Trexler Library Guide for New Faculty Members
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Our Building

The Trexler Library building, opened in January 1988, and it was built with funds donated by the Trexler Foundation, the Board of Trustees, foundations, corporations, alumni, faculty, staff and friends of DeSales University. General Harry C. Trexler, 1854-1933, in whose honor the building is named, was a local philanthropist whose foundation is dedicated to helping charitable and educational institutions in Lehigh County. The Trexler Foundation has supported numerous other projects at DeSales University, in addition to the library.

The 36,000 square foot library holds 170,000 volumes and seats 330 readers.

Staff of Trexler Library

<table>
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<th>Position</th>
<th>Name</th>
<th>Phone Extension</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Director</td>
<td>Debbie Malone</td>
<td>x1253</td>
<td><a href="mailto:Dm03@desales.edu">Dm03@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Lynne Kvinnesland</td>
<td>x1443</td>
<td><a href="mailto:LLk2@desales.edu">LLk2@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Michele Mrazik</td>
<td>x1612</td>
<td><a href="mailto:Mam6@desales.edu">Mam6@desales.edu</a></td>
</tr>
<tr>
<td>Public Services Librarian</td>
<td>Loretta Ulincy</td>
<td>x1346</td>
<td><a href="mailto:Ldu0@desales.edu">Ldu0@desales.edu</a></td>
</tr>
<tr>
<td>Computer Systems Librarian</td>
<td>Kim Sando</td>
<td>x1258</td>
<td><a href="mailto:Kas9@desales.edu">Kas9@desales.edu</a></td>
</tr>
<tr>
<td>Technical Services Librarian</td>
<td>Phyllis Vogel</td>
<td>x1257</td>
<td><a href="mailto:pjv0@desales.edu">pjv0@desales.edu</a></td>
</tr>
<tr>
<td>Day Circulation Supervisor</td>
<td>Gloria Biser</td>
<td>x1266</td>
<td><a href="mailto:gb00@desales.edu">gb00@desales.edu</a></td>
</tr>
<tr>
<td>Evening Circulation Supervisor</td>
<td>Kathleen Arthur</td>
<td>x1266</td>
<td><a href="mailto:KLa2@desales.edu">KLa2@desales.edu</a></td>
</tr>
<tr>
<td>Media Specialist</td>
<td>Eric Karol</td>
<td>x1362</td>
<td><a href="mailto:Eric.karol@desales.edu">Eric.karol@desales.edu</a></td>
</tr>
<tr>
<td>Librarian Emeritus</td>
<td>Fr. Jake Welle</td>
<td>x1361</td>
<td><a href="mailto:Jpw0@desales.edu">Jpw0@desales.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>x1616</td>
<td></td>
</tr>
</tbody>
</table>
Library Hours
August 24, 2010– August 23, 2011
Monday-Thursday…8:30am – Midnight
Friday…8:30am – 9:00pm
Saturday…9:00am – 5:00pm
Sunday… Noon – Midnight

Changes in Library Hours

Labor Day
Sat. Sept. 4….. CLOSED
Sun. Sept 5 … CLOSED
Mon. Sept. 6 … 7:00pm - Midnight

Pacer Weekend
Sat. Oct 9… 9:00am – 5:00pm
Sun. Oct 10 …CLOSED
Mon. Oct 11…9:00am – 10:00pm
Tues. Oct 12…9:00am – Midnight

Thanksgiving
Wed. Nov. 24 …8:30am – 5:00pm
Thu. Nov. 25 – Sat. Nov. 27 …CLOSED
Sun. Nov. 28 …7:00pm – Midnight

Fall Final Exams Week
Sat. Dec 11…9:00am - Midnight
Sun. Dec 12… Noon – 2:00am
Mon. Dec.13 – Thu. Dec. 16 – 8:30am – 2:00am
Fri. Dec 17 … 8:30am – 11:00pm
Sat. Dec 18… 9:00am – 5:00pm
Sun. Dec 19 … CLOSED

December Break
Mon. Dec. 20 – Thur. Dec. 23..9:00am-5:00pm
Fri. Dec 24– 9:00am to 1pm.

