

THOMAS J. GARLAND LIBRARY

FACULTY LIBRARY HANDBOOK



WELCOME FROM THE LIBRARY STAFF!

**YOUR HANDBOOK ON EVERYTHING YOU SHOULD KNOW
ABOUT THE LIBRARY AND ITS SERVICES FOR YOU AND
YOUR STUDENTS.**

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!

The Thomas J. Garland Library Staff

- Kathy Hipps, Library Director, kipps@tusculum.edu, ext. 5123
- Lelia Dykes, Assistant Library Director/ Reference and Instruction Librarian, ldykes@tusculum.edu, ext. 5148
- Kayla Yates, Circulation Manager & Library Webmaster, kyates@tusculum.edu, ext. 5262
- Donald Townsend, Circulation Coordinator, dtownsend@tusculum.edu, ext. 5801

Regular Semester Hours

Thomas J. Garland Library- Greeneville

Sunday: 4pm - Midnight

Monday - Thursday: 8am - Midnight

Friday: 8am-5pm

Saturday: CLOSED

Professional reference assistance is available until 12am Sunday-Thursday, and until 5pm on Friday. Online reference assistance is available via live chat, or email which will be answered within one business day.

Contact Us

Phone: (423)636-7320

Email: library@tusculum.edu

Website: garland.tusculum.edu

Live Chat Service Available on our website.

Follow us on Facebook and Instagram
[@tusculumlibrary](https://www.facebook.com/tusculumlibrary)



Database Login

You will use your employee email to sign into the library databases from a personal device or while off campus, via OpenAthens. Select the option for Faculty/ Staff to sign in. If not prompted to choose, you will sign in with ACA (Appalachian College Association) using your last name and employee I.D. Number. Please contact the library if you have any questions or concerns.

To sign in with ACA use your 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.'

Circulation

In order to check out library materials, all members of the Tusculum University community must present a valid Tusculum University 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). 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 campus, 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 Reference Collection contains the dictionaries, encyclopedias,

handbooks, and specialized supplemental materials.

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

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

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

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

Books, readings, and other materials may be placed on reserve by faculty for class assignments.

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

The 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 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 locations will be conducted in the classroom or computer lab, as space allows. Online sessions may be conducted via Zoom or through Canvas.

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

Lelia Dykes, ext. 5148

ldykes@tusculum.edu

Kathy Hipps, ext. 5123

khiggs@tusculum.edu

Adult and Online Studies

Greeneville/Morristown:

library@tusculum.edu

Persons with Special needs

The Greeneville facility is accessible to persons in need of special assistance.

An elevator is located on the main floor.

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, email, and chat assistance is available during regular operating hours.

Professional reference services are available until 12am at the Thomas J. Garland Library- 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 a librarian 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.

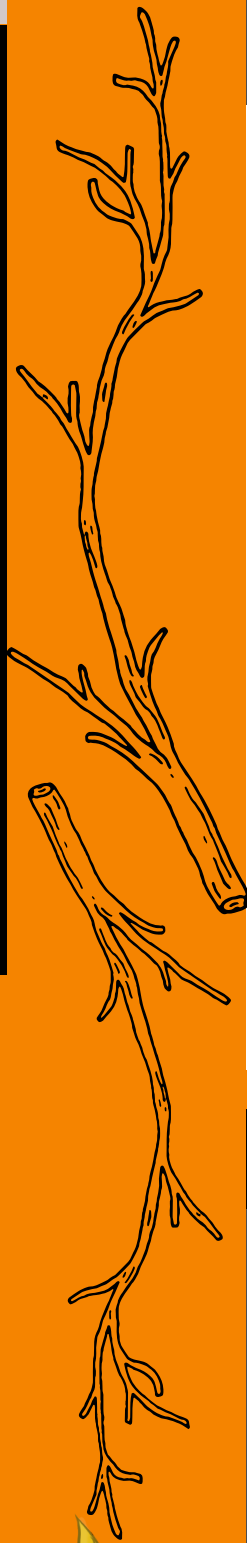
Collection Development/ Acquisitions

Teaching faculty (full-time and adjunct), may recommend materials in support of their disciplines. It is understood that such recommendations are made to support student research or project needs and not as classroom instructional support or in support of the personal research interests of faculty. Faculty will conduct a "Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis of library collections on a five-year rotation by College. Program coordinators of each College under review will be contacted by the Director of the Library to set up a timeline for completion of an in-depth analysis of the resources supporting their programs including making recommendations for purchase. Supplemental requests by all faculty may be made at any time, employing the recommendation form available on the library website. It is also the responsibility of the library staff to recommend reference and other materials to help ensure a balanced and viable collection.

Our Unofficial Mascot

Around the library you might see signs with a cheerful looking little green fellow. His name is KuLong, the Library Dragon. KuLong 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 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.



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