor.
- SECUR (National Security Collection) is located on the first floor in the reference room alcoves.
- DCS DeSales Rare Book Collection is located in our 2nd floor storage area. See a librarian for access.

---

**Newspapers**

- Trexler Library currently subscribes to several weekly paper format newspapers. These are located on the first floor in the lobby area.
- Numerous full text newspapers are available through our various electronic databases. See the library web page.
**Electronic Books**

Trexler Library provides access to over 120,000 electronic books covering a wide variety of subjects. The titles are available through our online catalog. We also have a guide to our eBook collection which provides information on using ProQuest Ebook Central titles, our major e-book supplier, and links to resources for free eBooks as well as lists of our eBook reference collections by subject area. [https://desales.libguides.com/EbookCentral](https://desales.libguides.com/EbookCentral)

**Periodicals**

- Trexler Library currently subscribes to about 200 paper periodicals in all subject areas.
- A listing of both our paper and electronic journal holdings is available through our search box on the library home page. Look for the “Journal Titles Search” link.
- The library also subscribes to numerous databases, which together offer more than 12,000 full text titles.

**Special Collections**

- The Salesian Collection contains works on or about St. Francis de Sales and his contemporaries
- The St. Thomas More collection contains artifacts as well as books relating to the patron saint of lawyers.
- Rare Books (mostly Salesian titles)
- Curriculum Collection includes Children's literature and graduate theses.
- Kerr Collection includes books that were in the working collection of NY Times theater critic Walter Kerr.
- National Security Collection contains books relating to the history of US foreign relations

**Book Selection and Purchase**

- Each year a percentage of the Library book fund is allotted to each department.
- To order, obtain a green acquisition form from the circulation desk or complete an online form available from the library web page. Fill in as much information as possible.
- Have your department head approve the request before submitting to the library.
- The Library Director, who is ultimately responsible for the book collection, approves all book requests.
- When the book arrives, the selector will receive notification. New books are put on display in the main lobby of the library.

**Online Databases**

- CCH Tax Research Network
- CINAHL Plus Full Text
- Criminal Justice Periodicals
- EBSCO Academic Search Premier
- EBSCO Business Source Elite
Our online databases may be accessed from any computer on campus. They may also be accessed from home using your MYDSU login.

**Direct Linking to Trexler’s Online Full Text Journal Articles from Blackboard Courses**

The steps outlined below will show how to link to an article using a permalink or persistent URL. To create a link to an article in a non-EBSCO database (e.g., SAGE, JSTOR, Westlaw, etc.), save the desired article as a PDF file, and then insert a link in your course to that file as you would to other types of files. This latter method is also possible with articles available in EBSCO databases, if you prefer it to the direct linking process described below.

**Step One:**
Once you have located an article in a library database, look for a permalink or persistent URL assigned to the article. This is usually located in the record for the article, which is accessed by clicking on the title of the article. You need to use the permalink rather than the URL at the top of your search screen if you want to allow your students to have off-campus access to the article. The screenshot below shows a citation for an article entitled, “The Effects of Engagement in Inquiry-Oriented Activities on Student-Learning and Personal Development,” found in the Academic Search Premier database.
To access the record for the article, click on the article title. The permalink will be in the right-hand column:

**Step Two:**
Left-click on the URL in the permalink box to highlight the link. Then COPY.
Step Three:
Go into your Blackboard course and choose the location where you would like to place the article link. Click on “Weekly Units” in the left navigation bar then click on “Build Content.” Next, click on “Web link” and paste the permalink into the Link URL.

Copy and paste the article title into the Title box. Add any further information that you desire in the Description box, then click Submit toward the bottom of the screen.
When your students click on this article link in your BlackBoard course, they will see the article record. To access the full text of the article, they will need to click on the PDF full text link to the left of the screen:
Interlibrary Loan (ILL)
Books, Journal articles, and Videos

- If the library does not have access to items you need, we will be happy to borrow them from another library.

