

20 questions (and answers) for new faculty

1. When is the library open?

Monday -Wednesday:	8:00 a.m. to 1:00 a.m.
Thursday:	8:00 a.m. to midnight
Friday:	8:00 a.m. to 5:00 p.m.
Saturday:	9:00 a.m. to 5:00 p.m.
Sunday:	2:00 p.m. to 1:00 a.m.

Hours may vary between terms, during exams and breaks, and on holidays.

2. How can I contact the library?

Call us at 205-226-4740

Text us at 205-287-7746

Email us at libref@bsc.edu

Chat with us from the library website at <http://library.bsc.edu>

3. Who works in the library?

There are 6 librarians at BSC:

Nancy Colyar is the library director.

Janice Poplau is the catalog and interlibrary loan librarian.

Gina Armstrong is the BSC archivist and handles systems and digital initiatives.

Dasha Maye and **Pam Sawallis** are reference librarians. They also wear other hats: Pam handles government publications; Dasha coordinates the college's ARC tutoring service.

Heather Wietlisbach is serving as an adjunct reference librarian at BSC for fall 2017.

There are 4 library staff members:

Eric Kennedy and **Tracy Duncan** supervise library circulation (day & night, respectively).

Sherrie Coston works in acquisitions.

Jimmie Chicarello assists with processing items and interlibrary loan.

Approximately 20 **student assistants** also work to keep the BSC library up and running!

4. How can I find and check out books from the library?

Use the [BSC Library Catalog](#), which is available from the library webpage, to locate books. You can search for any item in the library's physical collections (as well as many e-books) by author, title, subject, keyword or combinations of these. Most of the circulating books are on the 2nd floor of the library and may be checked out until May 31 of the current academic year, with renewal possible if no one else has requested the book. Simply present your BSC ID card at the circulation desk to check out materials. If you have questions, contact Eric Kennedy or Tracy Duncan in the circulation department: 205-226-4740 or libcirc@bsc.edu

5. What other sorts of materials are in the library?

In addition to books, the library has periodicals, government documents, archival materials, DVDs, CDs,

videotapes, and vinyl recordings (as well as the equipment to use them!). All of these are listed in the Library Catalog; check-out periods vary. We also offer access to many full-text databases.

6. What databases does the library have?

The library has access to more than 175 online databases which provide access to a wide variety of publications, including journals, magazines, newspapers and e-books. A full listing of databases can be found on the library's web site under [Databases](#). There is also a list [by subject area](#). A [Discovery System](#) facilitates searching across the library catalog, article databases, and e-book collections.

7. Can I get to these online resources from off campus?

You can! Simply log in with the username and password you use to access your BSC e-mail account.

8. What if the BSC library doesn't have what I need?

You can use our interlibrary loan service to request any book or article you are unable to obtain locally. Response time on most interlibrary loan requests is 2 to 6 days; it may take longer for books that are not widely available to come in. Forms for [articles](#) and [books](#) may also be submitted through the website.

9. What other libraries can BSC faculty use?

As a BSC faculty member, you can also visit and check out materials from the libraries at UAB Sterne and Lister Hill libraries, Samford University, Miles College, Jefferson State Community College, and the University of Montevallo; you are also eligible for a card at the Birmingham Public Library.

10. Is there anyone in the library who cares about my field?

Yes, we care! Every department at BSC has a library liaison, as follows:

Art and Art History:	Gina Armstrong
Architectural Studies:	Gina Armstrong
Arabic:	Nancy Colyar
Biology:	Pam Sawallis
Business:	Pam Sawallis
Classics:	Nancy Colyar
Chemistry:	Nancy Colyar
Education:	Gina Armstrong
English:	Gina Armstrong
History:	Pam Sawallis
Foreign Languages:	Nancy Colyar
Mathematics:	Nancy Colyar
Media & Film Studies:	Gina Armstrong
Music:	Nancy Colyar
Philosophy:	Dasha Maye
Physics:	Nancy Colyar
Political Science:	Dasha Maye
Psychology:	Dasha Maye
Religion:	Dasha Maye
Sociology:	Dasha Maye
Theatre:	Gina Armstrong
Urban Environmental Studies:	Pam Sawallis

11. What do these library liaisons do, anyway?

The liaisons facilitate collection development and management in their particular areas. They help teaching faculty identify materials for the collection, arrange database trials as appropriate, and weed the library collection in these areas. They develop and maintain library guides for disciplinary areas and specific classes. The library liaisons consult with departments with regard to their research and instructional needs, and participate in providing reference assistance and instruction to your students.

