

Kemp Library
Handbook for Faculty



East Stroudsburg University of Pennsylvania
East Stroudsburg, Pennsylvania
2006



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Introduction

The *Kemp Library Handbook for Faculty* is essentially a guide to the facilities and services offered by the library. These services will benefit the students in the courses you teach and assist you in teaching and planning your courses. Kemp Library has excellent facilities, extensive resources, and a highly skilled professional staff. Your students, whether inspired or required, should be able to fill their information needs – within reason – without using other libraries.

You are urged to become acquainted with the library by exploring its resources in your discipline and to talk to members of the Library Faculty. Explain to them the needs of your students, but also discuss your personal research activity. The Library Faculty can help you to fully use the library and direct you to resources beyond its walls.

Library Hours

Academic Year

Monday –Thursday	8:00 a.m. to 12:00 p.m.
Friday	8:00 a.m. to 5 p.m.
Saturday	9:00 a.m. to 4 p.m.
Sunday	2:00 p.m. to 10:00 p.m.

Changes in hours during University holidays and Summer Sessions are posted on the door of the Library and on the Library's Web page: <http://www.esu.edu/library/libhrs.htm>. Changes, including emergency closings, are also announced on the Library's information line: call (570) 422-3465 and press 1 for special announcements and library hours.

The library is open part of the time during the longer holidays and between semester terms; however, Library Faculty members are normally not available for consultation.

Kemp Library Directory

Kemp Library
200 Prospect St.
East Stroudsburg University of Pennsylvania
East Stroudsburg, PA 18301-2999

General Library Information (570) 422-3465 which defaults to a voice menu system.

- Circulation/Reserve/Interlibrary Loan (570) 422-3126
- Reference Desk (570) 422-3594

Director's Office

- David Schappert, **Director**, (570) 422-3152
- Terri Gress, Secretary, (570) 422-3467

Acquisitions Department

- Michelle Star, Acquisitions Librarian, (570) 422-3541
- Marie Strunk, Library Assistant, (570) 422-3903
- Leslie Fawcett, Library Assistant, (570) 422-3186

Cataloging Department

- Angella Angelini, Cataloging Librarian, (570) 422-3584
- Paul Graham, Cataloging/Systems Librarian, (570) 422-3797
- Debbie Fisher, Library Assistant, (570) 422-3185
- Pauline Lance, Library Technician, (570) 422-3072

Access Services Department (Circulation, Course Reserves, Interlibrary Loan)

- William Yurvati, Access Services Librarian, (570) 422-3544
- Marleen Dymond, Library Technician, (570) 422-3708
- Barbara Anderson, Library Assistant, (570) 422-3126
- Jim Duden, Library Assistant, (570) 422-3914
- Steve Martz, Library Assistant, (570) 422-3811

Curriculum Materials Center

- Elaine Ackroyd-Kelly, Curriculum Materials and Children's/Young Adult's Librarian, (570) 422-3760

Government Documents

- Ramona Hylton, Government Documents Librarian, (570) 422-3150
- Leona Hughes, Library Assistant, (570) 422-3153

Periodicals/Electronic Resources Department

- Leslie Berger, Periodicals/Electronic Resources Librarian, (570) 422-3597

- Kathleen Adams, Library Assistant, (570) 422-3242
- George VanGorder, Library Assistant, (570) 422-3187

Reference Department

- Patricia Jersey, Reference Librarian, (570) 422-3157
- Mary Kay Lavelle, Reference Librarian, (570) 422-3154



Contacts

Book Orders.....	Professor Star
Curriculum Materials.....	Professor Ackroyd-Kelly
Electronic Resources (new subscriptions, trials).....	Professor Berger
Juvenile Collection.....	Professor Ackroyd-Kelly
Government Documents (US and PA).....	Professor Hylton
Interlibrary Loan.....	Professor Yurvati
Library Instruction for Classes.....	Professors Ackroyd-Kelly, Hylton, Jersey, Lavelle
Microform Reader-Printers.....	Professor Yurvati
Overdue Library Materials.....	Professor Yurvati
Periodicals and Databases.....	Professor Berger
Reference.....	Professors Jersey and Lavelle
Voyager Questions.....	Professor Graham
Web Issues.....	Professor Graham
General Questions, Comments, Suggestions.....	Mr. Schappert

Library Liaisons

SCHOOL OF ARTS AND SCIENCES

Faculty of Arts & Letters

Art	Paul Graham
Communication Studies	Kay Lavelle
English	Kay Lavelle
Foreign Languages	Bill Yurvati
Music	Paul Graham
Philosophy & Religious Studies	Paul Graham
Theatre	Angella Angelini

