

FULL-TIME FACULTY HANDBOOK

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MEDIA AND INSTRUCTIONAL TECHNOLOGY

Library

The Library, located in Building 2000 offers a broad range of informational, reference, and instructional services developed to meet the needs of LPC students, faculty, and staff. Faculty and Student identification cards are used as renewable library cards for checkout of library materials. A collection of books, magazines, journals, online resources, databases, and audio-visual materials are available for student, faculty and staff use. Faculty may request that personal and Library materials be placed on Faculty Reserve for their classes, including the course textbook. Faculty are also encouraged to discuss library orientations with Librarian Faculty who will tailor the orientation to class assignments.

Access the Library web page from the LPC homepage for description of services or to use the online catalog and databases.

<p>Hours</p> <p>Library hours may vary. Consult the Library web page (shown below) for accurate hours</p>	<p>Contact</p> <p>Librarian Coordinator 925-424-1158</p> <p>Reference Desk 925-424-1150</p> <p style="text-align: right;">lpclibrarian@laspositascollege.edu</p> <p>Circulation 924-424-1151</p> <p style="text-align: right;">lpccircdesk@laspositascollege.edu</p> <p>Room Reservations From Library Home Page click Book Group Study Rooms</p> <p>Library Chat From Library Home Page click on the Chat Icon.</p>
<p>Reference Services (424-1150)</p> <ul style="list-style-type: none"> • Reference and information assistance • Library orientations • Library skills courses • On-line catalog for materials at Las Positas and Chabot College Libraries • On-line databases • Request new library materials to support instruction 	
<p>Circulation Services (424-1151)</p> <ul style="list-style-type: none"> • Materials check-out • Laptops check-out • Instructional reserve materials • Audiovisual materials 	

Library Home Page: [hyyp://www.laspositascollege.edu/Library/index.php](http://www.laspositascollege.edu/Library/index.php)

FALL 2016 FAQ

Las Positas College Library – Building 2000

<http://www.laspositascollege.edu/library/>

Welcome to the Las Positas College Library! Please read this FAQ to find out how the Library can support you and your students.

Hours: Monday-Thursday: 8am-9pm
Friday: 8am-2pm

Reference Desk: 925-424-1150

Circulation Desk: 925-424-1151

Library Coordinator: Tina Inzerilla, Ph.D.: 925-424-1158

The Library is located in Building 2000 in the center of the campus.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

To get familiar with (and get the most from) the Las Positas College Library, we encourage you to create accounts that will enable you to have full access to our collections and services. (See *instructions on page E-5.*) In particular:

- My Library Account: to check your library card account, to see all the items you have checked out and their due dates, to renew items online, to request LPC and Chabot materials (See *Instructions on page E-5.*)
- Research databases: a login and password to access research databases remotely (See *login instructions on page E-7.*)

The collections and services available to Las Positas College students, faculty, and staff are the following:

- **WorldCat:** Search our online catalog to find books/ebooks, DVDs, CDs, and course reserves.
- **Course Reserves:** Contact Diana Navarro-Kleinschmidt (925-424-1153) to put materials (including your course textbooks) on reserve for students in the fall. Allow 3 days for processing.
- **Research Databases:** Accessible in the Library, on campus, and from home. You will need to login with your W number and PIN to access the databases remotely. Databases include Academic Search Complete, ARTstor, CQ Researcher, Films on Demand Streaming Videos, Literature Resource Center, Opposing Viewpoints, Science Online. Visit our Library Databases page for a complete list of databases: <http://libraryguides.laspositascollege.edu/az.php> (see *login instructions on page E-7.*)
- **E-Resources:** The Library provides access to over 130,000 ebooks, which may be read online or downloaded to a device. You may access these titles through our online

catalog (WorldCat) or from our e-Reference Sources page:

<http://libraryguides.laspositascollege.edu/az.php?t=12037>

- **Library orientations:** The Library accommodates classes (up to 50 students) for orientations in one of our two library classrooms. You may request an orientation in any of the following ways:
 - Call the Reference Desk (925-424-1150) and talk to a librarian.
 - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty>

When scheduling a library orientation, it is important to have a research assignment for your students. This will keep the students focused and they will get the most out of the library instruction. The librarians will be happy to collaborate with faculty to determine the best way to provide instruction, whether in the Library's classroom or in your classroom. A sampling of what we demonstrate is how to use reference books, WorldCat, the databases, and other resources. If your students are having trouble with a specific assignment but don't need a full orientation, we are happy to schedule a short, focused session for 15 to 20 minutes (examples: how to evaluate websites, or how to use the database *Literature Resource Center*). Time can be set aside during the library orientation for the students to work on their research. All you have to do is let us know you would like this option.

Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library. The faculty member must stay with the students during the orientation.

Please encourage all your students to attend the orientations. Once an orientation has been presented to your class, please do not send students (if more than 3) who have missed the orientation to the Library to get an individual orientation.

- **Library Classrooms:** The Library has two classrooms; 2003 (50 computers) & 2033 (43 computers). These classrooms are reserved for library orientations. However, if the space is not reserved for an orientation, you have the option to reserve the computers for a working session not taught by the librarians. Please review our classroom reservation policy and reserve a classroom on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> (click on **Library Classroom Use**)
- **Library Group Study Rooms:** The group study rooms are available for booking by students and faculty, up to 2 hours per day. Faculty may be able to reserve the group study rooms for a longer duration for specific, special purposes (i.e. interview committees, off-campus guest, etc.) by arrangement only. Please view the [online booking service](#) by clicking on the yellow "Book Group Study Rooms" button from our library homepage for group study room information and availability.



- **Additional:** We have laptops and calculators available to students for check-out.

Instructions for Creating Accounts in the LPC Library

lpclibrarian@laspositascollege.edu 925-424-1150



➤ **Library Account and Password for the WorldCat Online Catalog**

To request (or renew) library books, DVDs, or other materials using the library catalog, you must first set up your "My Library Account" and password through LPC Library's WorldCat Online Catalog.

My Library Account & Password

- check your library card account
- see all the items you have checked out and their due dates renew items online
- request LPC and Chabot materials

Creating Your Password

For ALL users, before you log into your account for the first time, you will need to create a password.

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on "Renew Materials."

The screenshot shows the LPC Library website interface. At the top, a blue navigation bar contains the following links: Library, Course Reserves, Renew Materials, Research Help, Services, Instruction, and About. Below the navigation bar is a large banner with the text "RESEARCH PROJECT?" and "ASK AT THE REFERENCE DESK FOR HELP FINDING & CITING SOURCES!". To the right of the banner is a "Contact Us!" button. Below the banner are three buttons: "Ask LPC Library (We're Online)", "Book Group Study Rooms", and "Today's Hours 8am - 9pm". In the center is a search section titled "Find Materials Here!" with a search bar and a "Search" button. Below the search bar are links for "Books & More", "eReference", "Articles & Databases", "Audio, Video, Images", and "Library Guides". At the bottom of the page, there are three sections: "Featured New Books" with book covers for "STEPS", "SPARK", and "CURE"; "LPC Library News" with a list of updates; and a calendar for May 2016.

W Number

Password

[Sign In](#) [Cancel](#)

[Set/reset password](#)

Sign in

W Number

Password

[Sign In](#) [Cancel](#)

[Set/reset password](#)

4. Type in your LPC W number (including an upper case W) and click on **Request new password**; this will send an email to your primary email account that is registered in Banner.

To reset your password, enter your LPC W number below. Be sure to include an upper case "W" in your user name. You will receive email instructions for creating a new password. Once your password is reset, your old password will no longer be valid.

W Number

[Request new password](#)

5. Open your Las Positas College email account; when you receive the email, click on the link provided

From: Library Password Management <DoNotReply@oclc.org >

Subject: Request to manage library password

6. On the *Change Password* screen, type in your LPC W number (including an upper case W) in the W number box and the password you wish to use. Don't forget to follow their guidelines! (We highly recommend you use the research database password: the first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number for consistency purposes.) Click **Change Password**.

Change Password

Your password will be case-sensitive, and must be six characters or more, with at least one non-alphabetic character. The characters semicolon (;), colon (:), apostrophe ('), and period (.) are not allowed.

