

# VERNON COLLEGE LIBRARY

## FACULTY & STAFF

### SUMMARY OF LIBRARY SERVICES

#### **Remote Access to Online Databases:**

The library provides off-campus access to full-text periodical databases and e-books supporting all subject areas. It takes only a few moments to login with your library card number and “PIN” (last four digits of your SSN) to search the databases remotely from any Internet connection. The login screen is accessible via the “Off Campus Access to Databases” link posted on the Library Homepage at <http://www.vernoncollege.edu/library>. You may contact the library staff by phone or email to request or to verify the library card number. Phone: 940-552-6291 extension 2222 Email: [librarian@vernoncollege.edu](mailto:librarian@vernoncollege.edu)

Electronic resources include the following:

- NetLibrary: NetLibrary is the gateway to the library’s e-book collection of over 19,000 titles.
- Academic Search Complete: Academic Search Complete is considered the library’s premier multidisciplinary database.
- Learning Express Library: Learning Express Library features unlimited access to practice exams based on current licensing tests in the fields of nursing (NCLEX-RN), law enforcement, cosmetology, automotive technology, electronics, and emergency medical services.
- TDNet: TDNet is a tool for identifying journal availability within the library’s database collection. Patrons can search for a particular journal or browse a list of journals organized by subject area.

#### **Print Collections:**

The Vernon College Library System maintains book collections at all campus locations with over 28,000 volumes housed in the Wright Library in Vernon. Collections include reference materials as well as general circulating titles supporting all academic areas. The online catalog at <http://library.vernoncollege.edu> lists titles held at all VC library locations.

- Access to Print Collection on Vernon Campus: Internet instructors and faculty based in Wichita Falls may request and obtain books from the main collection in Vernon. Requests may be submitted in person at any library location or filed electronically via the online form located at <http://www.vernoncollege.edu/library/libillrq.html>. Upon receipt of your request, the library will mail the book(s) directly to your place of residence. You may return the book to any VC library location or assume postage charges (library book rate) and mail the material to the Wright Library on the Vernon campus. A return label will be provided.

### **Library Instructional Support:**

- **Library Orientation:** A 5-minute video orientation to library services is posted on the library homepage. You are welcome to refer your students to this resource for assistance in accessing and searching the library databases and catalog.
- **Library Instruction:** The library offers brief orientations or customized, course specific library instruction available at the request of faculty. Presentations address information literacy competencies including database search strategies and techniques. Instructors may contact Stephen Stafford at extension 3281 or Marian Grona at extension 2220 to schedule a class presentation.
- **Research Guides:** Research guides are available to support student research in all subject areas. These customized, course specific guides offer research tips and help in searching the library databases. Research guides are available via the “Research Assistance” link on the homepage.
- **Walk-In Orientations:** The library offers walk-in orientations scheduled throughout the academic year. The library would appreciate your assistance in reminding students that the walk-in orientations are available on a voluntary, first-come basis with no registration required. The orientation schedule is accessible via the “Research Assistance” link on the homepage.

### **Interlibrary Loan:**

VC faculty and staff may submit Interlibrary Loan requests in person or online to obtain books, articles, and other informational materials which are *unavailable* within the VC Library System. Request may be filed electronically via the online form located at <http://vernoncollege.edu/library/libillrq.html>. Researchers may go directly to the page or link to the site from the library homepage.

### **Reserve Collections:**

The library will assist faculty in maintaining reserve collections with books, articles, and other academic materials circulated in-house for a period specified by the instructor.

### **TexShare Card Program:**

A TexShare Card entitles cardholders to full borrowing privileges and services offered by participating public and academic libraries throughout Texas including the Moffett Library at MSU. Instructors may contact the library staff in person, by phone, or by email ([librarian@vernoncollege.edu](mailto:librarian@vernoncollege.edu)) to request the card.

### **Electronic Reference Assistance: Email or Chat**

The library offers prompt assistance with questions submitted via email to [librarian@vernoncollege.edu](mailto:librarian@vernoncollege.edu).

Reference assistance is also available via live chat. The chat room is accessible via the “Ask the Librarian” link on the library homepage.

#### **CHAT ROOM SCHEDULE**

Morning Schedule: 9am – 11am Monday – Friday  
Afternoon Schedule: 2pm – 4pm Monday – Thursday  
Evening Schedule: 6pm – 8pm Monday – Thursday  
Sunday Schedule: 4pm – 7pm

**Purchases Recommendations:**

The library welcomes faculty participation in the selection of library materials. Instructors may submit recommendations via the online form located at <http://www.vernoncollege.edu/library/PurchaseLibraryMaterials/librarytxtbk.html>. The form is also accessible via the “Purchase Recommendation” link located under the Quick Links column on the library homepage. Instructors are also welcome to submit publisher catalogs or lists with multiple selections to any library staff member.

**Evaluation of Library Services:**

Surveying user opinions and recommendations is essential in improving existing services and in developing new programs which more effectively serve the informational needs of all VC students and faculty. Faculty are surveyed annually in the fall. Students attending classes on-site in Vernon are also surveyed in the fall, while on-site students in Wichita Falls are surveyed in the spring.

**Media Services:**

The Media Services Department supports faculty with the circulation of technologies, audio/video-tape duplication, and lamination services. Faculty may contact Gene Frommelt, Media Specialist, at extension 2221 to reserve laptop computers and video projectors. VC instructors are also asked to contact the Media Services Department to report necessary equipment repairs.

**Library Orientation:** Faculty are invited to view a [brief video orientation](#) to faculty services. The video includes a demonstration on how to access TDNet, the library’s journal locator tool. View instructions for locating a particular journal or for browsing a list of journals organized by subject area.