Faculty of Social Sciences

Business Management & Economics	Ramona Hylton
Geography	Ramona Hylton
History	Bill Yurvati
Political Science	Ramona Hylton
Sociology	Pat Jersey

Faculty of Science

Biological Science	Leslie Berger
Chemistry	Leslie Berger
Computer Science	Bill Yurvati
Mathematics	Pat Jersey
Physics	Pat Jersey
Psychology	Kay Lavelle

SCHOOL OF HEALTH SCIENCES & HUMAN PERFORMANCE

Faculty of Health Sciences

Health	Leslie Berger
Nursing	Kay Lavelle
Speech Pathology & Audiology	Ramona Hylton

Faculty of Human Performance

Athletic Training	Angella Angelini
Exercise Science	Angella Angelini
Lifetime Fitness	Angella Angelini
Physical Education	Angella Angelini
Sport Studies	Angella Angelini

SCHOOL OF PROFESSIONAL STUDIES

Faculty of Education

Early Childhood & Elementary Education	Elaine Ackroyd-Kelly
Media Communication & Technology	Elaine Ackroyd-Kelly
Professional & Secondary Education	Elaine Ackroyd-Kelly
Reading	Elaine Ackroyd-Kelly
Special Education & Rehabilitation.....	Elaine Ackroyd-Kelly

Faculty of Hospitality & Leisure Management

Hotel, Restaurant & Tourism Management Angella Angelini
Recreation & Leisure Services Management Michelle Star

Counseling & Psychological Services Michelle Star

Off Campus Continuing Education..... Leslie Berger

Access Services

Borrowing Privileges

Library Card: Your faculty E-card serves as your library card. Please present your card at the Circulation Desk whenever you wish to borrow materials. All materials signed out on your card are your responsibility.

Loan Period: Faculty may borrow library materials for fifteen (15) weeks. Faculty are not liable for overdue fines. However, all borrowers are responsible for replacement costs for lost books or damages. Items not returned within 30 days after the due date will be assessed replacement cost plus a processing fee. Faculty who refuse to return items or pay replacement costs will be referred to the Office of the Provost.

Waiver of Policy: The Director of the Library shall be empowered to modify or waive these policies.

Contact: Questions or comments concerning borrowing privileges may be directed to the Access Services Librarian at (570) 422-3544.

Reserve Materials

Purpose: Course reserves support the curricular and research needs of the students and faculty of East Stroudsburg University. The Reserve Collection may also be used to provide access to materials of interest to the campus community in general. Reserve materials are maintained in a separate location within the Kemp Library and access to the material is more restricted than items in the main circulation.

Loan Periods:

- a. Two-hour Library Use Only
- b. Three Day
- c. Seven Day

Format and Services:

- a. Print Reserves - books and other print materials; these items are available for check out by ESU affiliates only and include personal and library-owned materials.

- b. Electronic Reserves -- photocopies of periodical articles and book chapters; these are scanned and made available as PDF documents using electronic reserves.
- c. Multimedia -- CDs, DVDs, and VHS videotapes; the library has a limited number of workstations for in house viewing.

Finding Aids:

- a. PILOT, Kemp Library's online catalog; click on the "Course Reserve" tab to search for reserve lists by instructor, department, or course name.
- b. Print Reserve Listing at the Circulation Desk; course reserve lists are arranged alphabetically by instructor's name.
- c. Electronic Reserves (ERes); click on the electronic reserves link on the library home page to search for reserve lists by instructor, department, or course name.

Placing Materials on Reserve: Items for course reserve may be delivered in person or sent through campus mail to the Circulation Desk. Estimated processing time is three to five business days.

Ineligible Materials:

- a. Bound volumes of library-owned periodicals
- b. Materials owned by another library or obtained through interlibrary loan
- c. Materials, reproductions or formats not in compliance with copyright law

Electronic Reserves: Individual articles, book chapters, web pages, and other electronic file formats may be placed on electronic course reserve within the limits of copyright law. Access to electronic reserves is password protected to ensure compliance with copyright guidelines.

Personal Items: Personal materials will be processed and circulated according to standard reserve procedures, including labeling to facilitate check out, and security taping to deter theft. While reasonable efforts will be made to safeguard materials, the library is not responsible for any damage or theft of personal items placed on Course Reserve.