Semester Break 2011
Jan. 3– Jan. 16
Mon. – Thu. … 9:00am – 11:00pm
Fri. - Sat. … 9:00am – 5:00pm
Sun…Noon – 5:00pm

Spring Break
Sun. Mar. 6 … CLOSED
Mon. Mar. 7 – Thur. Mar 10…9:00am – 11:00pm
Fri. March 11 - Sat Mar 12…9:00am – 5:00pm
Sun. Mar 13…Noon –Midnight

Easter Recess
Thur. Apr 21 …8:30am – 9:00pm
Fri. Apr. 22 – Sun. Apr. 24 …CLOSED
Mon. Apr. 25…5:00pm – Midnight

Spring Final Exams Week
Sat. May 7…9:00am - Midnight
Sun. May 8…noon – 2:00am
Mon. May 9 – Thu. May 12 …8:30am – 2:00am
Fri. May 13- … 8:30am – 11:00pm
Sat. May 14…9:00am-5:00pm

Summer 2011
May 15 – August 24, 2011
Mon-Thu…9:00am-10:00pm
Fri…9:00am - 5:00pm
Sat…9:00am - 4:00pm
Sun…CLOSED

Summer Changes
Sat. May 21… CLOSED for commencement
Mon. May 30 … CLOSED for Memorial Day
Sat. July 2… CLOSED
Mon. July 4 … CLOSED
Incorporating Information Literacy into Your Instruction

The staff of Trexler Library would like to assist you in introducing your students to the varied resources of our library which can enrich their course research projects. We can provide demonstrations and instruction in using resources tailored to your specific course during a scheduled class period(s) and online via Elluminate. We can assist students to develop effective search strategies, identify a variety of types and formats of potential sources of information, and evaluate these resources. Take a look at our library instruction web page at http://desales.libguides.com/libraryinstruction

We can also assist you in developing assignments that lead to the development of effective information literacy skills. See the navigational tabs on our instruction page at http://desales.libguides.com/libraryinstruction

Your librarians are search interface specialists with experience and knowledge of the various electronic databases Trexler offers. We will be happy to host your students in the labs in the library or other labs on campus. There we can provide instruction and also offer the students “hands on” experience.

To provide the best possible instructional services, we will need you to assist us with the following:

1. Call the Reference Librarians to set up a consultation appointment well in advance of the class you would like us to instruct. Because these sessions will be tailored to your specific requirements, the librarians will need some time to prepare their sessions. We will also need to schedule the Technology Center well in advance of your class.
2. Assign your students a research problem before the session. This does not necessarily have to be a paper, but we have found that library instruction is more effective when the students have a
defined research need to use the material discussed. Our librarians can work with you to create these assignments.

3. Attend the instruction session yourself. Again, we have found that students take the library session much more seriously when their instructor is present and involved.

4. Recommend our Reference Research Assistance service to your students. When students make an appointment with a public services librarian, they receive focused one-on-one help with their research projects. (see our flyer on the following page)

5. Take a look at our Library Instruction web page under “For Faculty” on the library home page at http://www.desales.edu/library.

Please call us with your questions and suggestions. If you would like us to do a class within the first few weeks of the semester, please call one of us soon.

Debbie Malone, x 1253       Michelle Mrazik, x 1612       Lynne Kvinnesland, x 1443
Loretta Ulincy, x 1346

Online Research Instruction via ANGEL

Librarians can provide research assistance and instruction through your ANGEL course site. Consider some of the following options:

- Add contact information for your library liaison
- Encourage students to email their “Course Librarian” with research questions.
- Request a synchronous or pre-recorded library instruction session via Elluminate.
- Ask a librarian to create a customized list of resources related to your course topic or to a specific assignment.

We can help you provide your students with direct online access to course-related library resources. Use the following links to embed library resources within your ANGEL course site:

- Databases and indexes to articles:  http://desales.libguides.com/databases
- Subject-specific research guides ("Libguides")
  Example of a subject-specific guide: http://desales.libguides.com/nursing
  Example of a course-specific guide: http://desales.libguides.com/WOPO107
- Online tutorials: http://desales.libguides.com/onlinetutorials
- Citation guides: http://desales.libguides.com/citing
- Plagiarism information: http://desales.libguides.com/avoidingplagiarism
For additional information on Library Instruction, see: http://desales.libguides.com/libraryinstruction. To request an Elluminate session for your course or a subject specific guide, please call or email one of the librarians.

**Online “Introduction to Research” Guide**

We also have a new resource to help students write better papers and presentations. It’s called “Introduction to Research.” Take a look at http://desales.libguides.com/introduction and add it to your ANGEL course.

