

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](tel: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.

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](tel: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](tel: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.

Auditorium	Seats 50; has computer + projector & video & audio equipment
Electronic Classroom	Seats 17; has student & instructor computers + projector
Wood Room	Seats 25; has computer + projector
Screening Room	Seats 24; has a 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 & B	Each seats 8; have Blu-Ray, VHS & DVD players + TV & white boards
Seminars E, F, & G	Each seats 6-8; have white boards
Henry Seminar	Seats 4; has a white board & window

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:

Applied Computer Science:	Gina Armstrong
Art & Art History:	Gina Armstrong
Architectural Studies:	Gina Armstrong
Biology:	Pam Sawallis
Business:	Pam Sawallis
Classics:	Nancy Colyar
Chemistry:	Nancy Colyar
Education:	Gina Armstrong
English:	Gina Armstrong
Foreign Languages:	Nancy Colyar
Gender and Women's Studies:	Gina Armstrong
Global and Comparative Studies:	Dasha Maye
History:	Pam Sawallis
Human Rights and Conflict Studies:	Gina Armstrong
Latin American Studies:	Nancy Colyar
Leadership Studies:	Nancy Colyar
Mathematics:	Nancy Colyar
Media & Film Studies:	Gina Armstrong
Music:	Nancy Colyar
Philosophy:	Dasha Maye
Physics:	Nancy Colyar
Political Science:	Dasha Maye
Poverty Studies:	Gina Armstrong
Psychology:	Dasha Maye
Religion:	Dasha Maye
Sociology:	Dasha Maye
Theatre:	Gina Armstrong

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!