Processing Time: Requests should be submitted as early as possible before students are assigned use of the materials. Most materials require three to five business days processing time before they are available for use.

Copyright Compliance: Materials placed on reserve are subject to compliance with current copyright law and guidelines.

Removal of Reserve Materials: Materials may be removed at any time upon instructor's request. At the end of each semester, instructors will be notified of reserve items that have expired. If Access Services does not receive a reply to extend expiration dates, materials will be removed from the Reserve Collection; library owned items will be re-shelved and personal copies returned to the owner.

Contact: Questions or comments concerning course reserve services may be directed to the Access Services Librarian at (570) 422-3544.

Interlibrary Loan

Purpose: Interlibrary Loan (ILL) is a reciprocal lending service by which the Kemp Library requests materials from other participating libraries to supply items not currently in its collection. The Kemp Library also supplies materials to other libraries.

Hours of Service: ILL requests can be submitted electronically at any time by utilizing the online request forms available from the library home page. Pick-up of books and print articles is available during the library's regular hours of service. Whenever possible, the ILL staff will process requests by the end of the next business day after submission.

Book Requests: Please check PILOT, the Kemp Library online catalog, for holdings information before submitting any ILL book requests. Items not available in the Kemp Library collection can also be requested from the following lending services:

1. UBorrow: Faculty can request books from other libraries in the Keystone Library Network directly through PILOT using the "Simultaneous Search/UBorrow" button. Requests can be initiated by using the patron ID number located on the back of the E.card.
2. E-Z Borrow: Titles can also be obtained from the E-Z Borrow program provided by the Pennsylvania Academic Library Consortium (PALCI). As with UBorrow, users can log on to PALCI to search and initiate their own requests using their patron ID number located on the back of the E.card.

Journal Articles: Please check the Kemp Library's Periodical Holdings Directory available at the reference desk and at various locations on the main floor before initiating an ILL request. In addition, consult the library web page for listings of online databases and electronic journals for titles and articles not available in the library's periodical print or microform collection. Many journals are available full text through one of the databases or electronic journal subscriptions currently available to ESU patrons.

Initiating an ILL Request: Patrons may initiate requests by utilizing online book and journal article request forms available on the library's home page. You may also submit requests by using printed ILL request forms available at the Circulation Desk. Each ILL request must be placed on a separate form. Please provide as much bibliographic information as possible for each requested item.

Request Limitations: Faculty patrons are not limited to the number of ILL requests they may submit. However, lending libraries usually do not allow renewals of ILL materials. Faculty patrons are asked to realistically assess their ability to use ILL materials within the loan periods set by the lending libraries. Broad requests for materials by subject cannot be processed.

Restrictions: ILL Requests cannot be processed for the following:

1. Books or journals currently available in the Kemp Library collection (materials with a status of “Missing” on PILOT or articles torn or missing from issues of periodicals will be available for request through ILL).
2. Materials in the Kemp Library collection currently charged to patrons (please place a hold or recall instead).
3. Books published within the current calendar year.
4. Textbooks.
5. Reference books.
6. Rare books.
7. Most libraries will not loan theses, dissertations, microforms, videotapes, other audio-visual materials, computer software, DVDs, or CD-ROMS.

Fees: Although Kemp Library obtains the vast majority of loans free of charge for its patrons, some lending library charge fees. There are no uniform rates or policies regarding ILL fees. Fees may include photocopying costs, handling, postage, insurance, minimum transaction fees, and charges for cost estimates. Faculty are requested to indicate on ILL forms whether they are willing to pay potential fees for ILL services and the maximum amount they are willing to pay. Signing the ILL form is an agreement to pay any charges assessed by the lending library up to the maximum amount indicated.

Delivery Time: Many lending libraries electronically transmit copies of periodical articles resulting in rapid delivery time. However, books and photocopies of articles sent by surface mail may have a delivery time of several days to two weeks or sometimes longer. Nevertheless, delivery times cannot be guaranteed for every loan. Patrons who urgently need items and cannot wait for normal ILL delivery may contact a reference librarian for assistance in locating nearby libraries that may have needed items in their collections.

Pick-up: Patrons are notified by phone or e-mail when ILL materials are ready for pick up at the Circulation Desk. Patrons are asked to sign their name, date, and the interlibrary loan number on the ILL Receipt form. Any ILL charges must be paid at the time of pick-up.

Payment Methods: Cash, checks or money orders are acceptable for payment of ILL fees. Checks and money orders should be made payable to East Stroudsburg University. Currently, bank and credit cards cannot be used for payments. All applicable fees are required when the patron picks up the ILL material.

