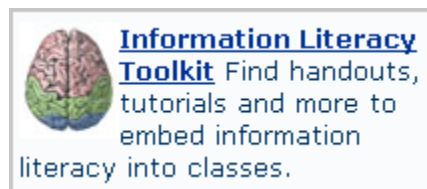


# The Library is Here to Help!

## Information Literacy Toolkit

The newly redesigned Information Literacy Toolkit is your online portal for information literacy course materials like handouts, assignment ideas, quizzes and online tutorials, all organized by WR class level.

<http://lanecc.edu/library/instruction/toolkit>



### Online Tutorial examples

*LCC Catalog Searching Basics*

*Find Articles in Academic Search Premier*

*Incorporating Sources into Your Essay (with quiz)*

*Peer Review in 5 Minutes*

*What is a Library Database? (with quiz)*

*Evaluating Internet Sources (with quiz)*

## Research Guides

► [Research Guides](#)

The library also offers online research guides for students including:

Writing Research Papers | <http://lanecc.libguides.com/writing>

and many more...

## Library Instruction Sessions

Faculty librarians can lead instructional sessions for your classes to help students develop information literacy skills.



Please place requests **at least 1 week in advance**.

See the online request form:

<http://lanecc.edu/library/instruction/instructionrequest.htm>

Instruction sessions are most effective when they relate to corresponding classroom assignments, are focused on one or two specific learning objectives and are timed in relation to what is occurring in the classroom. See the timeline below for a few examples.



# The Library is Here to Help!

## 1 on 1 Meetings with a Librarian

Librarians are happy to meet with you. We can:

- Orient or update you on resources and online offerings.
- Collaborate to create information literacy assignments.
- Strategize about effectively incorporating library instruction into your term.
- Discuss the creation of new learning objects that might aid your classes including handouts, tutorials and research guides.

Contact the Library Director, Marika Pineda to arrange a 1 on 1 meeting with a librarian.

[pinedam@lanecc.edu](mailto:pinedam@lanecc.edu) | x5824



**Jen Ferro**  
Librarian  
[ferroj@lanecc.edu](mailto:ferroj@lanecc.edu)



**Jen Klaudinyi**  
Librarian  
[klaudinyij@lanecc.edu](mailto:klaudinyij@lanecc.edu)



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**Marika Pineda**  
Interim Director  
[pinedam@lanecc.edu](mailto:pinedam@lanecc.edu)



# LCC Library Online Materials: Books, Videos, & Periodicals

The LCC Library offers many Web-based resources, including:

- 25,000 eBooks on a wide range of topics.
- Over 1,000 encyclopedias & dictionaries, both general and subject specific.
- Streaming videos for use in the classroom or in Moodle.
- Over 30,000 journals, magazines, and newspapers via our online databases.
- Help via chat, available for students and faculty 24/7.
- A mobile Library website, accessible via cell phones and other small devices.

To find these resources, visit the Library's website at: <http://www.lanecc.edu/library>

## eBooks

The Library now has over 25,000 recent eBooks accessible both on and off campus. You can link to them in Moodle! We plan to steadily increase the number of eBooks in our collection. Most eBooks can be accessed by searching the library catalog. Look for the (image) icon. You can also explore these collections by visiting the library homepage and clicking on:

▶ [eBook Collections](#)

## Online Reference Materials

Tired of students citing Wikipedia? Direct them to our collection of online encyclopedias and dictionaries. If you are using Moodle, you can directly link to high-quality books and articles. In addition to individual titles like the *Oxford English Dictionary*, we provide access to *Credo Reference* and *Oxford Reference Online*, each containing hundreds of titles. Visit our website and click on: ▶ [Online Encyclopedias and Dictionaries](#)

## Streaming Video

The Library is offers a rich selection of online media resources that you can incorporate into your curriculum. Select videos that students can view on their own time or during class, and post links or embed videos in Moodle. In particular, **Films on Demand** and **Ambrose Video** might offer content in your subject areas. We also have streaming video of dance productions and plays, including the complete works of Shakespeare from the BBC. Begin at our website and under "Videos," click on the link ▶ [Videos](#) to "Streaming Videos:"

→ [Browse DVDs/VHS](#) and [Streaming Videos](#)

## Journals, Magazines, and Newspapers in Databases

If it has been awhile since you checked out the Library's databases, you might be surprised at our current offerings. We currently subscribe to over 30,000 journals, magazines, and newspapers through our online databases. They are accessible both on and off campus.