User Name:

New Password:

Confirm New Password:

[Change Password](#)

IMPORTANT: My Library Accounts do not affect your LPC database access. As you have done in the past, you will use the same account information— your W Number and eight-digit password—to log into the Library’s online article databases, ebooks, and streaming videos from off campus.

Logging into your Library account

1. Go to the LPC Library’s web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on **Renew Materials**.
3. Type in your LPC W number. Please sure to use an upper case W.
4. Type in your password and click **Sign In**
5. Once you are signed in, My Library Account becomes a link. Click on the **My Library Account** link to view your checked-out items, items placed on hold, and to renew materials.

Viewing your checkouts and due dates

1. Log in to your account (see above)
2. Click on the **Checkouts** tab

Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Checkouts** tab
3. Click on the **Renew** button to the right of each title you wish to renew
Please note whether or not the renewal was approved and the new due date!

➤ **Accessing Research Databases from Home**

Choose a database and click on it. A box will appear on the screen. Login with your W number and PIN (first 2 letters of your first name, first 2 letters of your last name, and last 4 digits of your W number).

Please note: If you have any questions about the material presented in this handout or need any assistance, contact one of the librarians by phone (925-424-1150) or email: lpclibrarian@laspositascollege.edu. If you are not getting a response, you may contact the Library Coordinator, Tina Inzerilla, at 925-424-1158.

Computer Center

The Computer Center is located in Building 800, Room 803. It is an Open Lab for students to work on class assignments. Computers are available on a “first come, first served” basis to all currently registered Las Positas Students. Computer Center staff are there to help students use the technology in the lab and Blackboard online. Over one hundred computers, including five iMacs, are available to students. For a complete list of what is available please visit <http://www.laspositascollege.edu/computercenter>.

Computer Center Hours

OPEN:

Monday – Thursday	7:30 am to 9:30 pm
Friday	8:30 am to 3:00 pm

CLOSED:

Saturday & Sunday
School Holidays

*Hours may vary for Summer Session

**Center is closed for holidays and academic recess

Information Technology

See Technology Department, E-10.

Teaching and Learning Center, Room 2410

The Teaching and Learning Center offers access to, and training and support in, the following technologies: multimedia hardware and software, presentation software, mobile learning, a course management system, a web content management system, a student learning outcomes management system, and web accessibility techniques. Additionally, the TLC offers pedagogical training and support to faculty and staff who want to learn best teaching practices using technology -- whether to enhance a face-to-face class or to design a hybrid or fully online course.

Training is conducted on an individual basis and in workshop settings. To schedule an individual training session, call 925.424.1654. Workshops intended to increase technical and pedagogical skills are conducted during the Fall and Spring semesters. Days and times of workshops are announced at the beginning of each semester, and they are open to faculty and staff of LPC.

Also see Instructional Technology, E-10.

A complete current list of TLC software can be viewed at:

http://www.laspositascollege.edu/staffdevelopment/tlc_technology.php.

Instructional Audio/Video Services (Also Technology Department, E-9)

Instructional Services staff is available for video conference support and technical assistance. The hours and phone numbers are the same as for Instructional Services: 424-1652.

- Campus Broadcasting Support
- Audio/Video Dubbing/Duplicating Services
- Satellite Downlink Services
- Videoconference Services

Instructional Technology (Also Teaching and Learning Center, E-9)

The Instructional Technology Department provides technical and pedagogical support to faculty and staff who want to implement technologies for instructional purposes, or who want to update their web sites. Staff train and support in the following: multimedia hardware and software, mobile learning, presentation software, a course management system, a web content management system, a student learning outcomes management system, and web accessibility techniques.

1. Teaching and Learning Center

Working mainly out of the college's Teaching and Learning Center, the Instructional Technology staff invites meetings and appointments, in addition to conducting workshops. Workshops will focus on technical and pedagogical skills that allow faculty and staff to integrate technology into their teaching, as well as for updating their web pages.

Appointments are available for learning how to use the hardware and software in the TLC, how to use the web content management, how to increase your instructional design skills, and how to make your web content accessible to students with disabilities.

Additionally, training is available for entering student learning outcomes and assessment data into the college's SLO management system on the web.

The TLC is located in Room 2410 in the Multi-Disciplinary Building and can be contacted by phone at (925) 424-1654 to schedule an appointment. Visit the TLC web site to access instructional technology training materials

<http://www.laspositascollege.edu/staffdevelopment/tlc.php>.

