**Library Services for Faculty**

Q. What is The Student Learning Center?
A. The Student Learning Center is comprised of the library, tutoring, assistive technology, media center, and the math and writing labs. We offer the academic assistance your students need. Get to know and love us.

Q. What hours is the library open?
A. Monday through Saturday. Check holidays and updates online at LoneStar.edu/Library/info. Fall/Spring hours will be announced.

**SPRING 2013** : M-Th 7:30 – 9:00, F 9-4:30, Sat 9-2, Sun 1-6

Q. What is a library assignment guide?
A. Assignment guides, created by librarians for students, link the best library and internet resources for your research assignment. You design the assignment and let the librarian know. A guide will include your assignment, eBooks, selective databases, and internet sites that students are unlikely to run across in a cursory Google search. The librarians may add video, audio, or a VoiceThread for discussion. Included are links to citation and copyright information, and a chat button for immediate help. Just ask us to prepare one for you!

Q. How can the library help my students with their assignments?
A. Faculty should arrange for library instruction. We specialize in customizing our instruction to your specific research assignment. Call, email, or stop by the reference desk. We would like to create an online Assignment Guide specific to your research and introduce it to your students.

Q. I looked in your library. Where are the books?
A. LSC-University Park is a ‘virtual’ library. Other than a few reserve items, all materials are accessed online. LSCS has one of the best electronic collections around, rivaling many of the four year colleges. These include 6000 full-length films, over 50 full-text journal and multimedia databases, and 45,000 eBooks.

Q. I teach online - how will my students get help using the library?
A. Faculty can request a Virtual Reference Librarian into their ANGEL classroom, or request an assignment guide tailored to your research project or both. Call, email, or use the chat buttons on library web pages to contact a librarian for specific questions. We encourage you to add the library webpage and phone number to your syllabi. (See the Footer.)

Q. If I give a presentation at another college or a conference, is there any way I can borrow a laptop?
A. The library has a small number of laptops for student in-house use. Faculty may borrow them overnight or over a weekend. Long term checkout of laptops should be arranged through OTS or your department.

Q. Must I make an appointment to get help?
A. No, you will find that librarians are on duty whenever the library is open. The librarians will be glad to demonstrate databases useful for your discipline.

Q. How do I access services from off campus?
A. Use the library webpage at LoneStar.edu/Library links to the catalog, databases and research guides. Login using your library barcode number. It is on the back of your college ID.

Q. How do I get a college ID – Library card?
A. It only takes a few moments. Stop by our Circulation Desk so we can snap your picture and make your card. It is accepted at all consortium libraries.

Q. How can I make supplemental course materials easily available to my students?
A. You may ask the circulation staff to place a very limited number of books, articles, or other course resources on reserve. Send a spare textbook for student in-house use.

Q. What if I need an article or a book the library doesn’t have?
A. Books and videos are listed in the catalog. Use the request button and select our library location. You will be notified when materials arrive.

Q. What’s new for faculty?
A. In addition to Films on Demand, LSCS has added a media database called NBC LEARN, containing previously archived news clips back to the forties. It also contains photographs back to the American Civil War. Great for your classroom, this is a must-see-and-use. Generally clips from 3-7 minutes.
Q. I taught at a college and used a video I really liked. Can I get it for use in my classes?
A. We encourage you to use Films on Demand, a video database with over 6000 educational videos from reputable sources. If this does not work for you, we will request from another college. If all else fails, we will purchase for your use. Give yourself plenty of lead time to make borrowing or purchasing happen.

Q. What is the Lone Star Library Consortium?
A. Our partnerships with the Harris County Public Library and Montgomery County Memorial Library Systems allow us to deliver exceptional programming, materials and services. All partners benefit through this shared resources consortium.

Q. What other equipment is available?
A. LSC-UP Circulation Desk has e-Readers, webcams, headphones, and video cameras are available for short term checkout. Turning Point Clickers are available for semester checkout for classroom use. Training is included.

Q. I’m working on my PhD. Got help?
Yes, we have many of the online resources you will need. Interlibrary loan is available for journal articles or monographs at distant libraries. Ask the librarian.

Q. How do you decide what to add to the eCollection?
A. Librarians select ebooks and other materials that supplement assignments and curriculum. We take requests.

Q. What is tutoring?
A. Tutoring is private instruction that gives additional, special, or remedial support. Tutoring can be one-on-one or small group study. Tutors are mindful of their supplemental role and work with faculty to support classroom teaching and learning. Our tutors are working toward or have already achieved the internationally acclaimed CRLA tutor certification.

Q. Where is tutoring?
A. Tutoring is provided at LSC – University Park on the 8th Floor of Building 12 in the Learning Center/Library:
- Math, science, statistics, economics, and accounting tutoring in the Tutoring Center, 12.801
- English and writing for all subject areas in The Writing Lab, 12.825
- ESL and Student Talk Time in 12.833

Q. Does the Tutoring Center offer services beyond one-to-one and small group tutoring?
A. Yes! Workshops and programs are scheduled throughout the semester to support student learning and include:

- Introduction to the Graphing Calculator—how-to sessions at 10 AM on Jan. 23 and at 2 PM on Jan. 24 and Feb. 6 & 7
- Grammar Crammer—grammar and games sessions from 2 – 3 PM every Tuesday

Q. I don’t teach English, but I do assign a written paper. How can you help?
A. Students with writing assignments in any class (English, History, Government, Psychology, Philosophy, Art, Science, etc.) are welcome to meet with a writing tutor in The Writing Lab for help in producing a correctly prepared paper. The librarians are also a great resource for students needing assistance with research and citations.

Q. How can my students find out more about tutoring services?
A. Instructors may schedule tours of the Learning Center, including tutoring services. Tutor visits to classrooms are also available on request and include information about the tutoring location, schedules, and free services provided, plus time for Q&A.

Q. Can you suggest a way to encourage my students to use tutoring as a support system?
A. Yes. Request that verification slips be signed by the tutor and returned to you. Give a few extra credit points for attendance. Speak individually to students you think will benefit from the tutoring, and let your whole class know that tutoring can help any student towards achievement of his or her academic goals.

Q. Do my online students who are not on campus have access to tutoring?
A. Yes. Online instructors should use the Smarthinking button inside Angel. Smarthinking offers excellent online tutoring in Math, Bilingual Math, Introductory Anatomy & Physiology, Biology, Chemistry, Organic Chemistry, Physics, Economics, Finance, Accounting, Statistics, Spanish, and Writing.

Q. Should students schedule tutoring?
A. Currently, tutors assist students on a walk-in basis. Schedules posted in the Learning Center and online announce subject availability. Students are encouraged to seek tutoring well in advance of assignment due dates.

Q. Is there any hands-on equipment my students can use?
A. Yes. Students may request models, slides, and specimens at the Library circulation desk.

UP Library http://www.lonestar.edu/17138.htm
UP Tutoring http://www.lonestar.edu/up-tutoring.htm