Begin at our website and click on: [▶ Research Databases](#)

To check to see if we have a certain periodical title, or to see a list of titles in your discipline, use our Magazine/Journal Locator. The link is located right under our catalog search box:

→ Find books, videos, magazines, and more

Keyword

[advanced search](#) | [course reserves](#) | [magazines/journals](#)

## 24/7 Help via Chat

You and your students can get help with any of the Libraries resources using our chat feature. Because we are partnered with other libraries, this service is available 24 hours a day, 7 days per week. Even on holidays. Just look for the "Ask a Librarian" box on the right-hand side of the Library's website.

**Ask a Librarian**

- Online Chat

[Lane Community College librarians are online!](#)

[Email](#)  
Phone: (541) 463-5355

## LCC Library Mobile Web

You and your students can access many Library resources on your cell phone. Find contact info and Library open hours, and chat online with a librarian. Search the catalog and databases, and renew items. To take a look, click on: [Library Mobile](#) (in the upper left-hand corner of our website).

## Faculty Refresher Sessions

If you would like to meet with a librarian for a personal tour of online Library resources, just call the Library Director, Marika Pineda, at x5824, or send email to [pinedam@lanecc.edu](mailto:pinedam@lanecc.edu).

## Electronic Document Guidelines for Faculty

### Ensure Student Success!

**A Reminder:** *Please don't assume students have computers, printers, or Internet access at home. Students should be able to view, download or print any documents you upload using the computers in the Library or other labs on campus. Also bear in mind that students will likely print anything you post to a website or to Moodle.*

**Guideline:** We recommend that instructors upload all word processing documents in pdf format. This would include but not be limited to documents created in Works, Word, WordPerfect, OpenOffice, or Pages.

**Rationale:** Students use a variety of software, and may not have access to Microsoft Office or other proprietary programs. If all files are in pdf format, students will be able to open them no matter what their situation is.

**Guideline:** When instructors upload PowerPoint presentations, we recommend that they provide two links. One link would take students to the full PowerPoint presentation, and one link would take students to a pdf printable version.

**Rationale:** PowerPoint documents require a lot of printer memory and can take over a minute per page to print. This creates a backlog of print jobs and many students try to reprint many times or simply leave. This wastes paper and toner and causes a lot of stress for students and staff.

**Guideline:** We recommend that, wherever possible, all PowerPoint documents consist of dark text on a light background.

**Rationale:** Dark backgrounds waste toner ink.

**Guideline:** Please make sure to use default one-inch margins when posting documents.

**Rationale:** Many printers will not print any text or images outside the default one inch margin.

**Guideline:** Please optimize your pdf files for publishing online before uploading them. When saving a document as a pdf, select the “minimum size” radio button.

**Rationale:** This allows students to access pdf documents more quickly on slow connections.

**Guidelines:** Please don’t ask students to print documents over 26 pages in length.

**Rationale:** Campus IT has set an upper limit of 26 pages for print jobs in the Library and every Lab on campus. Also be advised that printers are set to a maximum of 2 copies of each document.

**Guideline:** We encourage instructors to allow students to print documents double sided, even in the case of final research papers.

**Rationale:** College policy. Saves money. Saves trees.

**Guideline:** If you post information that is presented in a graphical way, for example, color charts or images, print it out in grayscale before you upload it to ensure that the information is still decipherable.

**Rationale:** Students may not have access to color printers. No computer labs on campus have a color printer.

**Guideline:** After posting new information on your website or Moodle site, please make a habit of viewing it on more than one computer (at home, at school, a Mac, a PC), and more than one browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari). Check uploaded files to make sure they download properly. Please recheck them every term.

**Rationale:** Sometimes files glitch when they are uploaded. Checking them will ensure that all your links work correctly and that all your files and images are viewable no matter what computer and browser your students use.



*Thanks, from the staff and faculty  
in the computer labs  
and the Library!*