2. Distance Education

Las Positas College's Distance Education program consists of a variety of online and hybrid courses to meet the needs of students in the community. Each semester, training is available in learning how to design, develop, and teach instructionally sound courses. To learn more about the Online Course Development Program, visit

<http://laspositascollege.edu/staffdevelopment/ocdp.php>.

For more information about LPC's Distance Education program, consult the Online Learning web site at <http://www.laspositascollege.edu/onlinelearning>.

Reprographic Center

The College provides mechanisms for production of materials/handouts. Account(s) will need to be established in order to utilize these resources. To request the necessary account access, complete the form at

http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf

and submit to your department. Once established, access information will be provided to you in your campus mailbox.

Copy Center

The Reprographic Center is located centrally on campus. Please use their services if you need *more than* 25 one-page copies. Copy jobs can be submitted electronically using Ricoh-Trac at <http://www.laspositascollege.edu/copyservices/trac.php>. (It is always a good idea to convert your document(s) into a PDF format before sending to preserve the desired formatting.)

For more information on the College's Copy Center services please visit <http://www.laspositascollege.edu/copyservices/index.php>. The Copy Center can also be contacted directly by calling at (925) 424-1850 (ext. 1850 from on-campus) or by email copycenter@laspositascollege.edu.

Convenience Copiers

Convenience Copiers have been installed in various faculty areas (rooms: 803, 1824, 1856, 2140, 2331, 2411V, 4111, and PE 118) to assist with urgent reprographic needs. A unique access code is required to use the machines. Login and logout instructions are posted

and available at: <http://laspositascollege.edu/copyservices/loggingIn.php>, and <http://laspositascollege.edu/copyservices/loggingOut.php>. Basic copier operating instructions are posted near each machine and on the website at: <http://laspositascollege.edu/copyservices/makingCopies.php>.

Printing and Scanning to PDF

The College has made the conscience decision to conserve resources by down-sizing the fleet of printers and directing printing to the convenience copiers, or utilizing the Scan to PDF functionality. Instructions on how to use the convenience copiers to print or scan are posted near the copier and on the website at <http://laspositascollege.edu/copyservices/printing.php> for printing and <http://laspositascollege.edu/copyservices/scanning.php> for scanning. If you need assistance with using any of the convenience copier features, please contact the Copy Center staff at (925) 424-1850 (ext. 1850 from on-campus) to arrange a convenient time.

Guidelines for Copyright Material

Per Copyright Law of January 1, 1978 -An instructor may make multiple copies for classroom use not to exceed, in any event, more than one copy per student in a course provided that:

- ♦ The copying meets the tests of brevity and spontaneity.
- ♦ Each copy includes notice of copyright.

Definitions

1. **Brevity**
 - A. Poetry:
 - a) No more than 250 words
 - B. Prose:
 - a) A complete article, story, or essay if less than 2500 words.
 - b) An excerpt not to exceed 1000 words.
 - C. Illustrations:
 - a) One per book or periodical.
2. **Spontaneity**
 - A. The copying is at the inspiration of the instructor.
 - B. No more than one whole piece or two excerpts from one author; no more than three items from the same collective work or periodical volume during one term.
 - C. No more than nine instances of copying for one course during one term.

Technology Department

The Technology Department at Las Positas College provides leadership, service and technical expertise to support student learning, enhance instruction, augment student support services and strengthen administrative processes. The department works to ensure that technology is used in accordance with the mission, vision, values and goals of the College and policies and procedures of the Chabot-Las Positas Community College District. For more information feel free to visit the Technology Department website at <http://laspositascollege.edu/technology/index.php>.

Computer Network Support

The College Computer/ Network staff administers and supports all campus servers;

student, faculty and staff computers; as well as peripheral devices such as printers and wireless access points that are connected to the college network. The webpage at <http://laspositascollege.edu/technology/policies.php> highlights the policies and procedures for using the college computer/ network system. The hardware standards for computer equipment can be found at <http://laspositascollege.edu/technology/ComputerHardwareStandards.php>; and for wireless access points at <http://laspositascollege.edu/technology/wireless.php>

Employee access to the college computer/ network system requires a user account(s). The Technology Access Request form can be found at http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf

To request assistance with a computer hardware problem, use the web submission site at <http://laspositascollege.edu/technology/request-computer-support.php>

To request instructional software updates in the computer classroom please review the instructions found at <http://laspositascollege.edu/technology/request-computer-lab-update.php> and submit your request well in advance of the first day of the semester to allow adequate time to schedule the update process.

