Valparaiso Campus Library - Room: C 236

Email: Valparaiso-Library@ivytech.edu  Phone: 219-464-8514, Ext. 3020 & 3021  Website: https://library.ivytech.edu/valpolibrary

Library Director: Heather Ayres, Ext. 4728, Email: hayres3@ivytech.edu

ALL THE FORMS MENTIONED IN THIS DOCUMENT CAN BE FOUND ON THE LIBRARY WEBSITE.

Fall and Spring Semester Hours
Monday – Thursday: 8:00 AM – 8:00 PM
Friday: 8:00 AM – 5:00 PM
Saturday: 9:00 AM – 1:00 PM

**Hours differ during breaks and summer session**

CREDO Instruct is an online interactive library tutorial, with six modules: Getting Started with Research, Sources of Information, Searching for Information, Evaluating Information, Presenting Research and Data, and Citations and Academic Integrity. This is a great learning and assessment tool that provides a foundation in information literacy and critical thinking. As an instructor, any of these modules can be embedded into IvyLearn. Find the modules in the Commons as Credo Instruct – Ivy Tech Library Information.

Library Instruction
The library offers instruction, upon request, to faculty, staff, and students. Instruction may include a general introduction to the campus library as well as instruction in the use of specific resources. Use the link to the form below to reserve an instruction session for your class.
Library Instruction Request Form

Course Reserves
(Textbooks)
Faculty are welcome to place any materials on reserve in the library that may be used by students enrolled in a specific course. Bring the materials to the library or fill out this form and we will pick them up: Course Reserve Form

The Ivy Tech Valparaiso Campus Library provides course-related services to support the teaching and learning activities of the Ivy Tech community.

The Course Reserve Collection houses materials such as books, textbooks, solution sets, lab manuals, etc., that an instructor has selected for use by students enrolled in a specific course. The purpose of the Course Reserve Collection is to provide quick access to course-related materials for intensive student use.

Embedded Librarian Program
The embedded librarian program is an integrated library service to help support the research process. It is a proactive strategy to incorporate information literacy into the learning process and places the library where the students are. Using the embedded librarian program is a great way to extend students' access to research assistance after an information literacy session and provides more consistent and personalized assistance for your students. An embedded librarian is especially useful for online classes or ones that involve a research component. This program is a partnership with faculty that will integrate the library into the curriculum and work together towards a solution to an information problem.

Find out what the Library can do for you: https://library.ivytech.edu/embeddedprogram
# Faculty Guide to Copyright Policy

The law allows instructors in non-profit education institutions to display or perform copyrighted works of all kinds in their classroom or similar place devoted to instruction as long as the material is used as part of the systematic instructional activity and is directly related to course content. Learn about the four factors of Fair Use at [this link](#).

## Purchase Request

Recommend an item for purchase. Please give us as much information as possible, including any web addresses with ordering information. The Library Director will consider your request, subject to budgetary constraints, and inform you of her decision and the subsequent availability of the item. [Purchase Request Form](#)

## Interlibrary Loan

Interlibrary loans (ILL) are defined as transactions in which library materials are made available from one library to another library. Any type of library material needed for the purposes of study, information, recreation or research may be requested from another library, except for textbooks.

Articles, CDs, DVDs, VHS tapes, and microform material will be requested on a case-by-case basis since many libraries do not make these items available for loans or they may charge fees for these materials. If you are not sure about requesting a specific item, please contact the Library at 219-464-8514 ext. 3020.

To place a request for an item, please fill out the [Interlibrary Loan Request Form](#)

## Online Databases

In addition to the physical collection and services, the library offers over 70 online databases that cover a wide range of topics. Below is a sample of the databases by subject. Find a full list of available databases on [the A-Z list](#) on the library website.

### General Education/Liberal Arts
- Academic Search Premier
- Associates Program Source
- Britannica
- CREDO Reference
- CQ Researcher
- Ebook Central
- Films on Demand
- PsycArticles

### Business, Logistics & Supply Chain
- Business Source Complete
- Entrepreneurial Studies Source
- Management Collection
- Skillsoft Books
- Small Business Reference Center
- Films on Demand

### Nursing & Health Sciences
- CINAHL with Full-Text
- Medline with Full-Text
- Nursing & Allied Health
- Nursing Resource Center
- Health Source
- Ebook Central
- PsycArticles

### Information Technology
- EBSCOhost
- ProQuest Research Library
- Skillsoft Books

### Public Affairs & Social Services
- Academic Search Premier
- Associates Program Source
- EBSCOhost
- GreenFILE
- ProQuest Research Library
- Library, Information Science & Technology

### Advanced Manufacturing, Engineering & Applied Science
- Films on Demand
- Applied Science & Technology Source
- Vocational and Career Collection
- Vocational Studies Premier