Library Guide for Ivy Tech Faculty of Lake County! 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 three locations, campus library variations are noted.

Faculty Guide to
Library Resources
For Student Success

Gary Campus Library
@ Indiana University Northwest
John W. Anderson Library Conference Center
130 W. 35th Ave., Gary, IN 46408
Tele: 219-981-4410

Gary Library Hours
Monday – Thursday: 8:00 AM to 8:00 PM
Friday: 8:00 AM – 4:30 PM
Saturday: 10:00 AM – 2:00 PM

Barbara Minich – Library Director
bweaver@ivytech.edu

East Chicago Campus 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 – 4:30 PM
Saturday: Closed

Marilyn Horne – Library Co-Manager
mhorne9@ivytech.edu

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

Crown Point Library Hours
Monday – Thursday: 8:00 AM to 6:00 PM
Friday: 8:00 AM to 1:00 PM
Saturday: Closed

Above hours are when classes are in session. Hours will vary during breaks.

Regarding this library, please contact Library Director

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Library Materials

Resources Available for Check-Out

Books: 2 weeks (limit 5 at a time)
Journals: 1 week, excluding current issue
Videos: 1 week (by instructors in classroom)

Renewals: Yes, two renewals, unless a hold is placed on an item

Resources Available for In-Library Use:

Reference Books
Newspapers
DVDS (for student use in library)

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 DVD holdings support the programs offered at that campus. Below are some notable collection strengths. Each of the libraries also have numerous books on controversial topics and current events.

Gary: Social Issues
      American history
      Entrepreneurship
      Careers Collection (at A&S – soon to come)
      General DVD Collection (at A&S – soon to come)

East Chicago: African American collection
              Hispanic Collection
              Financial Literacy Collection
              Careers Collection
              Culinary Arts

Crown Point: Nursing
             Physical Therapist Assistant
             Respiratory Care
             Early Childhood Education
             Picture Book Collection

Recommendations for Purchase

Contact your campus librarian to make a recommendation for purchase. The library staff will be happy to work with you on your request, checking local holdings first among the Lake County libraries. The library director will then search for relevant materials to purchase, considering currency, book length, quality, price, and available funding.

Borrowing Materials from other Libraries

You can make an INTERLIBRARY LOAN request at any campus library. If the material is available at another local campus library, please allow at least 3 to 5 days. If unavailable among the Lake County campus libraries, then please allow up to 2 weeks for materials coming from other Ivy Tech libraries, or other Indiana public and academic libraries.
The Library Website

The library offers online resources for faculty, staff and students via websites developed by professional librarians from all the Ivy Tech campuses. Go to MY IVY, click on the "Library" tab, or go directly to:

http://library.ivytech.edu/lakecounty

And now, searching for information just got easier. DISCOVER! is Ivy Tech library’s new integrated search service!

Discover!

The Ivy Tech libraries subscribe to a wide range of databases. A user can now navigate most our databases with just ONE search via Discover! On the library website at the top of the page, there will be a SEARCH box like below:

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.

What are some of these Online Resources?

**LIBRARY CATALOG:**

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

Users may also search individual databases if not using Discover! Below are some of the more common resources.

**DATABASES:**

**JOURNAL Articles:**

Academic Search Premier
Business Source Premier
Health Source: Nursing/Academic Edition
CINAHL with Full-Text (nursing)
PsycARTICLES
Opposing Viewpoints in Context – contemporary pro and con articles

**E-BOOKS:**

E-Book Central - thousands of electronic books

**REFERENCE:**

Britannica – online encyclopedia
CREDO Reference - numerous reference books

**AUDIO-VISUAL:**

Films On Demand – digital educational videos covering most academic areas

**NEWSPAPER:**

Chronicle of Higher Education

IVYTILT (Seven Steps – a Research Strategy)

IVYTILT – 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 and Group Study Areas**

- 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.
- A group study room is currently available at the East Chicago campus library. It is 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 can work in tandem with the Tutoring Center in the Arts&Sciences building for group study areas as needed. Please let the tutoring center at A&S or the library staff know of your need.
- 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 and Printing**

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. Occasionally, though there is still a need for some media equipment. Available at more libraries are:

- Overhead projector, TV/VCR, DVD player, laptop/LCD.
- **Interactive SMARTBOARD** - A large mobile screen with laptop. 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 Crown Point and East Chicago) 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**

Since 2007, the Ivy Tech libraries have often collaborated with an area-wide literacy initiative to promote reading and discussion of a theme. A recent book series in 2017-2018 was *A Dog’s Purpose*, written by Bruce Cameron - a funny, heartwarming story mirroring human life. It became a popular movie, providing for great comparisons. Each library decorated, worked with faculty in hosting student discussions, and put on special pet events for the college community.