![Introduction to Library Research Guide](image)

**Research Assistance by Appointment**

Trexler Librarians are happy to offer individualized research assistance to your students. Students can contact one of us or use the online appointment request form at http://www.desales.edu/default.aspx?pageid=1118  We have found that these one-on-one sessions can provide a great follow-up to scheduled library sessions. Students often feel much freer to ask questions in this personalized environment.

Last spring we worked with a few EN104 instructors to offer students a few extra credit points if students made an appointment and worked with a librarian on their assignments. Even reluctant students said they learned a lot at their sessions! We would like to expand this technique to other courses.
Trouble getting your paper done on time?

Frantic?

Frustrated?
Decaffeinated?

Save yourself some time—get reference research help!

Call Trexler at x1266 and make an appointment!

Research Help is on the Way!

He was out of coffee and out of luck!
The illustration above describes a new citation assistance resource our librarians created to make it easier for students to understand the reasons why they must use citations to document their research and to provide numerous examples of citation styles. It is available from the library web page under “Student Resources,” and you can create a link to it in your ANGEL course using the following URL: http://desales.libguides.com/citing/ 

Resources to Help Students Avoid Plagiarism

This guide provides basic definitions of plagiarism as well as online tutorials for students and examples of plagiarized paragraphs. It is available from the library web page under “For Students” and can be directly linked to your ANGEL course using the following URL: http://desales.libguides.com/avoidingplagiarism
Successful Library Research Assignments
A Few Suggestions

Well-designed library assignments related to course work are an effective way to introduce students to research. The following guidelines are meant to ensure that students have a positive experience completing your assignments.

A. If possible, check with a librarian before giving the assignment.
   - We are aware of the limitations of our collection and can work with you to modify assignments to make sure that students find what they need.
   - Books and other materials do occasionally disappear – we can make sure that resources you may list in the assignment are actually available.
   - We can provide individualized research help through our Reference Research Assistance Program.

B. Provide the library with a copy of the research assignment.
   - We can be much more helpful to the student who has forgotten to bring his/her copy of the assignment and can’t quite remember whether you asked for a “biography” or a “bibliography”.
   - We can keep your assignment in mind as we select new materials for the collection.

C. Be specific about the types of materials that are required and whether there are limitations regarding the currency of the information.
   - Do students need to make a distinction between popular and scholarly journals?
   - Are students aware that subject encyclopedias (Encyclopedia of Religion, Encyclopedia of the Vietnam War) can be quite useful, while general encyclopedias are often inappropriate for academic research?
   - Have you indicated your expectations about kinds of resources: primary versus secondary, monograph, reference books, peer-reviewed articles, Internet resources?
   - Many students are confused regarding the difference between proprietary databases to which the library has subscriptions (Academic Search Elite, Lexis-Nexis) that are accessed through the Internet versus the Internet in general.

D. Collaborate with a librarian on a problem based learning session and assignment
   - This year Trexler Librarians are experimenting with using problem based learning as a method to better engage students in their research.
   - Please contact a librarian to work on developing library sessions and related research assignments around problem situations related to your course subject matter.
Online Public Access Catalog (OPAC)

- The Online Public Access Catalog (OPAC) system in Trexler Library is Innopac, from Innovative Interfaces, Inc.
- You can use it to search for books, periodicals, videos, records and some web resources
- Searches can be done using author, title, subject, keyword or call number
- You may limit a search by material type (ex. Video), location or date
- Renew your material
- Search the catalogs of LVAIC libraries

Locate Media Resources in Trexler Library Collection

- To obtain a list of media resources (e.g. videos, CDs, audio cassettes, computer programs, etc.) on a particular subject:
  1. Connect to the Library's online catalog
  2. Click "Subject"
  3. Type in your subject
  4. When the list appears, click "Limit this search"
  5. Select "Material Type" and use the pull down menu to find the medium you need
  6. Click "Limit/Sort items retrieved using above data"

Video Reservations

- Faculty and staff may reserve a video to show in class.
- The video will be placed on the Faculty Booking Shelf behind the Library's main desk for pick-up on the specified date.
- Call Michele Mrazik (ext. 1612) to reserve a video or use our online form under “For Faculty.”
Use of Multimedia in DSU Online Instruction

These guidelines and resources for posting copyright-compliant media on the DSU streaming server are presented to encourage DSU faculty to integrate multimedia in online and hybrid courses.

