

Hawkeye Community College Library

Library Services for Faculty

The library staff encourages faculty members to consider the Hawkeye library as their library of choice when looking for books, videos, periodicals and online resources to support curriculum and their own research. Faculty play a primary role in connecting students with the library, so we encourage you to find out about our collections and services and promote them to your students. Faculty recommendations for new library materials help create a stronger library collection to support student research.

Library Hours for Fall and Spring semesters

Monday-Thursday	7:00 a.m. – 8:00 p.m.
Friday	7:00 a.m. – 4:30 p.m.
Saturday	CLOSED
Sunday	noon – 8:00 p.m.

General Contact Information

Telephone:	319-296-4006
Fax:	319-296-9140
E-mail:	hcclibrary@hawkeyecollege.edu

Library Staff

Jan Dellinger	Library Director
Judy Mitchell	Reference Librarian
Alma Huck	Library Secretary
Christy Shreve	Library Reference Assistant
Vicki Cutsforth	Library Technician

Using the Hawkeye Library at your desk

If you do not have time to come to the library, your next best stop is at the Hawkeye library web page (<http://www.hawkeyecollege.edu/library/>). You will find links to the library catalog and all other online library resources as well as basic information about library services. Interlibrary loan request forms and “Ask a Librarian” forms are convenient ways of submitting your requests to the library staff. If you are on campus, you will access library online resources as soon as you click on the links. If you are off campus, you will log on with your Hawkeye network username and password.

Circulation of library materials to faculty

Your Hawkeye Card is your library card. Please bring it with you to check out books, videos, periodicals and other library materials.

- **Books** from the stacks (circulating collection) are checked out for 3 weeks and can be renewed for use during one semester. If books are needed longer than one semester, please make arrangements to purchase a copy through your department.
- **Videos** are checked out for one week and can be renewed for another week. Please be timely in returning videos to the library because other faculty members may need to use them. Videos can be reserved for future use by contacting Alma Huck, ext. 4006.
- **Magazine and journal issues** are checked out for 1 week with renewals.
- **Reference books** can be checked out for up to 1 week.

Recommendations for new library materials

Faculty can submit requests for new books and videos to Jan Dellinger, ext. 4229. Most faculty recommendations are purchased and the requestor is contacted as soon as the item is available for use.

Research Assistance

The library staff provides research assistance for both faculty and students. Contact Judy Mitchell, ext. 1227, or Jan Dellinger, ext. 4229, about your research needs.

Reserve Collection

Faculty can put books, videos and other materials from the library and/or their own collection on reserve at the Circulation Desk. Reserve materials are usually items that faculty require or recommend that their students read/view. The checkout period is determined by the instructor. Reserve checkout periods include

- Two hour (library use only)
- Overnight
- Three day
- One week
- Two weeks

Overdue fines for late reserve materials are \$1.00/day/item unless the instructor requests a smaller fine. Consult the library web page <http://www.hawkeyecollege.edu/library/courseReserves.aspx> for additional information or contact Judy Mitchell, ext. 1227.

Interlibrary Loan Service

There will be times when you need a book or periodical article that is not available at the Hawkeye library. Interlibrary loan service allows the library staff to tap into most U.S. library collections in order to borrow a book or obtain a photocopy of an article. Online interlibrary loan requests can be made in EBSCOhost databases and by using the interlibrary loan request forms on the library web page <http://www.hawkeyecollege.edu/library/interlibraryLoan.aspx> Contact Christy Shreve, ext. 1716, or Judy Mitchell, ext. 1227, for additional information.

Library Instruction

Library instruction is often provided to Composition and Oral Communications classes and emphasizes the library's online resources. All instructors, however, can request specialized instruction on researching topics, using library online resources or, simply, a library tour. Faculty members are encouraged to bring their classes to the library for group research. Contact Judy Mitchell at ext. 1227 for further information.

Periodical routing/Table of Contents alerts

The Library subscribes to more than 300 magazines and journals. You can request that each new issue of a periodical be checked out and routed to you via campus mail. If you prefer, we can send you a copy of the table of contents when each issue arrives. Contact Vicki Cutsforth, ext. 1231.

Journal Alerts in EBSCOhost

Your universe of periodicals is much larger than Hawkeye's 300 periodical subscriptions. You can create journal alerts for titles from thousands of full-text magazines and journals in many of the EBSCOhost databases. When you have set up a journal alert for a magazine or journal, you will receive an e-mail notification with links to each article when each new issue is added to the database. Contact Judy Mitchell, ext. 1227, or Jan Dellinger, ext. 4229.

Library features in Hawkeye Happenings

The Library highlights its resources and services in the weekly staff e-newsletter, [Hawkeye Happenings](#). Once a month you will find a list of links that identify new library resources, including books, children's books, career books, reference books and videos.