

## SERVICES FOR FACULTY

### E-Reserves

Library staff will obtain copyright clearance for materials and will post them in electronic format in the Reserved Readings section of WebTycho and WebTycho-enhanced classes.

### Library Instruction

Expert information professionals will

- ◆ Visit a classroom, either in person or online, and provide customized instruction to help students become comfortable and skilled in seeking and using information.
- ◆ Prepare selected resources on a topic and create a special Web page or materials for a specific class.
- ◆ Provide active learning exercises to reinforce what has been taught and offer feedback.
- ◆ Collaborate in developing, delivering, and assessing research assignments for classes.
- ◆ Provide library skills workshops and classes for faculty (such as CTLA 607 Beyond Library Basics) to help them develop expertise in finding and using resources in the changing information world.

### Faculty-Staff Collection

A specialized collection of books—focusing primarily on adult education, distance education, and information literacy—is available in Room 2255 of the Student and Faculty Services Center in Adelphi to support faculty instructional and research needs.

### Plagiarism Detection

A Web-based plagiarism detection service, *Turnitin*, is available to all UMUC faculty and staff who currently teach or support teaching activities worldwide. A comprehensive description of this service and directions for registering and using it are located under “Faculty Resources and Services” on the Information and Library Services Web page.

## CONTACT INFORMATION

**E-Mail** [library@umuc.edu](mailto:library@umuc.edu)

**E-Mail Form** <https://www.umuc.edu/library/question.shtml>

**Chat** <https://www.umuc.edu/library/help/chat.shtml>

### Information and Library Services

(Hours are listed at <http://www.umuc.edu/library/help/refhours.html>.)

#### Adelphi/College Park

STUDENT AND FACULTY SERVICES CENTER  
Room 2255  
3501 University Boulevard East  
Adelphi, MD 20783  
301-985-7209  
800-888-8682 (ext. 7209)

MCKELDIN LIBRARY OFFICE  
Room 6259  
University of Maryland, College Park  
College Park, MD 20742  
301-405-9115

#### Dorsey Station

UMUC AT DORSEY STATION  
Room 2113  
6865 Deerpath Road  
Elkridge, MD 21075  
443-459-3515

#### Waldorf

WALDORF CENTER FOR HIGHER EDUCATION  
(pickup/drop off service only)  
3261 Old Washington Road  
Waldorf, MD 20602  
301-632-2900  
301-870-6013 (from the Washington, D.C., metropolitan area)

## QUICK WEB GUIDE

Go to [www.umuc.edu/library](http://www.umuc.edu/library) to access the following links from the main menu:

### Find Articles, Books, More . . .

Articles & More  
Books & Media  
E-Books  
Search by Subject (subject guides)

**Get It Delivered** (includes DocumentExpress)

### Get Help

Ask a Librarian  
Visit a UMUC Library in Maryland (includes hours and a link for a late night study card at McKeldin Library)  
Technical Help

**Learn How To . . .** (includes tutorials and information on the Peck Virtual Library Classroom)

**Faculty Resources and Services** (includes information on e-reserves, instruction, plagiarism, and *Turnitin*)

**UMUC Libraries and More** (includes location information, a staff directory, and the library newsletter)



University of Maryland University College

Information and Library Services  
3501 University Boulevard East  
Adelphi, MD 20783-8048 USA

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University of Maryland University College

# Information and Library Services

Providing quality resources, services, and instruction independent of time and place



[www.umuc.edu/library](http://www.umuc.edu/library)



Information and Library Services provides high-quality resources, services, and instruction to UMUC students, staff, and faculty independent of time and place. These services include access to article databases, access to the collections of all libraries of the University System of Maryland and affiliated institutions, and guidance on conducting research and navigating the library Web pages. Most resources are provided via the Information and Library Services Web page at [www.umuc.edu/library](http://www.umuc.edu/library). The Web page also provides information on how to get more personalized assistance. No matter where you live or when you can devote time to your research, Information and Library Services is there to help.

Reference assistance is available—in person or by e-mail, online chat, or phone.

## RESOURCES

### Articles and More

UMUC provides more than 100 subscription databases covering an array of research needs. Most contain full-text materials or links to full-text materials. In addition, you can access full-text issues of subscription journals via the Web. ResearchPort, an alternate database gateway, allows you to search multiple databases simultaneously.

### Books and Media

UMUC's students, faculty, and staff have access to and borrowing privileges at all libraries of the University System of Maryland and affiliated institutions (USMAI). Through the online catalog, you can request that circulating materials be delivered to any USMAI library or UMUC circulation site or mailed directly to you, if you live outside Maryland but within the continental United States.

### E-Books

A growing collection of full-text online books is accessible through either the library Web page or the USMAI online catalog.

### Subject Guides

Guides list recommended library databases, Web sites, e-books, print books, and other relevant resources on a variety of topics. They are an excellent place to begin your research.

### Research Tutorials

Online tutorials and other instructional materials, many of which include interactive or multimedia elements, are available under “Learn How To . . .” on the library Web page. They can help you understand the research process, use the library to find materials, improve your writing, and evaluate and cite your sources correctly.

### Newsletter

Produced three times a year, the newsletter contains updated information on resources and services, along with tips for performing more effective research.

## SERVICES

### Help

If you need assistance searching the USMAI online catalog or the library databases, finding materials, citing your resources, or with any other research or reference tasks, library staff are just a phone call or keystroke away. Reference assistance is available—in person or by e-mail, online chat, or phone.

- ◆ **Chat with a librarian**—For prompt interactive help, go to the Information and Library Services Web page, click on “Ask a Librarian,” and choose “Chat with a Librarian.”
- ◆ **Telephone a librarian**—Call 800-888-UMUC (8682), ext. 7209, during regular office hours.
- ◆ **E-mail**—Use the e-mail form available under “Ask a Librarian” on the library Web page or send your questions to [library@umuc.edu](mailto:library@umuc.edu).
- ◆ **Make an appointment**—For one-on-one instruction and research assistance, arrange to meet with a librarian in Room 2255 of the UMUC Student and Faculty Services Center in Adelphi; Room 6259 of McKeldin Library, on the campus of University of Maryland, College Park; or Room 2113 at Dorsey Station in Elkridge.

### DocumentExpress

If the article you need is not accessible in full text in a database, or if the book you need is not available from a USMAI library, you may submit a request for interlibrary loan. Journal articles, book chapters, and tables of contents will be delivered to you electronically in a portable document format (PDF) file.

### Late Night Study Access Card

If you want to use McKeldin Library for study between 11 p.m. and 8 a.m., you may apply for a late night study access card at <https://www.umuc.edu/library/help/latenight.shtml>.

## INSTRUCTION

### LIBS 150 Information Literacy and Research Methods

This required 1-credit undergraduate course, available online, emphasizes proficiency in the research process—selecting and evaluating research materials, performing effective searches, and correctly citing resources to avoid plagiarism.

### UCSP 611 Introduction to Graduate Library Research Skills

This required noncredit graduate course, available online, introduces library resources and research skills and promotes mastery of the skills needed for coursework and lifelong learning.

### VLIB 101 Peck Virtual Library Classroom

This free WebTycho resource contains a library handbook, tutorials, and exercises to help you improve your research skills. Log on to WebTycho and click on “Library” in the pull-down menu to register.

### Workshops

Library staff offer a wide range of workshops. Check the library newsletter on the library Web page for details.

[www.umuc.edu/library](http://www.umuc.edu/library)

Your portal to the resources, services, and instruction provided by UMUC's Information and Library Services.