Quick-Check Streaming Server Posting Guidelines

✓ Work is created and performed by faculty or students and used with permission
✓ Media are textbook or software publisher resources and used with permission
✓ The copyright holder has been contacted and content is used with permission
✓ Entire work will be shown **synchronously** under the control or actual supervision of instructor and as an integral part of the class experience to fulfill an important instructional objective
✓ Portions of a copyrighted work are posted in accordance with either the doctrine of Fair Use (http://www.copyright.gov/title17/) or the expanded rights and privileges provided to educators in online environments provided by the TEACH Act (http://www.utsystem.edu/ogc/intellectualproperty/teachact.htm)

DeSales Streaming Media Policy for Copyrighted Works

An entire work may be streamed IF that work will be shown in a synchronous online class session and NOT made available for individual online viewing at any other time.

Without prior consent from the copyright holder, no more than 50% of a copyrighted work should be streamed as long as the portion(s) streamed does not contain a qualitatively substantial portion of the work and is not designed to replace a student’s purchase of the copyrighted work.

**Trexler library staff can help identify copyright holders and assist instructors with requesting copyright holder permission to use full length works.** Acknowledging a source does not substitute for seeking permission.

Important:   All media on the DSU streaming server must be accompanied by a Streaming Server Request Form and Copyright Waiver. Streaming Server media becomes unavailable to students seven (7) days after a course ends. Faculty media will be purged from the server after two years at the end of the academic year unless DEIT is otherwise notified in writing. TEACH Act time limits are our guide.

## Media Resources for Online Courses

<table>
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<tr>
<th>Educational Media Sources</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTstor</td>
<td>ARTstor is a nonprofit digital library of more than one million images in the arts, architecture, humanities, and social sciences that can be used for educational purposes and included in online courses.</td>
</tr>
<tr>
<td>Dance in Video</td>
<td>Dance in Video contains dance productions and documentaries by performers and companies of the 20th century. Selections cover ballet, tap, jazz, contemporary, experimental, and improvisational dance, as well as forerunners of the forms and the pioneers of modern concert dance. Videos contain link &amp; embed code for use in online courses.</td>
</tr>
<tr>
<td>Discovery Education Streaming*</td>
<td>Includes over 8,000 videos segmented into 87,000 content-specific clips tied directly to state and national standards.</td>
</tr>
<tr>
<td>Films on Demand</td>
<td>The Films on Demand database includes a library of over 6,000 licensed videos from producers such as PBS and Films for the Humanities. You can show them in your class or stream them online in your ANGEL courses. (Will be available on July 1, 2010)</td>
</tr>
<tr>
<td>Naxos Music Library</td>
<td>Naxos is available from Trexler Library and provides online access to more than 15,000 CDs and 230,000 tracks of classical music.</td>
</tr>
<tr>
<td>Naxos Video Library</td>
<td>This is a performing arts video library with over 300 operas, ballets, documentaries, live concerts, and musical tours of historic places.</td>
</tr>
<tr>
<td>Online Video Sharing Communities</td>
<td>Online video and audio sharing communities where individuals have posted original content that can be used by educators since it has been published to the public domain. (Exception: Copyrighted material uploaded in violation of the sites terms)</td>
</tr>
<tr>
<td><strong>Public Companies - movies</strong></td>
<td>Public companies offering movie rental and video streaming services of full length movies.</td>
</tr>
<tr>
<td><strong>Public Companies - television</strong></td>
<td>Clips and full length episodes of popular television shows and movies.</td>
</tr>
<tr>
<td>SmartHistory</td>
<td>This is a free multi-media web-book which includes audios and videos about works of art found in standard art history survey texts.</td>
</tr>
<tr>
<td>Theatre in Video</td>
<td>Theatre in Video contains performances of the world’s leading plays, together with more than 100 film documentaries, online in streaming video. Contains over 50 titles, representing hundreds of leading playwrights, actors and directors. Videos contain link &amp; embed code for use in online courses.</td>
</tr>
<tr>
<td>Trexler Library Holdings</td>
<td>Titles may be put on reserve for class viewing.</td>
</tr>
</tbody>
</table>
**Wireless Access in Trexler Library**

The Library has wireless access to the campus network throughout the building. We have 16 laptops that we circulate to faculty, staff and students for two to four hour periods. Individuals are also able to use their personal laptops if their machines are equipped with a wireless card.

The following provides easy directions on connecting your computer to the campus wireless network.

**Connecting to the Campus Wireless Network**

1) Ensure that your wireless network adapter is enabled and you are connecting to the wireless network named DSU.

2) Start your web browser and it should redirect to the DeSales University RESNET/Wireless registration website automatically. If this page does not open automatically try connecting to /http://netreg.desales.edu[2]/.