Loan Periods: Loan periods are determined by the lending library. Loan periods may range from “Library Use Only”, to a few days, or up to 2 to 3 weeks. Due date reminder slips are placed in ILL books.

Renewals: In general, ILL items cannot be renewed. Please return ILL items promptly by the date specified by the lending institution. Overdue materials jeopardize the Kemp Library’s ability to receive additional materials from the lending library.

Request Status: ESU patrons may call the ILL staff at (570) 422-3914 to inquire about the status of an ILL request.

Returns: Photocopies become the property of the requestor and do not need to be returned. Other ILL materials should be returned to the Circulation Desk by the due date.

Copyright: The Kemp Library ILL policies are based guidelines of the National Commission on New Technological Uses of Copyrighted Works (CONTU) and Title 17 of the United States Code.

Contact: Questions or comments concerning interlibrary loan services may be directed to the Access Services Librarian at (570) 422-3544.

Photoduplicating Services

Faculty Photocopying: Each faculty member may photocopy library materials at no charge on the photocopier located in the Circulation Department. Please identify yourself to the circulation staff before proceeding to the copier. Upon the completion of copying, please enter your name, department and number of copies made on the register sheet located next to the copier. Graduate assistants may make copies on your behalf.

Microform Copying: Faculty may request a bypass key from the circulation staff in order to produce copies from microforms.

Reference Department

Bibliographic Instruction/Library Orientations

Bibliographic instruction sessions can be scheduled through any of three departments within the library. These departments are Reference, Curriculum Materials and Government Documents.

These departments teach bibliographic instruction (bi) sessions tailored to the course specific needs, assignments and information requirements of the classroom faculty member. Any classroom faculty member may request a bi session for any undergraduate or graduate level course. Library faculty put much planning and preparation time into these sessions and class materials must be prepared. In addition, library faculty schedules can fluctuate on a day-to-day basis. To allow for planning and preparation and any intervening variables that may arise, we require forty-eight hours minimum notification. We also kindly ask that you accompany and stay with your class during each presentation. We have found that if students believe that the classroom faculty member thinks the session important enough to sit through it with them, they may pay greater attention to the presentation.

The library faculty teach bi sessions in both the library and in the computer labs on Campus. Although, Kemp Library *does not* have a computer lab in the building, we do have a setting located in the rear part of the main reference floor where we conduct our bi sessions. Sessions can also be scheduled in the Curriculum Materials Center and the Government Documents area if the materials or subject matter located in these areas is the main focus of the lecture and presentation. The main reference floor area can support a bi session for forty students. In addition to the library faculty's lecture and demonstration of various online resources, classroom faculty can request that laptops be made available for their students to have a hands-on experience and follow along with the library faculty member teaching the bi session. If the classroom faculty member wishes their students to have this kind of experience, the library has twenty-four laptops for this purpose. If there are more students in a class than the number of laptops that the library has available, the classroom professor can schedule his/her class in one of the computer labs on campus and the library faculty will teach the bi session in the scheduled lab. Classroom faculty are asked to keep in mind that students following along slows down the lecture and makes the presentation time longer so they may wish to continue the bi instruction over more than one fifty minute period. Details for each individual bi session can be worked out between the library faculty member and classroom faculty member. Kemp Library makes every attempt to insure that all instruction sessions meet the unique needs of the classroom faculty member and his/her students whenever it is possible to do so.

The Reference, Curriculum Materials, and Government Documents departments also conduct more generalized library orientations for classroom professors and their students. The Reference Department conducts general tours of the library. We still must ask that we be given forty-eight hours notice. Students can also contact the Reference Department to schedule an individual tour of the library, an overview of the resources in their major or to ask for a library faculty member's help with an assignment or with any print or online resources. Students can also contact the Curriculum Materials or Government Documents Departments for help or assistance with their assignments in these areas. A notice to this effect is put in the Campus Bulletin at the beginning of the fall and spring terms.

To schedule a bibliographic instruction session or to inquire further about your instructional needs please contact Professors Jersey or Lavelle in the Reference Department, Professor Elaine Ackroyd-Kelly in Curriculum Materials or Professor Ramona Hylton in Government Documents. Phone numbers and e-mail addresses are located within the Faculty Handbook.

Book Ordering

The library's top priority – within budgetary constraints – is the purchase of materials required for the direct support of the undergraduate and graduate programs at East Stroudsburg University. Building a book collection is a cooperative venture involving the library, your department, and you. The library needs recommendations for materials in your subject area. Price should not be your main concern. Books should be ordered according to need, and we will buy them as funds become available.

