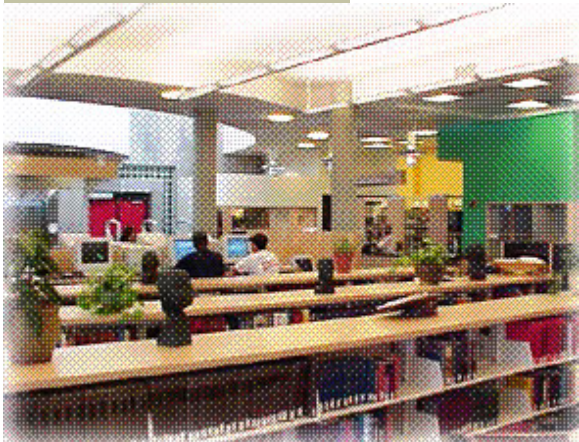


The state of the ACC Library and Media Center: a report for 2003-04

by Valerie Cortelyou, Librarian



It's only about a month until the end of the spring semester, and we'd like to take this opportunity to give you an update on the "State of the Library." The Library's mission is to provide a welcoming, cordial, and supportive atmosphere for free and open inquiry. Accordingly we,

- Select, organize and provide access to information resources regardless of format.

- Acquire progressive technologies that support information access.

Here are some facts and figures, for the eight-month time period of July 2003 through February 2004, which reflect our efforts.

We continue to be one of the major hubs of the College, with more than 144,000 people passing through our doors from July through February, a 79% increase over the same time period in academic year 2002-2003. We project a total "gate count" of over 220,000 in academic year '03-'04, compared to 130,000 in '02-'03, about a 69% increase. We attribute increased traffic to heavier use of computers, group study rooms and extended hours.

(Continued on page 2)

- Are committed to being a part of the national resource.
- Provide media support and production for classroom and campus events.
- Teach information-seeking skills to promote independent learning.
- Ensure knowledgeable staff committed to providing the best service possible.

ARAPAHOE COMMUNITY COLLEGE

Library and Media Center NEWSLETTER

©2000 Arapahoe Community College. Published by the Learning Resource Center.

INSIDE THIS ISSUE

Finding the right online database at the ACC Library ...page 2

We're famous! ...page 4

Cell phones: yes or no?

by Cori Swanson, Librarian



The ACC Library strives to be a student-centered facility. We try to accommodate our patrons in every possible way and have made visible efforts over the past year to do this.

For example, many of you have probably noticed our extended hours. Something else you may have noticed is our new policy on library fines. Starting this spring semester and extending through fall semester of the 2004-05 school year, the Library has temporarily abolished overdue fines. This is all in an effort to accommodate students and focus our mission on teaching and learning.

For the most part, people have followed the policy. But we still continue to get complaints about cell phone use in the library. While some people like our open policy, others feel that cell phone use in the Library detracts from the Library's purpose as a place of study and learning.

Currently, the Library's cell phone use policy states that cell phone use is allowed in the Library but only on the second floor. The first floor has been designated a QUIET ZONE. No cell phone conversations should take place in this area.

In light of recent complaints, the Library has revised its cell phone use policy. Calls can now only be made in the east end of the second floor (around the Circulation Desk, Reference Desk and standing computer terminals), what you might label the main lobby of the Library. Anywhere else on the second floor is off limits,

Cell phone use is another area where the Li-

(Continued on page 4)

Finding the RIGHT online database at the ACC Library

by Cori Swanson, Librarian

Did you know that ACC Library has 23 online databases that aren't listed on the library homepage that can be searched to find information for research papers and other assignments?

What you see on the Library homepage is actually a list of providers. These are the companies that provide us with the 23 databases I mentioned before. And for each provider a person can access a number of different databases, covering a range of subject areas. Let me give you an example.

When you click on the word "ProQuest," one of our providers, and arrive at the search interface, you have the option of searching four separate databases. By default, you will search only three of these if you make no changes to the list. The other two providers you need to know about are "EBSCOhost" and "OCLC FirstSearch." EBSCOhost offers a selection of eight databases and OCLC FirstSearch offers a selection of 11 databases.

Find Full-text Journal, Magazine & Newspaper Articles (*Student Password for Off-campus Use)

EBSCOhost* NewsBank*
Academic Search Premier
Business Source Premier ProQuest*
Regional Business News

OCLC FirstSearch* Other Databases

InfoTrac Gen. Ref. Center* Guide to Databases

The Library has created a guide that will assist users in identifying an appropriate database to search, how to select that database once they have reached the search interface, as well as

which provider offers which database. This guide is posted on the Library homepage, entitled "Guide to Databases" as well as being available at the Reference Desk in the Library.

