Questions (and answers) for new faculty

1. When is the Library open?
   - Our regular Fall & Spring hours are below. They vary between terms, during E-term, breaks, & holidays. See the library website for special hours.
     
     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.

2. How can I contact the Library?
   - Call 205-226-4740.
   - Email libref@bsc.edu.
   - Chat with us from the Library website.

3. Who works in the Library?
   - Nancy Colyar is the Library Director (x4742).
   - Gina Armstrong is the BSC Archivist & Digital Initiatives Librarian (x4747).
   - Jimmie Chicarello assists with processing items & interlibrary loan (x4748).
   - Sherrie Coston is the library’s acquisitions assistant (x4745).
   - Tracy Duncan is the Assistant Circulation Supervisor (night, x4740).
   - Scott Hill is the Electronic Systems & Research Librarian (x4741).
   - Eric Kennedy is the Circulation Supervisor (day, x4740).
   - Dasha Maye is the ARC Director & Research Librarian (x4750).
   - Janice Poplau is the Catalog & Interlibrary Loan Librarian (x4748).
   - Pam Sawallis is the Instruction Coordinator & Research Librarian (x4749).
   - Santana Harmon & Kim McDade are adjunct reference librarians for Fall 2018.
   - Over 20 work study students also work to keep the BSC Library up & running!
   - See the library website for more contact information.

4. What types of materials are in the Library?
   - Print books, journals, magazines, newspapers, government documents, & archival materials.
   - DVDs, CDs, videotapes, & vinyl (LPs) & equipment to use them.
   - See the library website for check-out periods.

5. How can I find & check out physical items from the Library?
   - Search the Library catalog by author, title, subject, or keyword(s).
   - You will find most of the circulating books are on the 2nd floor of the library; these may be checked out until May 15 of the current academic year.
   - You can renew (try it online) if no one else has requested the book.
   - Present your BSC ID card at the Circulation desk to check out materials.

8/28/2018
6. Does the Library have access to electronic or digital items?
- Yes! We have electronic books, journals, magazines, newspapers, & documents.
- You can search about 200 online databases. We have a list of databases by title or by subject.
- You can search to see what journals we have electronically from the Library home page.
- A Discovery System searches for many types of items at one time.

7. Can I get to these online resources from off campus?
   You can! Log in with the username & password you use to access your BSC e-mail account.

8. How do I put course materials on reserve in the Library?
- Fill out a reserve request form, at least four working days before your students need access to the material.
- Pay careful attention to copyright guidelines.
- Items will be behind the circulation desk for check out for 2 hours, 1 day, 3 days, or 7 days – it’s your choice.

9. What if the BSC Library doesn’t have what I need?
- Interlibrary Loan will request books or articles you are unable to obtain locally.
- This is usually free; you will be notified in advance if there is a charge.
- Most articles arrive electronically within 1-3 days.
- Books take approximately 7 days because of shipping time & depending on availability.
- Submit requests directly from databases or the catalog, or by filling out a form to request article(s) or books.
- With your BSC ID, you can check out materials from the libraries at UAB, Samford University, Miles College, Jefferson State Community College, & the University of Montevallo.
- You are also eligible for a Library card at Birmingham Public Library.

10. What kind of access to computers & the Internet does the Library provide?
- There are several open computer workstations on every floor.
- Wireless is available throughout the building & you can print from your own device.
- Multifunction devices on the main (prints color) & ground floors print & copy. They also scan, & can email to BSC.edu addresses or print to devices across campus.

11. Does the Library have multimedia equipment I can use in class?
- Mini-laptops, iPads, computer projectors, overhead projectors (for transparencies), slide projectors, projection screens, digital video cameras & tripods, audio cassette players, & televisions with VCRs and/or DVD players.
- Laptops, computer projectors, & iPads may be checked out by faculty for up to a week; other loan periods are determined according to your needs & the availability of equipment.
- Walk up & check out, call 205-226-4740, email libcirc@bsc.edu, or reserve online.
12. Are there meeting rooms in the library?
- There are several rooms you can reserve for a class or for other college-related meetings.
- Walk up & check out, call 205-226-4740, email libcirc@bsc.edu, or reserve online.
- There are also some small, lockable study carrels on the ground floor if you need a space for a sabbatical or special project.

<table>
<thead>
<tr>
<th>Room</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>Seats 50; has computer + projector &amp; video &amp; audio equipment</td>
</tr>
<tr>
<td>Electronic Classroom</td>
<td>Seats 17; has student &amp; instructor computers + projector</td>
</tr>
<tr>
<td>Wood Room</td>
<td>Seats 25; has computer + projector</td>
</tr>
<tr>
<td>Screening Room</td>
<td>Seats 24; has a MondoPad, two large screen TVs, Blu-Ray/DVD player</td>
</tr>
<tr>
<td>Heflin Room</td>
<td>Seats 10; has Blu-Ray, DVD, &amp; VHS players + TV &amp; a white board</td>
</tr>
<tr>
<td>Seminars A &amp; B</td>
<td>Each seats 8; have Blu-Ray, VHS &amp; DVD players + TV &amp; a white boards</td>
</tr>
<tr>
<td>Seminars E, F, &amp; G</td>
<td>Each seats 6-8; have white boards</td>
</tr>
<tr>
<td>Henry Seminar</td>
<td>Seats 4; has a white board &amp; window</td>
</tr>
</tbody>
</table>

13. Is there anyone in the Library who cares about my field?
Yes, we care! Every discipline at BSC has a Library liaison, as follows:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Liaison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Computer Science</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Art &amp; Art History</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Architectural Studies</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Biology</td>
<td>Pam Sawallis</td>
</tr>
<tr>
<td>Business</td>
<td>Pam Sawallis</td>
</tr>
<tr>
<td>Classics</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Education</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>English</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Foreign Languages</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Gender and Women’s Studies</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Global and Comparative Studies</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>History</td>
<td>Pam Sawallis</td>
</tr>
<tr>
<td>Human Rights and Conflict Studies</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Latin American Studies</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Leadership Studies</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Media &amp; Film Studies</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Music</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>Physics</td>
<td>Nancy Colyar</td>
</tr>
<tr>
<td>Political Science</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>Poverty Studies</td>
<td>Gina Armstrong</td>
</tr>
<tr>
<td>Psychology</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>Religion</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>Sociology</td>
<td>Dasha Maye</td>
</tr>
<tr>
<td>Theatre</td>
<td>Gina Armstrong</td>
</tr>
</tbody>
</table>

8/28/2018
14. What do Library liaisons do, anyway?
   - Consult with disciplines about Library research & instruction needs.
   - Develop & maintain Library research guides for disciplinary areas & specific courses.
   - Help faculty identify materials to purchase for the collection.

15. What kind of instruction does the BSC Library offer?
   - Orientation
   - Drop-in sessions (one introductory, one geared toward research papers)
   - Other types of instruction on request; contact your liaison to schedule.

16. How does the book ordering process work at BSC?
   - Each academic discipline receives a Library acquisitions budget to fund Library single purchases of books & 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).
   - Contact your liaison to request appropriate titles.
   - The Library will notify you when an item you have requested has arrived & is available for check out.

17. What’s the Library’s food & drink policy?
   Covered drinks are allowed in the library; food is only allowed in the entrance foyer.

18. Where can I get more information about Library resources?
   - The [Library website](#), [Twitter](#), [Facebook](#), or [our blog](#).
   - Research guides we have prepared on a variety of topics
   - Take a look at the new books shelf.
   - Browse the SGA DVD collection.

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

---

Birmingham-Southern College Library