

10.0 **LEARNING RESOURCES CENTER**
(Library, Multimedia Services, & A/V Productions)

The Learning Resources Center services an important facet of the educational program at Life University. Services are designed to support and enhance the curriculum/research needs of patrons.

10.1 **Library Hours**

Sunday: 1:30pm - 9:45pm
Monday - Thursday: 7:00am - 9:45pm
Friday: 7am - 4:45pm
Saturday: CLOSED Except those before midterms and finals.

Phone: 770-426-2688
Fax: 770-426-2745

10.2 **Librarian Tasks**

The librarians select and catalog books; teach library users how to locate and use materials, offer advice on how to do effective, thorough research; offer bibliographic instruction; alert users to the existence of time-saving research tools and devices; conduct tours; and do administrative and supervisory work. They are experts in finding information and solving research problems. Besides professional staff, paraprofessional and clerical support is maintained as needed to help keep records, process orders and requests, keep the collection in order and in good physical condition, direct users to resources, and show them how to locate and use standard library materials. These information experts search for material in on-line databases, process interlibrary loans, and create libraries without walls.

10.3 **Collections**

The collection of the main library is organized by the Library of Congress Classification System, which lends itself easily to browsing by patrons. The collection may be searched at sirsi.life.edu.

- A. Audio-Visual Materials - AV materials, including models, x-rays, slides, CD-ROMs, and audio formats and the necessary equipment are available for in-library use. See the AV Department for more information.
- B. Books - Materials include books on chiropractic, nutrition, sport health science, liberal arts, and other areas. They are generally (with the exception of Reserve and Reference materials) available on open shelves in the main library area.
- C. Periodicals - The library maintains current subscriptions to all chiropractic journals and newsletters and other relevant journals. Current issues are kept on periodical racks in the main library; older issues are filed on periodical shelves.

- D. Reserve - The Reserve collection is made up of supplemental instructional materials requested by the instructor. This material is for use in the library only. The instructor is responsible for getting copyright permission when necessary. Please fill out the Reserve Form at the circulation desk and allow 24 hours for processing.
- E. Reference - This collection is for use in the library only and is made up of informational resources, directories, dictionaries, encyclopedias, etc.
- F. Chiropractic Vertical File - A collection of materials related to chiropractic, including state board information and practice requirements, is available at the Circulation Desk.
- G. Palmer Room - The Palmer Room is an area for special collections. Palmer books may be checked out by faculty only with the consent of the Provost.

10.4 Policies

- A. Selection Policy - A selection policy, developed with the active cooperation of the faculty and Library Task Force, guides librarians in the day-to-day administration of these services. Anyone can make suggestions on additional library resources by filling out the "Recommendation for Library Purchase" form or by speaking to one of the librarians.
- B. Circulation - Circulating materials are loaned to Faculty and Staff for one quarter. There is no limit on the number of books that may be checked out. Books may be renewed as often as needed unless another patron has placed a hold on the book. Patrons may check out three videos at a time. A Life University ID is required to check out all materials. Unfortunately, we do not recognize all Life University employees. Please be prepared to show a picture ID when asked.

10.5 Service Programs

- A. Reference - General reference service and research assistance is available at the Reference Desk. Bibliographic instruction is administered one-on-one and formally through the offerings of general library research and specialized database searching workshops.
- B. Interlibrary Loans - Any faculty member may submit a request for books or journal articles not owned by our library. We will try to borrow these materials from another library. We do not charge for this service; however, if the lending library charges us for borrowing the materials, we will pass this charge along to the faculty member's department.
- C. Instruction and Class Assignments – The library offers group and individual bibliographic instruction in the library and in the classroom. Ask at the Reference

desk for more information. Instructors are requested to speak with the librarians before class assignments begin to insure that necessary materials are available on time to those who need them.

- D. Literature Searches - Reference staff perform literature searches for faculty members; they also provide instruction to those wishing to learn how to perform their own searches. Any fees charged to the library by the database provider will be billed to the faculty member's department.
- E. Requests for New Materials - The library solicits recommendations for new materials from all faculty and students. Recommendation for Purchase Forms are available in the library. Reviews and brochures on new publications will be circulated to the faculty for consideration.
- F. Photocopy Services - Copiers are available in the Circulation lobby. Copies are 10 cents per page and may be purchased with either cash or a copy card. All materials in the library, including Periodicals and Reference books, may be taken to the lobby for photocopy. A "Faculty" copy card is available at the front desk for you to charge photocopies to your department.
- G. Multimedia Services (MMS) – Multimedia Services offers instruction in using the classroom A/V equipment and basic office and word processing software programs. It is located in Annex B, room 205/206. Call 770-794-3040 to arrange for instruction. The MMS Satellite Office offers A/V support for the Annex C building and is located in room 132C. Both departments are usually open during normal business hours.
- H. A/V Productions assists the MMS Department with Annex C A/V support, as well as provides videography and photography services for academic and administrative support. The Video Productions office is located in Annex C across from C1 at 770-426-2857. The Photographer's office is in room 133C at 770-426-2859