It is important to be familiar with the variety of research tools provided by your library, in this case, online databases. The more you know, the better search you can conduct, which yields more relevant results, which allows you to compose an accurate argument, paper, article, etc. It's the Library's job to inform you of the tools we make available as well as how to access them.

(Continued from page 1) **State of the Library, Media Center**

We've received much positive feedback for extended hours from students and faculty on this change. For example, Joan Anderssen, Chair of Economics, Finance & Investments said:

I want to thank you for thinking of our students as we approach the final weeks of classes. It is VERY IMPORTANT to have more access to services as the semester proceeds — and this was a very proactive approach on your part.

My students told me BEFORE you posted this announcement that this was happening. They were that excited about it!

We also sponsored the *Brain Food @ your Library* event during this busy time to help students keep fueled-up for studying!! Most recently, on *Your Library Loves You* day (February 12), we celebrated the support we receive from our patrons with lots of Valentine's candy.

(Continued on page 3)



The Library and Media Center Newsletter is a quarterly publication.
March, April, May 2004: Volume 5, Issue 4
©2004 Arapahoe Community College,
Littleton, Colorado
www.arapahoe.edu 303-797-5090
Published by the Learning Resource Center,
Malcolm Brantz, Director
Editing/Design: Ed Sadowski, Librarian

Hours of Operation Library, Media Center, and Open Computer Lab

Library

7:30 a.m.–9 p.m. Mon–Thu...7:30 a.m.–5 p.m. Fri
8–1 p.m. Sat...1–5 p.m. Sun

Media Center

8 a.m.–9 p.m. Mon–Thu...8 a.m.–5 p.m. Fri
9–1 p.m. Sat

Open Computer Lab

7:30 a.m.–9 p.m. Mon–Thu...7:30 a.m.–5 p.m. Fri
8–4 p.m. Sat...1–5 p.m. Sun

(Continued from page 2) **State of the Library, Media Center**

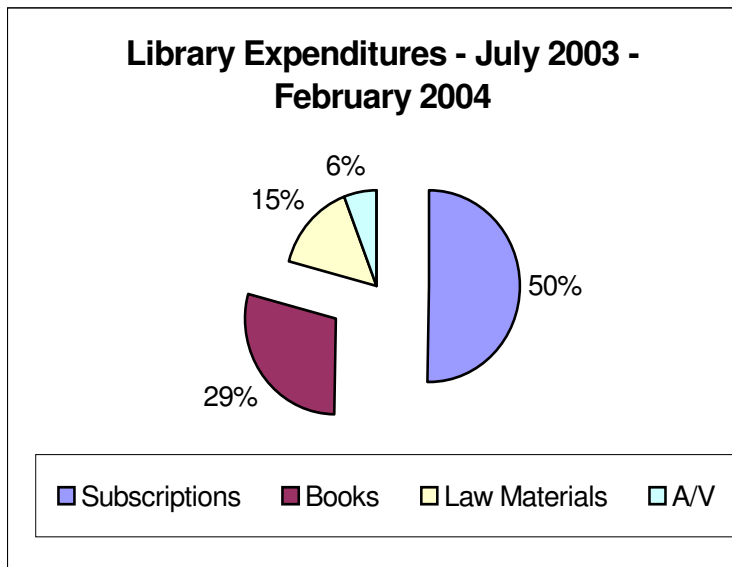
In terms of materials usage, the ACC Library mirrors the trends underway in the majority of U.S. libraries. We continue to see a decline in the circulation of books and print periodicals and a significant increase in the use of online databases. While we circulated over 11,086 books and items on reserve for classes in this eight-month period, this is a 2.2% decline over the same period last year, and we expect overall a slight decline from the previous academic year's total. (A three-month transition period to our new TLC circulation system may have created some inaccuracies in these statistics.)

In contrast, students have access to several thousand full-text periodicals, reference works, and images through four major article databases (EBSCOhost, InfoTrac, NewsBank and ProQuest) on our library website (a fifth database, OCLC FirstSearch, provides extensive periodicals coverage but citation-only data). These online databases have seen major increases in use vs. usage of print materials. For example, patrons accessed more than 19,600 full-text articles though these four databases in the time period compared to about 16,000 the previous year, an increase of 18.8%. We expect this shift in usage from print to online sources to continue in the future.

As part of our mission to be both a local and a national resource, the Library participates in the Interlibrary Loan borrowing system and obtained 82 books for students, faculty and

staff in the period. We also fulfilled orders for 329 books for other institutions and borrowers. To serve the historical purposes of the ACC community, a formal Archive of materials related to the College is being created by the Library, to be housed in a newly renovated Archives room.