  You will find an electronic request form in the left hand navigation bar on the library home page, or if you are using our Discovery service or one of our databases, an online interlibrary loan form will appear when you click on “Request this item through Interlibrary loan” after finding a relevant item.

- We will then locate a library that owns it and email a journal article to your DeSales email address or call you when the monographs or other material arrives.

- The Lehigh Valley Association of Independent Colleges (LVAIC) has a consortium agreement to lend books or articles to any of the participating institutions. We have a van, which delivers materials daily. It does, however, take a few days to process your request.

- We also have direct loan agreements with the LVAIC colleges. Go directly to any of the LVAIC libraries, present a DeSales University identification card, and borrow monographs directly.

- There is no charge for interlibrary loans for faculty members or students.

- Journal articles will be delivered to you via your DeSales email.

- Monographs may be picked up at the circulation desk. A library staff member will email you when your items arrive.

- Faculty and staff may borrow videos from LVAIC libraries. Please call Michele Mrazik at (610) 282-1100, x1612 or email at Michele.mrazik@desales.edu

Reserve Materials

- The library staff will be happy to place materials for your courses on our reserve shelves, which are located behind the circulation desk.
- If you are using your own material, please bring the items to the circulation desk well in advance of the time the students will need to use it.
- Fill out the reserve form, which is available at the circulation desk and online on the library web page. Please remember to include the course number and be sure to sign the copyright waiver.
- If you put the same article on reserve for more than one semester, we must seek copyright permission from the copyright holder. The library will help you do this, but please bring your material in early to give us time to go through this process.
• Allow 48 hours for the reserve material to be processed before it will be placed on the shelves.
• When the course is completed, any personal reserve materials will be sent back to you. Library materials will be put back in the regular stacks.
• You will receive statistics regarding usage of the material.
• Reserve materials are restricted to library use only.
• Students may borrow photocopies for two hours and media for three hours. The items may be renewed for an additional two or three hour time period if no one else is waiting to use the items.

Circulation of Library Materials

• Borrowing privileges are extended to: faculty, students, administrators, staff members and alumni of DeSales University as well as local community members. Students and faculty of the Lehigh Valley Association of Independent Colleges consortium may also borrow. All users must have a valid college ID or Library Card and be registered at the circulation desk.
• To obtain your college ID, contact the Student Affairs Office at ext. 1261.
• Full time faculty members may borrow books for a semester, but all books are subject to recall after the initial three weeks.
• Students and staff may borrow books and pamphlets for 4 weeks and they may be renewed.
• Trexler's videos are loaned for a 7-day period.

Holds

• If you have not been able to locate a book, ask for it at the circulation desk.
• You may put a hold on the item and we will notify you when the item has been returned.

Renewals

• Renewals may be made online via the link in the left hand navigation bar on the library home page, by asking in person at the circulation desk, or by telephone at (610) 282-1100, ext. 1266

Photocopying

• We have a photocopy machine available in our workroom for your use. It does double sided copying and it collates. Ask your department head for your department's access code or ask us at the circulation desk.
• We also provide two photocopiers in the Reference Area. These machines are equipped with a USB port for copying materials directly to your thumb drive.
**Microfiche/Film**

A microform reader/printer is available behind the circulation desk for periodicals etc. available on film or fiche.

**Reserving Library Classrooms**

Faculty and staff may reserve the following library classrooms:

- Trexler Technology Center - Call the Registrar at ext. 1223
- PC Classroom II - Call the Registrar at ext. 1223
- Air Products Room - Call the Registrar at ext. 1223
- McFadden Room - Use library's online system at [http://desales.libcal.com/booking/studyrooms](http://desales.libcal.com/booking/studyrooms)

**Air Products Room**

Located on the second floor of the Trexler Library, the Air Products Room’s 55 seats are arranged in five tiers. This room provides large-screen viewing of videotapes/DVDs for classes and groups. Track lighting provides ample light for camera recording.

It has a state-of-the-art surround sound system, as well as high-speed Internet access and an Elmo. Reserve the room through the Registrar’s office at ext.1223.

