

TU | THOMAS J. GARLAND LIBRARY

FACULTY HANDBOOK

Welcome from the library staff!

MEET THE STAFF

Hello! As the academic heart of the campus, the library exists to serve the research and information needs of the Tusculum community. We encourage your participation in collection development, information discovery and use of the library facilities. There's always something going on at the library!

Tusculum has two library locations, the Thomas J. Garland Library on the Greeneville campus and the Knoxville Branch Library on the Knoxville Campus.

The Thomas J. Garland Library Staff

Kathy Hipps, *Library Director*
khipps@tusculum.edu, ext. 5123

Crystal Johnson, *Distance Learning Librarian / Library Webmaster*
cjohnson@tusculum.edu, ext. 5801

Lelia Dykes, *Circulation Coordinator*
ldykes@tusculum.edu, ext. 5320

Knoxville Branch Library

Jonathan Ballinger, *Coordinator of Technical Services*
jballinger@tusculum.edu, ext. 5036

LIBRARY HOURS

Thomas J. Garland Library

Sunday: 2pm - Midnight
Monday - Thursday: 8am - Midnight
Friday: 8am-5pm
Saturday: CLOSED

Knoxville Branch Library

Monday: 9:30am - 6pm
Tuesday: Noon - 8:00pm
Wednesday: 9:30am - 6pm
Thursday: Noon - 8:00pm
Friday: 9:30am - 5pm

Professional reference assistance is available until 9pm Sunday-Thursday, and until 5pm on Friday. Online reference assistance is available via email and will be answered within one business day.

CONTACT US

Phone

Garland Library:
(423) 636-7320

Knoxville Library:
(865) 693-1177

Email

library@tusculum.edu

Library Website:

garland.tusculum.edu

[@tusculumlibrary](https://twitter.com/tusculumlibrary)



LOGGING IN TO THE DATABASES

All users will need to use their last name and Tusculum ID# as login credentials.

Your last name is your username.

For the Barcode/password, use the following format: t0000 + 7 digit ID# (example: t00001234567).

If your ID# number is only 6 digits (123456), add an additional zero to

make the ID# t00000123456. There should be 11 numbers total after the lowercase 't'.

ID#s can be found on your Tusculum ID card. Faculty and staff can also find their ID# on their pay stubs, listed as 'Employee No.'

Please contact the library if you have any questions or concerns.

CIRCULATION

In order to check out library materials, all members of the Tusculum University community must present a valid Tusculum College ID. Complimentary cards for family members of faculty/staff are issued at the circulation desk.

Complimentary cards for students from reciprocating schools may be obtained at the circulation desk upon presentation of a valid student ID.

Books and DVDs are due as stated at the time of check-out. Extensions on due dates can be provided if necessary.

There is a borrowing limit of 20 books per person. Books can be renewed in person or by calling the circulation desk (Greeneville- ext. 5320 or Knoxville-ext. 5036). Books are due back on the last day of the semester.

DVD's will circulate to faculty/staff for a period of seven (7) days and may be renewed at the circulation desk. There is a borrowing limit of five (5).

Recalled or on hold items should be returned within two (2) days of official notification by the library.



RESERVES

The library reserve service allows faculty to place books, assigned readings, and other materials on reserve at the circulation desk. Please use the following guidelines when placing materials on reserve for class use:

- A Reserve Request Form must be completed for each separate item being placed on reserve. Copies of this form can be obtained at the circulation desk, or the form can be downloaded and printed from the library website under Forms.
- Please allow 24 hours processing time for reserve materials.

Due to space limitations, reserve material cannot remain in the library permanently. Materials may stay on reserve for the length of time indicated on the Reserve Request Form up to one semester. Materials not picked up by then will be returned via campus mail.

If the reserve is a photocopy, it is the responsibility of the instructor to make sure the material is legible.

- A complete bibliographic citation must be included with all photocopies.
- Please provide no more than two (2) copies of photocopied Reserve readings, one stapled for reading in the library, one with a paper clip for making copies. No two-sided copies.

Personal books and other materials are accepted for reserve. While all efforts will be made to safeguard these items, the library is not responsible for any damage or theft of personal items.

The following materials may not be placed on reserve

- Materials from other Libraries.
- Any material in violation of the Copyright Law-

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose except private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. This may apply to software, digital media, and other non-print formats as well.

INTERLIBRARY LOAN

Interlibrary loan enables you or your students to borrow books and receive photocopies of journal articles available at other institutions.

The waiting period may be as long as two weeks.

Materials may be picked up at the Greeneville or Knoxville libraries unless special arrangements are made. Interlibrary loan request forms are available under "Forms" on the library's website.