So far this year, we've purchased over \$26,000 worth of books, \$45,000 of subscriptions, including online databases, and \$5,400 of A/V materials, in response to requests from faculty and staff and in order to maintain a current collection for students. For our video collection, we are transitioning rapidly from the VHS to the DVD format, and have purchased 23 DVDs in the past eight months.



The Media Center has had a busy year so far, with over 3,147 classroom equipment deliveries in July-February, a 6% increase over the same period last year. Students and faculty checked out 1,101 telecourses and videotapes or DVDs in the same time period, a 19% decrease from last year's 1,362. The reduction is due to fewer telecourses being offered by ACC.

Our new TLC cataloging and circulation system has produced cost savings, extra efficiencies, and a new Web interface to the ACC Library catalog. The redesigned Library home page,

www.youseemore.com/arapahoecc, has received over 51,000 hits since August, 2003.

(Continued on page 4)

Library Research Classes

every Friday and Saturday at 10 am in the library computer lab

open to all!

Learn about....

- The new ACC Library homepage
- How to use our online catalog
- The many ACC Library online databases
- Help finding resources for class assignments
- How to find reliable info on the Internet

If you would like to attend, please call 303-797-5090 or go to the Circulation Desk to make a reservation. Join us!

(Continued from page 1) **Cell phones: yes or no**

including the computer lab. The first floor continues to be a QUIET ZONE. These restrictions still allow for cell phone use in the Library, but we feel it respects the purpose of the library to a greater degree.

Though the Library does allow cell phone use, we do ask that people using their phones be aware of others around them. Cell phone use is a privilege that comes with a certain amount of responsibility. Therefore, there are a few rules of cell phone etiquette that should be followed.

We ask that when you enter the Library you turn your ringer on silent so there is as little distraction as possible if it rings. We also ask that you keep your voice low if you do have to answer or make a phone call. And though we do allow cell phone use in the Library, this permission is granted with the understanding that phone calls will be kept short. We ask that longer calls be taken out of the library or into a study room behind a shut door. This also goes for multiple calls. Do not come into the library expecting to make your daily list of calls. There are more appropriate places for that.

As the Library receives more input from Library users on this issue, we will continue to address the issue and try to find a solution that makes sense for our community. The Library's priorities lie in creating and providing an environment where students can effectively study, research, and learn. Cell phone use in the ACC Library must accommodate this purpose.

We're famous!

by Cori Swanson, Librarian

Okay, maybe not famous, but we are published. (Not quite the same, but close enough.)

Way back in February three ACC librarians—Corinne Swanson, Valerie Cortelyou, and Malcolm Brantz—submitted an article to *The Director*, the official publication of the National Funeral Director's Association, for inclusion in their April, 2004 issue. And we were accepted!

The article is entitled "The Funeral Director's Bookshelf: Resources for a Professional, A Bibliography." In a nutshell, the three of us developed a list of books that every funeral service professional should have on their bookshelf.

The April 2004 issue of *The Director* will be arriving soon so, if you are interested, make sure you stop by the Library and take a look.

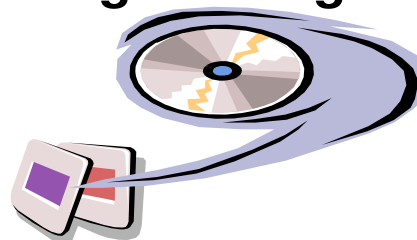
(Continued from page 3) **State of the Library, Media Center**

Since July of last year, our staff has answered more than 5,270 reference questions on topics as diverse as "What is advertising's effect on culture?" to "How can I find information on 'green' or environmentally-friendly design?" We have also provided 62 library research classes for students in courses ranging from Eng 101 to Soc 101. Here students learn the basics of library research, database usage, and tips on writing a research paper. Sixteen small group sessions were also given to a total of 19 students on their specific research topic.

In January, the ACC Library adopted a no-fines policy on a one-year trial basis. So far our patrons have met our expectations.

The LRC Director publicly thanks the LRC staff for literally giving more services to ACC students and faculty than in the previous years, in spite of the recent budget cuts.

Convert your slides into digital images



- It's inexpensive to preserve your slides for future generations
- Digital images never deteriorate over time, unlike your old slides that turn green in color
- Create permanent digital images that can be easily made into regular prints, or you can view them on your TV DVD player or computer CD drive
- Make slides available for e-mail or websites or PowerPoint presentations

—Only 25 cents per 35 mm slide or developed film plus \$1 per CD-R

—Up to 80 JPEG images per CD-R

—You get 1200 x 1800 pixels jpeg @300 ppi

The Media Center at ACC
303-797-5735