Library Guide for Ivy Tech Faculty of Lake County, Valparaiso, Michigan City!
Our dedicated staff stand ready to help you! Hours listed below are for fall and spring semesters, while breaks and summer semesters will have reduced hours. While this is a guide to services available at the five locations, campus library variations are noted.

Faculty Guide to
Library Resources
For Student Success
February 2018 edition

Gary Library
1440 E. 35th Ave.
Gary, IN 46409
Tele: 219-981-4410

Gary Library Hours
Monday – Thursday: 8:00 AM to 7:00 PM
Friday: 8:00 AM – 5:00 PM
Saturday: 9:00 AM – 1:00 PM

Barbara Minich – Library Director
bweaver@ivytech.edu

Valparaiso Library
3100 Ivy Tech Drive
Valparaiso, IN 46383
Tele: 219-464-8514, Ext. 3020

Valparaiso Library Hours
Monday – Thursday: 8:00 AM to 8:00 PM
Friday: 8:00 AM – 5:00 PM
Saturday: 9:00 AM – 1:00 PM

Raquel Lopez – Librarian
rlopez59@ivytech.edu

East Chicago Library
410 E. Columbus Drive
East Chicago, IN 46312
Tele: 219-392-3600, Ext. 3276

East Chicago Library Hours
Monday – Thursday: 8:00 AM to 6:00 PM
Friday: 8:00 AM – 5:00 PM
Saturday: 9:00 AM – 1:00 PM

Marilyn Horne– Library Co-Manager
Mhorne9@ivytech.edu

Michigan City Library
3714 Franklin
Michigan City, IN 46360
Tele: 219-879-9137, Ext. 6257

Michigan City Library Hours
Monday – Thursday: 8:00 AM to 6:00 PM
Friday: 8:00 AM – 5:00 PM
Saturday: Closed except for start of semester, mid-term and final weeks

Gayle Kolwyck – Library Assistant Manager
gsimpson@ivytech.edu

Crown Point Library
9900 Connecticut Drive
Crown Point, IN 46307
Tele: 219-980-7799, Ext. 2403

Crown Point Library Hours
Monday – Thursday: 9:30 AM to 6:00 PM
Friday: 9:30 AM to 1:30 PM
Above hours are when classes are in session.

NOTE: Some full-service functions may not be available in this library due to space and staff limitations. Please refer any questions to Regional Library Director and Gary library staff for other services.
Library Materials

**Resources Available for Check-Out:**
- Books: 2 weeks (limit 5 at a time)
- Journals: 1 week, excluding current issue
- Videos: 1 day classroom use by instructor, or up to 1 week as needed
- Renewals: Yes, if the item is not in demand.

**Resources Available for In-Library Use:**
- Reference Books
- Magazines and Journals (current issues)
- Newspapers
- DVDs for faculty use in classroom (student use of DVDs in library only)

Note: Due to frequent change in textbooks and cost prohibitions, we do not buy current textbooks for all programs, but can put on RESERVE selected textbooks for individual use IN library if a copy is provided by faculty or other means.

Physical Collection Strengths

Each campus library’s print and A-V holdings support the programs offered at that campus. Below are some notable collection strengths. While the four main libraries have strong book collections on controversial topics and current events, all five libraries have additional resources via online services described further in this faculty guide.

**Gary:**
- American history books and videos
- Children’s picture/easy reading books
- Early childhood education resources

**Valparaiso:**
- Paralegal reference collection
- Nursing and Surgical Technology collections
- Popular Fiction Collection

**East Chicago:**
- Hispanic and African American collections
- Financial Literacy Collection
- Culinary Arts books and videos

**Michigan City:**
- Children/YA Literature collection, teaching assistant resources
- Culinary Arts books and videos
- Popular Fiction Collection

**Crown Point:**
- Nursing collection
- Allied Health collections (PTA, Resp. Care, health Support)

Recommendation for Purchase

Contact your campus librarian to make a recommendation for purchase. The Library Director or campus staff will first check to see if we have similar materials in the collection to bring to your attention. If not, then the Library Director/campus librarian will search a number of sources to find suitable materials to purchase, looking for currency, desirable length, and quality. Materials through the Spring semester 2018 are currently ordered from the library center at Gary, received and cataloged there, and sent to that library for final processing.

Borrowing Materials from other Libraries

If a library does not have the material you need, you can make an INTERLIBRARY LOAN request at the Information Desk. The librarian will research where it can be found and request it. If material is available at another local campus library, please allow at least 3 days. If unavailable regionally or via other Ivy Tech libraries, allow about 2 to 3 weeks.
The Library Website

The library offers online resources for faculty, staff and students via websites developed by professional librarians from all Ivy Tech regions. Go to MY IVY, click on the "Library" tab, or go to currently: http://library.ivytech.edu/northwest. And now, searching for information just got easier. DISCOVER! is Ivy Tech library’s new integrated search service!