3) This page will request a User Name and Password. Type in your DeSales Active Directory User Name and Password for authentication. Note: Active Directory passwords are case-sensitive:

   a) Full-Time faculty and staff – this is the same id and password that you login to your DeSales computer with. Userid is in the format last name first initial.

   b) Part-Time faculty will be issued new Active Directory credentials. The new credentials are identical to the WebAdvisor login id and password (with Dsu added to the end) you were issued initially. If you are unable to determine your password, you can login to WebAdvisor and select Faculty – Faculty Information – My Profile and look for initial password.

4) After carefully reading the /RESNET Acceptable Use Policy Statement/ on the web page, select the ACCEPT button at the bottom of the page to electronically sign and complete the registration process.

5) If the above steps are completed successfully you will be prompted to reboot your computer and you will then be connected to the DSU wireless network. If you encounter any problems, please contact the helpdesk at ext. 4357, option 3. During the hours of 7am – 9pm M-F, you will receive a live answer. After hours, you will leave a message on voicemail that will be returned the following business day.
Trexler Library Holdings

Location of Materials

♦ Trexler Library uses the Library of Congress Classification System to classify and shelve its collection.
♦ A-QR sections are located on the second floor.
♦ R-Z sections are located on the first floor.
♦ REF (Reference materials) are located in the main reading room on the first floor.
♦ SAL (Salesian) and MORE (St. Thomas More) are located in the McFadden room on the second floor.
♦ HOME (Homeland Grant) are in the computer area on the first floor.
♦ PAM (pamphlets) is located behind the circulation desk.
♦ CURR (Curriculum) are located after the general collection on the first floor.
♦ BUTZ (rare books) are located in the Butz Room off the circulation desk. These books do not circulate.
♦ KERR (Walter Kerr Collection) are located near the periodical collection on the second floor.
♦ Microfilm and Microfiche are shelved with the bound periodicals on the first floor.
♦ Main Media includes videotapes, audio cassettes, CDs, and DVDs. This collection is housed behind the index area on the first floor. LPs are stored in the store room on the second floor.

Newspapers

♦ Trexler Library currently subscribes to 5 daily and several weekly paper format newspapers. These are located on the first floor in the lobby area.
♦ Numerous full text newspapers are available through our various electronic databases. See the library web page.

Electronic Books

Trexler Library provides access to over 40,000 electronic books covering a wide variety of subjects via netLibrary. Some of the titles are available through our online catalog, but the entire collection is searchable from our electronic databases page.

Periodicals

♦ Trexler Library currently subscribes to over 150 paper periodicals in all subject areas.
♦ A listing of both our paper and electronic journal holdings is available from the library home page.
The library also subscribes to numerous databases, which together offer more than 9,000 full text titles.

**Special Collections**

- The Salesian Collection contains works on or about St. Francis de Sales and his contemporaries
- The St. Thomas More collection contains artifacts as well as books relating to the patron saint of lawyers.
- Homeland Grant books are on Catholic theology.
- Butz Rare Books (mostly Salesian titles)
- Curriculum Collection includes Children's literature and graduate theses.
- Kerr Collection includes books that were in the working collection of NY Times theater critic Walter Kerr.

**Subject Study Guides to Paper and Online Resources**

Our librarians have created extensive online subject guides (LibGuides) which include reviewed web sites, reference books and suggested databases. Find them at [http://desales.libguides.com/index.php](http://desales.libguides.com/index.php)

**Book Selection and Purchase**

- Each year a percentage of the Library book fund is allotted to each department.
- To order, obtain a green acquisition form from the circulation desk or complete an online form available from the library web page. Fill in as much information as possible.
- Have your department head approve the request before submitting to the library.
- The Library Director, who is ultimately responsible for the book collection, approves all book requests.
- When the book arrives, the selector (whose name is on the green card) will receive notification.
- New books are put on display in the main lobby of the library.

**Online Databases**

- America: History and Life
- Britannica Online
- CCH Tax Research Network
- CINAHL Plus Full Text
- Criminal Justice Periodicals
- Dictionary of National Biography
- EBSCO Academic Search Premier
- EBSCO Business Source Elite
- Education Full Text
- ERIC
- Films on Demand
- Health Source Nursing/Academic Edition
- Highwire
- Hoover’s Online
- JSTOR
Our online databases may be accessed from any computer on campus. They may also be accessed from home using the barcode on the back of your DeSales University ID.