If you need additional assistance, please call our help desk at 925-424-1660 (ext. 1660 from on-campus).

Instructional Systems

The College Instructional Systems staff takes responsibility for providing and support of the audio-visual equipment on campus, particularly in the classroom. For more information on the services provided by Instructional Systems Support please visit:

<http://laspositascollege.edu/technology/services.php>

An extensive inventory of audio-visual equipment is available to support your instructional needs. A listing of the standard audio-visual equipment that can be found in each classroom is on-line at <http://laspositascollege.edu/technology/classrooms.php> if your classroom does not provide the equipment you need special arrangements can be made, with advance notice, by submitting a request at

<http://laspositascollege.edu/technology/request-equipment.php>

Please Note:

- Reserve equipment well in advance. (at least 1 week);
- Prepare equipment for return (i.e. rewind films, turn off power and remove personal property, secure equipment to cart, etc.);
- Please return equipment in a timely manner.

If you experience trouble with any of the audio-visual equipment please report it to the Instructional Systems staff as soon as possible at

<http://laspositascollege.edu/technology/report-classroom-problem.php>

The Instructional Systems support personnel are also available to assist you with training and use of the audio/ visual equipment throughout the campus. To request training or duplication of media complete the web submission form at

<http://laspositascollege.edu/technology/request-services.php>

If you have additional questions visit our FAQs webpage at <http://laspositascollege.edu/technology/faqs.php> or contact the office at 925-424-1660 (ext. 1660 from on-campus).

Telecommunications

The Telecommunications staff oversees the operation of the campus phone system.

This includes installation, programming and troubleshooting of end user phones, PhoneMail, call processing system, call distribution server, Enhanced 911 system and local and long distance carrier services. If you are having trouble or questions with any of these applications contact 925-424-1640 (ext. 1640 from on-campus)

Phones

The desktop phone sets use digital technology and have many features. For information on using the more popular features please refer to <http://laspositascollege.edu/technology/telecommunications.php>

Campus Dialing

The on-campus phones utilize 4-digit dialing to any other campus phone, as well as for calls placed to offices at Chabot and the District Office.

To dial a number off-campus you must first access an outside trunk by dialing "8" then dial the seven digit number. If you are calling a number in the 510 area code, dial 8-1-510-xxx-xxxx. Not all phones have access to dial off-campus for security purposes, so if you are having trouble dialing a number off-campus, contact the campus switchboard for assistance, "0". The switchboard will ask for the number to be dialed and information regarding the party being called. Please limit use of the phone system to College business.

PhoneMail

The campus phone system is set-up with voice messaging boxes for all faculty and staff including part-time faculty.

If you are a new hire complete the Technology Access Request form at http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf. For new returning faculty, a PhoneMail instruction guide will be placed in your mailbox prior to classes beginning. This guide will provide you with your PhoneMail box extension, instructions on how to access and use your PhoneMail as well as how to record your greeting. If you are a continuing faculty member, your PhoneMail should remain intact as long as you have an assignment. Each PhoneMail box can hold 20 total messages (new and saved) so be sure you check your box regularly and delete unnecessary messages. For more features and instructions visit <http://laspositascollege.edu/technology/voicemail.php>

Electronic Mail

The Chabot-Las Positas Community College District uses **Microsoft Exchange/ Outlook** as its e-mail communications software. To request an account complete and sign the form at http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf and submit to your department. After your account has been established you will receive information on how to access and use your account. You may request to have your e-mail account forward messages to another personal account such as AOL or Comcast.

You may access your e-mail account from an off-site computer at <https://mail.clpccd.org/owa/auth/logon.aspx> enter your user name and pass-code as noted in the information provided by ITS (Information Technology Services). If you need assistance contact 925-424-1715 (ext. 1715 from on-campus).