Since the library must conform to purchasing procedures mandated by the state, books needed for required courses or programs should be requested at least six to eight months before they will be needed. Priority requests should be so designated, but only for titles genuinely needed by a specific date.

When completing book order slips, please observe the following conventions:

1. Author – please give the author’s full name, not only the last name (last name first, then first name).
2. The title – include title and subtitle, if there is one.
3. Date – year of publication, not the current date
4. ISBN number – this is not actually on the slip. Write this in where it says the LC number.
5. Price – enter it if you know it.
6. Recommended by – your name and phone number
7. Reviewed in – tell us where you found the information.

Submitting Electronic Requests

Submitting electronic requests is very similar to filling out the paper slips. Electronic request forms can be found at: <http://www.esu.edu/library/bo2form.htm>. If you plan on submitting many titles, contact the Acquisitions Librarian, Michelle Star. She can offer a quicker alternative to filling out the web forms one at a time.

Fulfillment of Orders

Because our budget is limited, not everything submitted can be ordered. We check for resources already available in our collections and order new items that will support courses and curricula by complementing the collection as a whole.

Government Documents

Kemp Library has been a depository for United States government documents since 1966, and for Pennsylvania documents since 1972. United States government documents account for over ninety-five percent of the present holdings in the Government Documents Collection.

The Government Documents Collection is located on the lower level of the Kemp Library. A comprehensive listing of federal government documents is found in the Catalog of Government Documents. The Catalog of Government Document is only accessible through the "Databases" page of the Kemp Library Homepage.

Many of the government documents received are housed in the Government Documents Collection. Some documents are cataloged for the reference or circulating collections.

Government document publications indexed in periodical indexes are shelved in the library's periodicals section. Some documents are now accessible through the Internet. Check with the Government Documents Librarian for procedures to acquire government publications not located in the Kemp Library.

Documents and Library Instruction

Some people think that "government documents" are of interest only to political scientists or historians. However, government publications are excellent resources of information on varied topics.

Your students will be better prepared to write papers or theses if they receive a formal introduction to using government publications before they begin their literature searches. If you plan to make assignments involving the use of Pennsylvania or United States legislative or regulatory materials, your students will appreciate having instruction in how and where to find the materials. The library has most of them, but an increasing number can also be found on the Internet.

Periodicals/Electronic Resources Department

The Periodicals/Electronic Resources Department is responsible for ordering and maintaining the library's periodical collection and making that collection accessible to our users. We are also responsible for the ordering, maintenance, accessibility, and promotion of the library's collection of electronic resources. If you have any questions regarding any of these subscriptions and services please contact us.

Requesting new subscriptions

Faculty who wish to request a new periodical for inclusion in the library's collection may submit a request to Leslie Berger, Periodicals Librarian, in writing or by [email](mailto:lberger@po-box.esu.edu) (lberger@po-box.esu.edu). Please indicate the title of interest and any other pertinent information that you have. This might include information like publisher, format (e.g. print, online), frequency, subject coverage, price, and special features. A brief explanation of why you feel this title is a needed addition would also be helpful.

Periodicals are an ongoing commitment on the part of the Library and due to budget constraints we will not be able to honor all requests which we receive. Most new titles will be ordered after cancellation of an already existing print or microfilm subscription. Our general policy is that we will not order a title in print that is already available to us in full text in one of our databases. We ask that you provide justification for the duplication should you feel that a print subscription is necessary. Should we be unable to honor your request we will notify you of that decision. If we are able to institute a subscription for the

requested title(s) we will notify you that the title has been ordered. We will also notify you when the first issue of that title is available in the library.

Although as previously stated, our ability to fund new requests is severely limited, we encourage faculty to submit new periodical requests in spite of these restrictions. Such requests help us to gauge changing departmental and program needs and strengthen our arguments during the budget process. We are aware that changing curricula and new programs necessitate an ongoing evaluation of our periodicals. We suggest that departments continually review their library periodical needs and communicate those needs to the Periodicals Librarian or your library liaison. The growing availability of electronic formats, the explosion of new and more specialized journals, changes in the means of scholarly communication, and the continuing pressures of price increases that significantly exceed inflation will also shape our decisions regarding periodical additions, retention and cancellation. We are always ready to meet with departments to discuss ways that we can better meet your library needs.