**Direct Linking to Trexler’s Online Full Text Journal Articles from ANGEL Courses**

Within ANGEL, you can create your own list of electronic readings for your students. Most of our databases now include stable URLs which allow you to link to specific articles. The following databases DO NOT yet have persistent URLs for this purpose: Hoover’s, LexisNexis, and Sports Business Research

Follow these steps and/or take our online tutorial under “Faculty Resources” on the library homepage:

1. After finding a full text article you want your students to read from one of the databases mentioned above, click on the article title or the “Citation” button
2. Look for the persistent URL usually found in the article information you find after clicking on the article title in your search results list.
3. Open your ANGEL course and select the “Resources” tab or place the link in a particular lesson page.
4. Go to the “Course Resources” Box and click on the “Settings” button in the upper right corner of the box.
5. Click on “Add Link” under the “Resources Links” title. Within the add link editor you can select a category for your resource or create a new category
6. Paste the article URL into the URL box.
7. Paste the article title into the “Title” box and the article citation into the “Description” box. [Hint: You can copy the article title and citation from the article page in the database you are using.]
8. In the “Target” pull down box you might want to select “New Window” so your students can easily get back to your course site.
9. Save your entry.
Interlibrary Loan (ILL)
Books, Journal articles, and Videos

♦ If the library does not have access to items you need, we will be happy to borrow them from another library.
♦ You will find an electronic request form on the library home page or by picking up a form from the reference or circulation desk. We will then locate a library that owns it and email a journal article to your DeSales email address or call you when the monographs or other material arrives.
♦ The Lehigh Valley Association of Independent Colleges (LVAIC) has a consortium agreement to lend books or articles to any of the participating institutions. We have a van which delivers materials daily. It does, however, take a few days to process your request.
♦ The online catalogs of LVAIC libraries (Muhlenberg, Moravian, Lehigh, Lafayette, and Cedar Crest) are available through Trexler's home page.
♦ We also have direct loan agreements with the LVAIC colleges. Go directly to any of the LVAIC libraries, present a DeSales University identification card, and borrow monographs directly.
♦ There is no charge for interlibrary loans for faculty. Students pay $.10 per page for photocopies.
♦ Journal articles will be delivered to you via your DeSales email.
♦ Monographs may be picked up at the circulation desk. A library staff member will email you when your items arrive.
♦ Faculty and staff may borrow videos from LVAIC libraries. Please call Michele Mrazik at (610) 282-1100, x1612 or email at mam6@desales.edu

Reserve Materials

• The library staff will be happy to place materials for your courses on our reserve shelves, which are located behind the circulation desk.
• Please bring the material to the circulation desk well in advance of the time the students will need to use it. Retrieve the material from the stacks and photocopy pages if necessary.
• Fill out the reserve form, which is available at the circulation desk and online on the library web page. Please remember to include the course number and be sure to sign the copyright waiver.
• If you put the same article on reserve for more than one semester, we must seek copyright permission from the copyright holder. The library will help you do this, but please bring your material in early to give us time to go through this process.
• Allow 48 hours for the reserve material to be processed before it will be placed on the shelves.
• When the course is completed, any personal reserve materials will be sent back to you. Library materials will be put back in the regular stacks.
• You will receive statistics regarding usage of the material.
• Reserve materials are restricted to library use only.
• Students may borrow the materials for 2 hours, and the items may be renewed for an additional 2-hour time period if no one else is waiting to use the items.
Circulation of Library Materials

- Borrowing privileges are extended to: faculty, students, administrators, staff members and alumni of DeSales University. Students and faculty of the Lehigh Valley Association of Independent Colleges consortium may also borrow. Community members who pay a fee of $25/year may also borrow.
- All users must have a valid college ID or Library Card and be registered at the circulation desk.
- To obtain your college ID, contact the Student Affairs Office at ext. 1261.
- Full time faculty members may borrow books for a semester, but all books are subject to recall after the initial three weeks.
- Students and staff may borrow books and pamphlets for 3 weeks and they may be renewed.
- Trexler's videos are loaned for a 7-day period.

Holds
- If you have not been able to locate a book, ask for it at the circulation desk.
- You may put a hold on the item and we will notify you when the item has been returned.

Renewals
- Renewals may be made online (from the “Library Services” area of the library homepage and from the online catalog), in person at the circulation desk, or by telephone at (610) 282-1100, x 1266

Photocopying
- We have a photocopy machine available in our workroom for your use. It does double sided copying and it collates. Ask your department head for your department’s access code or ask us at the circulation desk.