12. What kind of instructional services does the BSC library offer?

All new students receive a very basic orientation to the library and its resources. To build on this, the reference librarians offer class-specific instruction in the intelligent use of library resources. We strive to tailor instruction to fit specific assignments at the moment of need. Sessions may be offered in the library or in your classroom; they may take the form of a 10-minute “quick overview,” a hands-on class session, or a series of classroom visits – depending on your needs and the needs of your students. To schedule an instruction session with a librarian, contact your liaison or call Pam Sawallis at 205-226-4749 or email libref@bsc.edu.

13. How does the book ordering process work at BSC?

Each academic discipline receives a library acquisitions budget to fund library purchases of books and audio-visual materials. At the start of every month, your library liaison will email you a listing of academic book reviews in your disciplinary area from *Choice* (a reviewing journal published by the American Library Association). You can request appropriate titles from this list by contacting your liaison, filling out the [request form](#), or sending them to libacq@bsc.edu. You may also receive occasional publishers' catalogs, run across reviews of fascinating books, or otherwise learn about materials that seem to support the BSC curriculum – or you may need certain titles to support a new course (or one you are revamping). When you find titles that appear to be a “good fit” with the BSC curriculum, please feel free to fill out a [book & media request](#) form on the library website. The library will notify you when an item you have requested has arrived and is available for check out. We will also let you know if we have any questions regarding a request.

14. What other kinds of materials can I ask the library to order?

In addition to books, the library orders DVDs, CDs, and scores. The library also welcomes your suggestions for online collections, databases, and periodical subscriptions. However, resources that are very expensive or incur ongoing costs (like subscription databases or journals) will be given *very* careful consideration.

15. Can I put course materials on reserve in the library?

Absolutely! The library places books or other materials on reserve behind the circulation desk (paying careful attention to copyright guidelines). Students may check out reserves for 2 hours, 1 day, 3 days, or 7 days – it's your choice. Reserve material is listed in the Library Catalog under the instructor's name. To place an item on reserve, fill out a [reserve request](#) form, at least four working days before your students need access to the material.

16. What kind of access to computers and the Internet does the library provide?

There are 32 computer workstations in the library for public use, each one with access to a printer. In addition, the library houses an electronic classroom with 18 workstations, which may be scheduled for class sessions, and a blended learning classroom (“screening room”) with 2 large monitors, a MondoPad, and videoconferencing technology. Both public copier/printers will scan and print in color as well as black &

white. Wireless access is available throughout the building, so you can easily log on to the network with your laptop, cell phone, or tablet.

17. Are there meeting rooms in the library?

Indeed there are. The library has several rooms you can reserve for a class or for other college-related meetings, by submitting a [request form](#) or calling 205-226-4740. There are also some small, lockable study carrels on the ground floor and the second floor if you need a space for a sabbatical or special project.

Auditorium	Seats 50; has computer + projector and video & audio equipment
Electronic Classroom	Seats 18; has student and instructor computers + projector
Wood Room	Seats 25; has computer + projector
Screening Room	Seats 24; has MondoPad, two large screen TVs, Blu-Ray/DVD player
Heflin Room	Seats 10; has Blu-Ray, DVD, & VHS players + TV & a white board
Seminars A and B	Seat 8; have Blu-Ray, VHS & DVD players + TV & white boards
Seminars E, F, and G	Seat 6-8; have white boards
Henry Seminar:	Seats 4; has a white board and window

18. Does the library have multimedia equipment I can use in class?

In addition to the equipment available for use in the meeting rooms, the library lends out laptops, iPads, computer projectors, overhead projectors (for transparencies), slide projectors, projection screens, digital video cameras and tripods, audio cassette players, and televisions with VCRs and/or DVD players. Laptops, computer projectors and iPads may be checked out by faculty for up to a week; other loan periods are determined according to your needs and the availability of equipment. Call Eric Kennedy or Tracy Duncan at 205-226-4740.

19. What's the library's food & drink policy?

Covered drinks are allowed in the library; food is only allowed in the entrance foyer.

20. Where can I get more information about library resources?

The [library website](#) is your gateway to information about the library and the many resources available to you. We invite you to friend us on [Facebook](#), follow our [blog](#), and peruse the [research guides](#) we have prepared for classes. You are always welcome to stop by the library to check out the "new books" shelf, browse the popular SGA video collection, or find a quiet spot to work, "far from the madding crowd."

Please let us know how we may be of service to you and your students!