Discover!

Debuting Fall of 2016, DISCOVER! is Ivy Tech’s branding for EBSCO’s Discovery Service. This allows a user to search just ONE place through a vast majority of databases and services that Ivy Tech libraries subscribe to. This is a big improvement over having to click on a specific database, and repeat the search multiple times in additional databases. On the Northwest library website, above where the FOUR quadrants appear, there will be a SEARCH box like below:

![Discover!](image)

This will scroll through the library’s catalog of books and videos (often referred to as IVYCAT) and the FULL-TEXT of e-books, reference databases, and most journal databases displaying the most relevant resources as results. Advanced searching techniques can narrow or expand one’s search results.

For those subscribed library databases NOT included in this integrated proprietary search service, there will be separate links to the more common resources at the bottom of the library’s Discover! page, under “Other Databases”.

What are some of these Online Resources?

Whether searchable by the DISCOVER! box or individual links, below are some of the more popular resources.

**LIBRARY CATALOG:**

**IVYCAT:** online library catalog for all Ivy Tech libraries – to each library’s BOOK holdings and VIDEOS.

**DATABASES:**

**JOURNAL Articles:**

Ebsco databases:

- Academic Search Premier
- Business Source Premier
- Health Source: Nursing/Academic Edition
- PsycARTICLES

**GALE** – Opposing Viewpoints in Context – contemporary pro and con articles

**LexisNexis Academic** – legal and business journal articles

** Chronicle of Higher Education:** newspaper

**E-BOOKS:**

- Proquest EBook Central

**REFERENCE:**

- Britannica – online encyclopedia
- CREDO Reference - numerous reference books

**AUDIO-VISUAL:**

- Films On Demand – digital educational videos covering most academic areas

IVYTILT (Seven Steps – a Research Strategy)

**IVYTILT** – is now renamed and revamped! An online interactive library tutorial, it has seven modules: “Your Topic”, “Context & Background”, “Books & Media”, “Articles”, “The Open Web”, “Evaluation”, and “Citations”. Each short module has a few questions at the end of each module, to make it a great learning and assessment tool! You as an instructor can embed any or all of these modules in an IvyLearn course or access them from the Library website.
**Library Instruction Requests**

Library staff can visit your class and give your students an overview of library resources and searching techniques! Freshman Seminar classes provide students their first library instruction experience. Classes with research components in English Composition, sociology, nursing, business and other programs build on that with more in-depth instruction.

We can tailor instruction to any class taught at Ivy Tech. Sessions are less than an hour. To request, fill out the Library Instruction Form on the Library website’s home page, located under ‘Faculty Resources’, or stop by and ask the library staff for the main staff person that does library instruction on your campus.

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**Computer Labs**

- Each library has a computer lab area **INSIDE** its library. The library staff assists students one-on-one with navigating the web, using the Library’s website, and more.

- Group study rooms are in the four libraries, equipped with a computer and ceiling mounted LCD projector for collaborative student study groups accommodating 6-8 people at a time. Please reserve ahead with staff.

- The Gary library does have a SECOND lab – the Annex Lab. If you need to reserve it for special use, please let the library staff know.

- If you need special software loaded for your students to have access to, please let library or OIT staff know.

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**Wireless Access**

Wireless access is now available in each of the libraries. Use your MY IVY username and password to log into the network. A handout in each library gives instructions on how to download such documents to be printed from laptops.

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**Media Equipment**

Nearly all classrooms are now equipped with ceiling mounted LCD projectors and DVD drives. At most of the libraries, these equipment units are available: overhead projector, TV/VCR, DVD player, laptop/LCD. Gary and Valparaiso also have an Elmo display unit. At Crown Point, a TV/VCR is available for in-library use.

**NEW! An Interactive SMARTBOARD!** Each library has one that is mobile and can be wheeled to a classroom.

To Reserve and Check out:
- In advance let staff know type of media needed, for when and what classroom. Come to library to get unit.
- To use a REMOTE with the mounted projector in the classroom (at Gary and Valparaiso), these are kept in the library and can be checked out from there.
- Return equipment to the library same day, after class period is over, including remote.
- Faculty ARE responsible for safekeeping of media equipment when borrowed. Do not allow students to deliver equipment back and forth from library.
- If assistance is needed with set-up, please let the library tech or campus OIT technicians know in advance.

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**Book and Author series**

Each year Ivy the Tech libraries have collaborated with an area-wide literacy organization, Books to Bridge the Region to promote reading and discussion of a theme. This past fall, Ivy Tech did its own book, *A Dog’s Purpose*, written by W. Bruce Cameron. Funny, heartwarming, mirroring human life, and touching questions of existence and meaning, this book can be used by instructors in a number of ways. Last fall, the libraries hosted book discussions, and many had special animal and pet events for students, staff and faculty to enjoy! As a follow-up finale, this spring 2018, a couple instructors will be using this book for discussions and research reports in their classes.