Microfiche/Film

Reader/printers are available in the reference area for periodicals available on film or fiche.
Reserving Library Classrooms

Faculty and staff may reserve the following library classrooms:

- **Trexler Technology Center** - Call the Registrar at ext. 1223 to reserve
- **PC Classroom II** - Call the Registrar at ext. 1223 to reserve
- **Air Products Room** - Call the Registrar at ext. 1223
- **Mcfadden Room** - Call Trexler Circ desk at ext. 1266

### Air Products Room

Located on the second floor of the Trexler Library, seats are arranged in three tiers. This room provides large-screen viewing of videotapes/DVDs for classes and groups. It includes 55 seats and track lighting provides ample light for camera recording.

It is also video-conference capable, and it has a state-of-the-art sound system, as well as high speed Internet access and an Elmo Document Camera. Reserve the room through the Registrar’s office at x1223.

### McFadden Room

Located on second floor of Trexler Library, this room is open to faculty for meetings and seminars. It includes a large conference table with 12 chairs. (The table comes from the late Bishop McShea's estate) and the More and Salesian collections are housed here. Reserve through the library's main desk at ext. 1266.

### Trexler Technology Center

The TTC is located on the second floor and includes 33 workstations with two networked laser printers. It can be used as a “smart” classroom as it has two ceiling mounted projectors and an Elmo Document Camera.
**PC Lab II**

Our smaller lab is also located on the second floor. It has 15 PC workstations, 4 MAC workstations, one laser printer, an overhead LCD projector, and an instructor’s station.

It is infrequently scheduled as a classroom, and provides additional work spaces for students.

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**Viewing and Listening Room**

Located on the first floor of the Trexler Library, this area provides equipment for library patrons to view and listen to a variety of media types. It is open to library patrons during regular library hours. It houses two slide projectors as well as DVD/VHS players and an LP turntable.

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**Multi-Media Development Lab**

Located on the second floor of Trexler Library, this compact space houses 6 computers for multimedia purposes (5 PC, 1 Mac). No word processing or checking of email is allowed.

It has two video editing stations with Mini DV/VHS decks and
viewing monitors. The computers are equipped with CD-R and DVD+R Drives along with various editing programs for beginner and advanced video editors.

Two graphic stations are equipped with scanners, and one station is equipped with a slide reader. Users can try various programs to create posters, signs, pamphlets or clean photographs.

Users must sign-up for a time slot at the Main Desk on the first floor of the Trexler Library. A key to the lab is given to the user after his/her ID is displayed and stored at the Circulation desk. The room provides the following software packages:

### Multi-Media Development Lab: Complete Software Application List as of 7/31/09

**ABBYY Fine Reader OCR** is for converting document images and PDFs into editable and searchable files.

**Adobe Acrobat** is a family of computer programs designed to view, create, manipulate and manage files in Adobe's Portable Document Format (PDF).

**Adobe Distiller** is the main engine for turning PostScript files into PDF documents.

**Adobe GoLive** is an HTML editor and web site management application.

**Adobe Illustrator** is a vector-based drawing program.

**Adobe Image Ready** is a graphics editor which has specialized features such as animated GIF creation, image compression optimization, image slicing and rollover effects, and HTML generation.

**Adobe InDesign** is a desktop publishing software application which can be used to create anything from posters, flyers, and brochures to full magazines or books.

**Adobe Photoshop** is a graphics and photo editing program.

**ArcSoft Panorama Maker** is for professional quality photo stitching. Turn any series of overlapping photos into a gorgeous panoramic image. It'll work seamlessly with your latest digital camera.

**Audacity** is a digital audio editor and recording application.

**Camtasia Studio** is a screen video capture program. The user defines the area of the screen or the window that is to be captured before recording begins; it is also possible to capture the entire screen area.

**Canon Easy Photo Print Express** is the fast and easy way to retouch and print your digital photos. It features an intuitive on-screen display for quick and easy image and paper selection, print-quality and layout.
CorelDraw Graphics Suite 12 is a full-featured software package for graphic design, print layout, photo manipulation and editing, and vector animation.

DVD neXt Copy lets you make backups of all your DVD movies. It lets you preview tracks before and during copying, supports all dual layer and single layer disc and burners. It lets you copy full multi-channel audio and supports both NTSC and PAL DVD movies.

GoldWave is a popular commercial digital audio editing software.