**McFadden Room**

Located on the second floor of Trexler Library, this room is open to faculty for meetings and seminars. It includes a large conference table with 12 chairs. (The table comes from the late Bishop McShea's estate). The More and Salesian collections are housed here. Reserve through the library's online system at [http://desales.libcal.com/booking/studyrooms](http://desales.libcal.com/booking/studyrooms)
**Trexler Technology Center**

The TTC is located on the second floor and includes 33 workstations with two networked laser printers. It can be used as a “smart” classroom as it has two ceiling mounted projectors and an Elmo.

---

**PC LAB II**

Our smaller lab is also located on the second floor. It has 15 PC workstations, 4 MAC workstations, one laser printer, an overhead LCD projector, and an instructor’s station. It is infrequently scheduled as a classroom, and provides additional workspaces for students.

---

**One Button Studio**

Located on the second floor, our new studio allows you to create videos of presentations which are stored on your own flash drive. Reserve through the library's online system at [http://desales.libcal.com/booking/studyrooms](http://desales.libcal.com/booking/studyrooms)
APPENDIX A
Frequently Asked Questions

Q: For how long may I check books out?  
A: Faculty members may borrow books for a semester at a time. However, if someone else needs the book, it may be recalled after 3 weeks.

Q: I want a librarian to give instructions to my class about finding various resources in the library. How do I go about doing that?  
A: Call one of our Public Services Librarians to schedule a specific date and time. Katie at ext. 1443, Loretta at ext. 1346, or Michele at ext. 1612 or complete our online instruction form at http://tinyurl.com/desalesinstruct

Q: Is it okay if my class meets in the library to do research?  
A: Yes. Please call ahead at ext. 1266

Q: How do I reserve the Air Products Room?  
A: Call the Registrar’s office at ext. 1223

Q: How do I reserve a video to show my class?  
A: Call Michele at ext. 1612

Q: Our library does not have a book, video, or journal article that I need. Can I get these items?  
A: Yes! Fill out an interlibrary loan form in paper or online.

Q: How do I request a book for the library to purchase?  
A: Fill out an online form found on the “Suggest a Purchase” link under “For Faculty” on the left navigation bar on the library home page, or email Debbie.malone@desales.edu

Q: How do I request that the library subscribe to a journal?  
A: Please talk to Debbie, the Library Director, at ext. 1253.

Q: How do I put an item on reserve?  
A: You need to fill out a reserve form for each item. See page 12 for more details.
Use of Multimedia in DSU Online Instruction

These guidelines and resources for posting copyright-compliant media on the DSU streaming server are presented to encourage DSU faculty to integrate multimedia in online and hybrid courses.

Quick-Check Streaming Server Posting Guidelines

- Work is created and performed by faculty or students and used with permission
- Media are textbook or software publisher resources and used with permission
- The copyright holder has been contacted and content is used with permission
- Entire work will be shown synchronously under the control or actual supervision of instructor and as an integral part of the class experience to fulfill an important instructional objective

Portions of a copyrighted work are posted in accordance with either the doctrine of Fair Use (http://www.copyright.gov/title17/) or the expanded rights and privileges provided to educators in online environments provided by the TEACH Act (http://www.copyright.com/Services/copyrightoncampus/basics/teach.html)

DeSales Streaming Media Policy for Copyrighted Works

An entire work may be streamed IF that work will be shown in a synchronous online class session and NOT made available for individual online viewing at any other time.

Without prior consent from the copyright holder, no more than 50% of a copyrighted work should be streamed as long as the portion(s) streamed does not contain a qualitatively substantial portion of the work and is not designed to replace a student’s purchase of the copyrighted work.

Trexler library staff can help identify copyright holders and assist instructors with requesting copyright holder permission to use full length works. Acknowledging a source does not substitute for seeking permission.