For further assistance with an interlibrary loan, please call Lelia Dykes at ext. 5320 or email her at ldykes@tusculum.edu.

COLLECTIONS

The Greeneville Reference Collection contains the dictionaries, encyclopedias, handbooks, and specialized supplemental materials.

The Knoxville Reference Collection has over 300 volumes.

The Greeneville Circulating Collection is located on the upper floor of the library and contains approximately 42,000 volumes.

The Knoxville Circulating Collection contains about 4,000 volumes.

E-books can be found in the catalog. This collection contains 350,000+ titles.

The Warren W. Hobbie Civic Arts Collection (Greeneville) contains classic and some recent works in a variety of disciplines chosen to support and enhance Tusculum College's civic arts curriculum.

The Greeneville Juvenile Literature Collection contains reading materials for both children and young adults.

The Knoxville Juvenile Literature Collection currently has over 500 titles.

The DVD Collection contains curriculum-related titles in both the Greeneville and Knoxville libraries.

The Reserve Collection is housed at the circulation desks in Greeneville and Knoxville. Books, readings, and other materials may be placed on reserve by faculty for class assignments.

The Periodical and Serials Collections in Greeneville and Knoxville include subscriptions to print magazines, journals, and newspapers. Over 25,000 full-text journals are available electronically through the library's databases.

The Greeneville Special Collections room contains titles published before 1900 and the Walter T. Durham collection. The room is located on the upper floor of the Thomas J. Garland Library. Inquire at the circulation desk for access.

The Greeneville Graphic Novel Collection was created with the assistance of the Tusculum English Department. It contains award winning titles and some fun stuff, too.

INFORMATION LITERACY

LIBRARY USE INSTRUCTION

We welcome the opportunity to work with faculty by providing instructional sessions to your students on library use and information literacy.

The Greeneville sessions will be conducted in the information literacy classroom on the main floor of the Thomas J. Garland Library.

Sessions for other campus locations will be conducted in the classroom or computer lab, as space allows. Online sessions may be conducted via Zoom or through Moodle.

Please contact the library as early in the class as possible to set up an instruction/research session. The information literacy room will be reserved for the date/time of the presentation.

If special needs arise, we can conduct the session in the instructor's classroom, another location, or online.

To schedule a session, please contact:

Residential Classes
Kathy Hipps, ext. 5123
khipps@tusculum.edu

Adult and Online Studies
Greeneville/Morristown:
Crystal Johnson, ext. 5801
cjohnson@tusculum.edu

Knoxville:
Jonathan Ballinger ext. 5035
jballinger@tusculum.edu

PERSONS WITH SPECIAL NEEDS

Both the Greeneville and Knoxville facilities are accessible to persons in need of special assistance.

An elevator is located on the main floor of both locations.

Library users are encouraged to notify staff of any special accommodations or requests.

REFERENCE SERVICES

You and your students are encouraged to seek reference assistance at any time.

Phone and email assistance is available during normal operating hours.

Professional reference services are available until 9pm at the Thomas J. Garland Library in Greeneville.

We offer online reference assistance via the "Ask Us!" link on our website or by email. Please allow at least 1 business day for a response.

One-on-one reference services with a librarian are available to all members of the Tusculum community. Please contact either Kathy Hips or Crystal Johnson to set up a reference meeting.

PHOTOCOPIERS

The Ricoh photocopier for the library is located in the library Commons. Faculty/staff members should receive a pin number from the Information Systems Department to be used on the library photocopier.

A student copier is located in the library lobby.

For more information, contact the Greeneville circulation desk at ext. 5320 or the Knoxville circulation desk at ext. 5035.

COLLECTION DEVELOPMENT/ACQUISITIONS

The library adds new materials relative to all disciplines. Information on new databases available for purchase is forwarded to faculty for review.

Faculty are welcome and encouraged to consult with the librarians concerning possible acquisition of new materials.

An electronic form is available on the library's website, under "Forms."

For more information, contact Kathy Hips at ext. 5123.

WHAT'S WITH THE DRAGON?

Around the library you might see signs with a cheerful looking little green fellow. His name is Ku Long, the Library Dragon. Ku Long is an unofficial mascot of the library and has been embraced by the student body. Many have said that they recognize library events when they see his image attached to promotional materials.

He is the creation of our Circulation Coordinator, Lelia Dykes, who graciously has allowed the library to use his image to promote events, spread information, and add a bit of fun to our website.



Follow us on Facebook and Instagram
(@tusculumlibrary) to keep up to date on library
events.

*There's always something happening
at the library!*

