

Reference Desk: Phone: (708) 974-5234

Email: [library@morainevalley.edu](mailto:library@morainevalley.edu)

Text: (708) 761-4234

Chat: <http://lib.morainevalley.edu/AskALibrarian.aspx>

Circulation Desk: (708) 974-5235

Interlibrary Loan: (708) 974-5297

Follow Us:



<http://www.facebook.com/mvcclibrary>



<http://www.twitter.com/mvcclibrary>

YouTube Channel: <http://www.youtube.com/user/MVLibrary>

## **Library Services 2014-2015**

### **Faculty and Staff Services**

#### ***NEW for 2014-2015***

#### **Student I-pad and Laptops**

- Student 4 hour check out of I-pads and MacBooks. Great for multi-media projects!
- Student 4 hour and 1 week check outs of Dell laptops

Note: Faculty equipment available through CTL

#### **New Online Resources**

- Growing streaming video collection  
<http://lib.morainevalley.edu/streamingvideo.aspx>
- More e-books  
<http://lib.morainevalley.edu/Ebooks.aspx>
- With your requests and suggestions we will continue growing the e-collection

#### **After Class Book Collection**

[After Class](#) is a rotating collection of best-selling high-interest books located in the library's front lounge.

#### **One Book, One College**

*Giovanni's Room* by James Baldwin

<http://www.morainevalley.edu/gioannisroom/>

#### **ECBI and SWEC Delivery**

Staff and faculty can arrange for delivery of books and videos to our off-campus sites through interoffice mail. This service is not yet available for students. Fill out the online Extension Request Form at: <http://lib.morainevalley.edu/Content/Forms/ExtensionRequest.aspx> or contact the circulation desk at (708) 974-5235

#### **Instruction and Information Literacy Support**

Whether at main campus, ECBI, SWEC or online, librarians work with you to create individualized instruction sessions for your classes and programs. We also provide customized staff and community workshops about seeking and utilizing information.

Online instructional videos and online instruction can be customized to fit your needs. We'll help you bring library resources into your course pages. Please contact us with requests and suggestions for streaming video or other e-content that will help you and your students in online and off campus environments. Librarians also provide instructions at Education Center at Blue Island and Southwest Education Center (please arrange at least two weeks in advance).

The librarians can help you include information literacy (a MVCC general education objective) in your classes and workshops. We can help you plan assignments, create online resources and develop activities that you can implement yourself. We also provide student support at the reference desk and sessions for your class on avoiding plagiarism through proper APA and MLA citation and student copyright issues.

To Schedule sessions contact the Reference Desk at (708) 974-5234 or schedule sessions online at

<http://lib.morainevalley.edu/libraryinstruction.aspx>

For specific help and consultation contact:

Troy Swanson, Teaching & Learning Librarian – (708) 974-5439 or [swanson@morainevalley.edu](mailto:swanson@morainevalley.edu)

Lee Semmerling, Distance Education Librarian – (708) 608-4009 or [Semmerling@morainevalley.edu](mailto:Semmerling@morainevalley.edu)

Tish Hayes, Information Literacy Librarian – (708) 974-5734 or [Hayes145@morainevalley.edu](mailto:Hayes145@morainevalley.edu)

## Material Retrieval Service

Faculty staff and students may have videos and books retrieved for them by library staff. Fill out the materials retrieval form at the link below. You will receive a confirmation email or phone call when an item is ready for pick up. Requested items are normally ready within 2-4 hours during our normal hours of operation. Fill out the form at: <http://lib.morainevalley.edu/Content/Forms/MaterialRetrievalService.aspx> or call the reference desk for help.

## Copyright, Citation and Dissertation Help

Questions about copyright issues and citations? Wish you had your own librarian to help with dissertation research? Let us help.

Contact: Troy Swanson, Teaching & Learning Librarian – (708) 974-5439 or [swanson@morainevalley.edu](mailto:swanson@morainevalley.edu) or

Lee Semmerling, Distance Education Librarian – (708) 608-4009 or [Semmerling@morainevalley.edu](mailto:Semmerling@morainevalley.edu)

## Online Resources

**The Chronicle of Higher Education** campus online access <http://0-chronicle.com.library.morainevalley.edu/section/Home/5>  
**Online databases, streaming video and e-books** can be used on or off campus. Find them through our Research Tools Page <http://lib.morainevalley.edu/Research.aspx>. Most databases allow you to create links to specific articles so you can direct students to class reading assignments or information. **CREDO Reference** includes language dictionaries, quote books and subject reference books. Librarians are available to teach you and your students about databases and/or e-books or help you with creating online course links. Access to online resources from off campus requires logging in with MVCC user name and password. Contact: Reference Desk – (708) 974-5234

## Collection Development (<http://lib.morainevalley.edu/collectiondevelopmentanddonations.aspx>)

We encourage faculty input and recommendations for new materials in the collection. Please fill out our online form or contact a librarian if there is an item you would like added to the collection.

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

## Reserves

The library's circulation desk holds materials (books, videos, calculators, etc.) with a limited check-out time. Search the library's catalog (<http://lib.morainevalley.edu/Research.aspx>) to find titles on reserve for specific courses. Visit the Circulation Desk to place an items on reserve, (708) 974-5235.

## Interlibrary Loan and Reciprocal Borrowing (<http://lib.morainevalley.edu/InterlibraryLoan.aspx>)

Borrow books, articles, and other resources that are not available at the Moraine Valley Library. Use the online form to request materials or directly contact Susan Yach – (708) 974-5297 or [yach@morainevalley.edu](mailto:yach@morainevalley.edu). Also on the interlibrary loan page is a list of reciprocal borrowing libraries that will loan books to Moraine Valley faculty, staff, and students with current, valid IDs.

## Current Awareness Service

Full-time faculty and administrative staff members can request regular copies of the table of contents of journals received by the library. Upon request, the library will duplicate articles for the faculty member.

Contact: Stacey Reichard, Periodicals – (708) 974-5476 or [reichards2@morainevalley.edu](mailto:reichards2@morainevalley.edu)

## Additional Student Services

- **Textbooks on Reserve** Faculty members are encouraged to donate a copy of the current textbook to a special collection on reserve. Most textbooks in this collection can be borrowed for two hours.  
Contact: Cindy Knafl – (708) 974-5235 or [Knafl@morainevalley.edu](mailto:Knafl@morainevalley.edu)
- Student 4 hr. check out of I-pads and MacBooks. Great for media projects.  
Student 4 hr. and 1 week check outs of Dell laptops  
(Current driver's license or state ID are needed)
- Scanners (use in library only)
- Group study rooms
- VHS/DVD/Blu-ray players (use in library only)
- Microscopes (use in library only)
- Calculators TI-83, TI-84 (4 hr. and 2 day check out) and TI-89 (4 hr. check out)
- Color printer (50 cents/page)

Contact: Circulation Desk (708) 974-5235 or Reference Desk (708) 974-5234