Requesting purchase of a database or other electronic resource:

The library has a growing collection of subscriptions to a variety of electronic resources from databases to individual reference titles. Many of these services are purchased in cooperation with the other libraries in the State System of Higher Education in order to provide a core of electronic resources that is commonly held within the System. Kemp Library supplements that core with other databases and electronic products that we feel enhance and support the particular information needs of our students and faculty. The electronic environment is a fluid one and the best way to keep apprised of our collection is to continually monitor the library's web page at www.esu.edu/library. The library has many opportunities to trial new products to assess their content and functionality. As this occurs we try to make those products available on our web page so that you too can evaluate resources for potential purchase. Any feedback you have regarding these trial resources, or ones we already own, is greatly appreciated. If you would like the library to consider the purchase of a database or other electronic resource, please contact Leslie Berger. We will be happy to discuss your needs with you and arrange a trial of a product that you are interested in.

Online Fee-Based Searching

The library does offer online fee-base searching to supplement access that we provide via our print products and the databases. If you or your students have more specialized research needs we can search a wide range of other databases available to us through the DIALOG service. The library charges a fee for this service based on the actual cost to us of the search and the number of results obtained from the search. If you are interested in initiating a search contact Professor Berger. We will discuss your information needs with you and help you to determine if this approach would be valuable for your research.

Additional information related to Periodicals & Electronic Resources:

- Print and microfilm periodicals do not circulate. There is copying equipment available in the library and copies are \$.05 per copy. Faculty may make a limited number of free copies at the photocopier located behind the Circulation Desk. On occasion we will allow you to remove a print periodical from the library if you need to make color copies, etc. Please see the periodicals department staff for this courtesy.
- We do not recommend placing individual paper issues or bound volumes of library periodicals on reserve. However, if you are going to assign a particular article to be read by an entire class please consider having a copy of the article placed on reserve or scanned into our electronic reserves service. This saves wear and tear on the journal in question and limits the likelihood that the needed article will be torn from the paper or bound issue.
- Some of our databases include the full text of articles that are indexed in the database. These full text articles may be in HTML or PDF format. We have made some cancellation decisions of our print titles based on the availability of full text of those periodicals. In most instances we consider the full text version of the article to be equivalent to that which appeared in the print version of the periodical and hope that you will allow students to use these full text versions as you would the print article.
- Some database search instruction is usually included during library bibliographic instruction sessions that you schedule with the library faculty. Should you or your students require more in depth instruction with the electronic resources please do not hesitate to contact us.

CURRICULUM MATERIALS CENTER

The Curriculum Materials Center (CMC) is located on the ground floor of Kemp Library. The CMC houses a collection of textbooks, ancillary resources, and media that are used in schools at both the elementary and secondary levels. These resources are of special interest to education majors taking methods courses, PDS students, student teachers, and the faculty.

A library faculty member is available to assist students and faculty in their use of the CMC facility which offers a vast array of specialized services including information literacy classes, orientation sessions, and research assistance help for the CMC and juvenile literature collections. Faculty are encouraged to bring their classes to the CMC for orientations as well as laboratory type sessions in order to familiarize students with the materials available in the CMC and provide students an opportunity to work with the educational resources. Arrangements may be made through the Curriculum Materials library faculty member.

A multimedia cart equipped with a computer, DVD/Video player and monitor is available for use by the faculty in the CMC classroom and throughout Kemp Library. Also, over 20 wireless laptops are available for instructional use. Please contact the CMC librarian for further information, or to reserve the CMC classroom or laptops at 422-3760.

Materials in the CMC are only intended to serve as examples of the myriad types of resources available to teachers. These materials are expensive and difficult to replace; therefore, resources circulate for one week with a one week renewal option!

Two special collections are housed in the CMC. The first is the ESU MaSTER Center, NSF CETP-PA collection of mathematics and science resources that meet the current standards in those two disciplines. The second collection is the ESL (English as a second language) collection that includes Spanish bilingual materials, many of which are written in parallel text.

Students and faculty are encouraged to visit the CMC's newly revised web page (<http://www.esu.edu/library/cmc.htm>) that may also be accessed by using the "drop down menu" or the "library collections link" on Kemp Library's home page. Links connect the patron to education databases, education links on the Internet, and juvenile literature links.

Beginning in 2006, the CMC began offering lettering and laminating services. Lettering services using the Ellison Die Cut machine are self-service and free, with students providing their own paper. Laminating services are performed by the CMC staff at a cost of \$.05 per foot.

The hours of the CMC follow the schedule set by Kemp Library.

