

9000 W. College Pkwy. Palos Hills, IL 60465  
Building L, 2nd Floor  
[www.morainevalley.edu/library](http://www.morainevalley.edu/library)

Reference Desk (questions about research or instruction): (708) 974-5234  
Circulation Desk (questions about reserves or borrowing): (708) 974-5235  
Interlibrary Loan (requests for materials from other libraries): (708) 974-5297

Contact Distance Education Librarian, Lee Semmerling with questions about library services for **all off-campus locations**: (708) 608-4009 or [semmerling@morainevalley.edu](mailto:semmerling@morainevalley.edu)

## Library Services for Off-campus Locations 2009-2010

### **!!IMPORTANT!**

All staff, faculty and students need to **renew** their library registration every semester to continue access to materials and databases.

### **Off-campus Location Library Instruction**

The new Off-campus Location library instruction program has begun. What was once only available at Blue Island Center is now available at all locations. Let us help you teach your students how to use the library and find good sources for their papers.

Librarians will work with faculty members to create individualized instruction sessions for their classes and register students with the library during the instruction session at the Off-campus location. Samples of instructional materials can be found on our Information Literacy Expectations & Resources for Faculty webpage at:

<http://www.morainevalley.edu/InformationLiteracy/Default.htm>

Instructions are most beneficial when scheduled in a computer lab; make every effort to coordinate the instruction requests with a time that the lab at your location is available. Computer lab reservations may be arranged through your site coordinator.

To arrange library instructions for your class fill out the library instruction request form <http://www.morainevalley.edu/library/instructionrequestform.asp> (make sure to designate which off-campus location), 2 weeks in advance or contact Lee Semmerling, Distance Education Librarian at (708) 608-4009 or [semmerling@morainevalley.edu](mailto:semmerling@morainevalley.edu). Scheduling of instruction sessions are based on availability of librarians.

### **Journal Databases**

<http://www.morainevalley.edu/library/onlinedatabases.asp>)

The library subscribes to many online journal databases that faculty, staff, and students can access from on or off campus. Most databases allow you to create hyperlinks to specific articles within the database, allowing you to link from your course website to the full text of an article. To use the databases or view the articles from off-campus users must register with their ID cards at the campus library and **renew every semester**.

For help Contact: Information/Reference Desk – (708) 974-5234

### **Electronic Reserves**

We now have electronic reserves. Some items can be digitized and made available on electronic reserve so that students can access them from home. Contact: Cindy Knafel (708) 974-5235, [Knafel@morainevalley.edu](mailto:Knafel@morainevalley.edu) or Barbara Rys, Library Access Services Specialist (708) 974-5467, [rys@morainevalley.edu](mailto:rys@morainevalley.edu)

## Requesting Library Material Delivery to Off-campus Sites (Faculty only)

Faculty who teach at any of the off-campus locations can order library material (such as videos to show in class) from the Moraine Valley Library collection. To order, click on the "[For Faculty Only](#)" link on the library home page and then choose "[Request Items be Sent to Extension Sites](#)." Then fill out the electronic **Extension Request** form. Faculty may call the Information Desk (x5234) and ask the librarians for help in choosing material or use the library's [Public Access Catalog](#) on their own.

Faculty must have a valid photo ID card (that has been registered or renewed in the library) in order to borrow library materials. Materials will be delivered to your Blue Island Center mail box through the campus mail system.

## Library Assignment Service

[www.morainevalley.edu/library/libraryassignmentservice.asp](http://www.morainevalley.edu/library/libraryassignmentservice.asp))

The librarians and the staff from the Center for Teaching and Learning are available to help you plan appropriate, effective research assignments that match our collection and services. We can assist you in designing projects, finding and organizing resources, and instructing the students.

Contact: Leslie Warren, Information Literacy Librarian – (708) 974-5734 or [warren@morainevalley.edu](mailto:warren@morainevalley.edu)

## Collection Development

We encourage faculty input and recommendations for new materials in the collection. Please fill out our online form [www.morainevalley.edu/library/itemrequestform.asp](http://www.morainevalley.edu/library/itemrequestform.asp) or contact a librarian if there is an item you would like us to add to our collection.

Contact: Joe Mullarkey, Collection Management Librarian – (708) 974-5293 or [mullarkeyj@morainevalley.edu](mailto:mullarkeyj@morainevalley.edu)

## Borrowing from Other Libraries

### Interlibrary Loan

Students and faculty may borrow books, magazine articles, and other resources that are not available at the Moraine Valley Library. Use the online form to request materials. ([www.morainevalley.edu/library/interlibraryloan.asp](http://www.morainevalley.edu/library/interlibraryloan.asp))

Contact: Susan Yach – (708) 974-5297 or [yach@morainevalley.edu](mailto:yach@morainevalley.edu)

### Reciprocal Borrowing

Check out books from libraries that are members of SMRHEC, a regional consortium. Moraine Valley faculty, staff, and students with current, valid Moraine Valley Community College IDs can check out books from libraries at the following institutions:

DeVry University  
Governors State University  
Illinois Institute of Technology  
Joliet Junior College  
Kankakee Community College

Lewis University  
Northwestern Business  
College  
Prairie State College

Saint Xavier University  
South Suburban College  
Trinity Christian College  
University of St. Francis

For additional information contact: Barbara Rys, Library Access Services Specialist – (708) 974-5467 or [rys@morainevalley.edu](mailto:rys@morainevalley.edu)