Important: All media on the DSU streaming server must be accompanied by a Streaming Server Request Form and Copyright Waiver. Streaming Server media becomes unavailable to students seven (7) days after a course ends. Faculty media will be purged from the server after two years at the end of the academic year unless DEIT is otherwise notified in writing. TEACH Act time limits are our guide.

## Media Resources for Online Courses

<table>
<thead>
<tr>
<th>Educational Media Sources</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTstor</td>
<td>ARTstor is a nonprofit digital library of more than one million images in the arts, architecture, humanities, and social sciences that can be used for educational purposes and included in online courses.</td>
</tr>
<tr>
<td>Dance in Video</td>
<td>Dance in Video contains dance productions and documentaries by performers and companies of the 20th century. Selections cover ballet, tap, jazz, contemporary, experimental, and improvisational dance, as well as forerunners of the forms and the pioneers of modern concert dance. Videos contain link &amp; embed code for use in online courses.</td>
</tr>
<tr>
<td>Discovery Education Streaming* *Requires a logon. See a member of the Education department for credentials.</td>
<td>Includes over 8,000 videos segmented into 87,000 content-specific clips tied directly to state and national standards.</td>
</tr>
<tr>
<td>Films on Demand</td>
<td>The Films on Demand database includes a library of over 6,000 licensed videos from producers such as PBS and Films for the Humanities. You can show them in your class or stream them online in your Blackboard courses.</td>
</tr>
<tr>
<td>Naxos Music Library</td>
<td>Naxos is available from Tredler Library and provides online access to more than 15,000 CDs and 230,000 tracks of classical music.</td>
</tr>
<tr>
<td>Online Video Sharing Communities</td>
<td>Online video and audio sharing communities where individuals have posted original content that can be used by educators since it has been published to the public domain. (Exception: Copyrighted material uploaded in violation of the sites’ terms)</td>
</tr>
<tr>
<td>• <a href="http://www.youtube.com/edu">http://www.youtube.com/edu</a></td>
<td></td>
</tr>
<tr>
<td>• <a href="http://www.youtube.com/">http://www.youtube.com/</a></td>
<td></td>
</tr>
<tr>
<td>Public Companies - movies</td>
<td>Public companies offering movie rental and video streaming services of full length movies.</td>
</tr>
<tr>
<td>• Netflix - <a href="http://www.netflix.com">http://www.netflix.com</a></td>
<td></td>
</tr>
<tr>
<td>• Blockbuster – <a href="http://www.blockbuster.com">http://www.blockbuster.com</a></td>
<td></td>
</tr>
<tr>
<td>Distance Education and Instructional Technology</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Public Companies – television</strong></td>
<td></td>
</tr>
<tr>
<td>- <a href="http://www.huffingtonpost.com/tv">http://www.huffingtonpost.com/tv</a></td>
<td></td>
</tr>
<tr>
<td>- <a href="http://www.hulu.com">http://www.hulu.com</a></td>
<td></td>
</tr>
<tr>
<td>clips and full length episodes of popular television shows and movies.</td>
<td></td>
</tr>
<tr>
<td><strong>SmartHistory</strong></td>
<td></td>
</tr>
<tr>
<td><a href="http://smarthistory.khanacademy.org">http://smarthistory.khanacademy.org</a></td>
<td></td>
</tr>
<tr>
<td>this is a free multi-media web-book designed as a dynamic enhancement (or even substitute) for the traditional art history textbook. it includes audios and videos about works of art found in standard art history survey texts.</td>
<td></td>
</tr>
<tr>
<td><strong>Theater in Video</strong></td>
<td></td>
</tr>
<tr>
<td>Theatre in Video contains performances of the world’s leading plays, together with more than 100 film documentaries, online in streaming video. Contains over 50 titles, representing hundreds of leading playwrights, actors and directors. Videos contain link &amp; embed code for use in online courses.</td>
<td></td>
</tr>
<tr>
<td><strong>Trexlert Library Holdings</strong></td>
<td></td>
</tr>
<tr>
<td>titles may be put on reserve for class viewing.</td>
<td></td>
</tr>
</tbody>
</table>