Inspiration is a visual learning and thinking software tool and is most widely known for its use in building graphic organizers, such as mind maps, diagrams and webs.

iTunes is a digital media player application, used for playing and organizing digital music and video files. The program is also an interface to manage the contents on Apple's popular iPod digital media players as well as the iPhone.

Java Web Start software allows you to download and run Java applications from the web.

Macromedia Studio MX Suite is the must-have suite for start-to-finish design, development and maintenance of websites, applications, games, interactive presentations, and mobile content. Included in the suite are Dreamweaver MX, Extension Manager, Flash MX, Fireworks MX, and Freehand.

Maya Mentor is a high-end 3D computer graphics and 3D modeling software package.

Microsoft Office is a popular set of interrelated desktop applications, servers and services. Included in the Office suite are Access, Excel, Groove, Info Path, One Note, Outlook, PowerPoint, Publisher, and Word.

Microsoft Picture It! is a photo editing application.

Nero Media Player enables you to play back audio tracks. The program supports the most current formats, including MP3, WAV, AAC, to name but a few. Nero Media Player also enables you to play back Internet streams, and to create and play back playlists.

Nero StartSmart is the "command center" of the Nero Suite and provides convenient access to all Nerosuite programs, Audio ripping, Creates Audio CDs, Copied discs, Burns data.

Nikon scan is an application used for scanning photos, documents, etc.

OmniPage is a fast and precise way to convert documents into editable digital content that looks and acts just like an original digital document complete with columns, colors, pictures and graphics.

penPalette is an Adobe Photoshop compatible plug-in that was designed to be used with the Wacom graphics tablets. In the event that you do not have a tablet, penPalette can also be used.
with your mouse. It enables users to selectively apply a wide variety of digital photographic filters to an image using the pressure sensitivity of the Wacom graphics tablet.

**Pinnacle Studio version 12** is a video editing application that allows home editors the convenience of creating movies using numerous professional quality features with integrated CD/DVD burning capabilities.

**QuickTime** is a multimedia framework capable of handling various formats of digital video, media clips, sound, text, animation, music, and interactive panoramic images.

**RealPlayer** is a media player that plays a number of multimedia formats including MP3, MPEG-4, QuickTime, Windows Media, and multiple versions of RealAudio and RealVideo formats.

**Sonic Record Now** is a state-of-the-art CD- and DVD-mastering tool that takes the guesswork and complexity out of CD and DVD burning.

**Super DVD Ripper** is an easy to use DVD copying and ripping software. Quickly Copy DVD movies to popular file formats, such as DIVX AVI, MPEG1, and MPEG2. It can also copy DVDs to the VCD or SVCD formats, which can be played in most popular consumer DVD players so you can use a Standard PC CD Burner to back up your DVDs.

**WinAce** is an archiving program for Windows with its own "ACE" compressed archive format and built-in support for other common archive formats types such as ZIP, RAR and MS-CAB.

**Windows Media Player** is a digital media player and media library application that is used for playing audio, video and viewing images on personal computers.

**Windows Movie Maker** is basic video creating/editing software.

**WinAVI Video Converter** is an ALL-IN-ONE solution for video file converting and burning. Burning VCD/SVCD/DVD is supported. It supports AVI, MPEG1/2/4, VCD/SVCD/DVD, DivX, Xvid, ASF, WMV, RM, QuickTime MOV, Flash SWF. Convert any media to DVD in 90 minutes with stunning video and audio quality.

**WinMPG Video Converter** is a quality video conversion software and a complete solution for video file conversion. It supports converting AVI to Mpeg-1, AVI to Mpeg-2, AVI to MPEG-4, AVI to DVD, AVI to VCD, AVI to SVCD, all media file to DivX, and all to AVI.

**WinRAR** is a powerful archive manager. It can backup your data and reduce the size of email attachments, decompress RAR, ZIP and other files downloaded from Internet and create new archives in RAR and ZIP file format.

**WinZip** is the most popular compression utility for Windows. Easily zip and unzip files and folders. Use advanced AES encryption to protect sensitive data.
Mac-specific software applications:

**Automator** is an application developed for Mac OS X that implements point-and-click (or drag-and-drop) creation of workflows for automating repetitive tasks.

**Cinema Tools** is a software program for filmmakers, to use in conjunction with Final Cut Pro. It facilitates the creation of an integrated film database, allowing the management of film material through telecine.

**Compressor** is a video and audio media compression and encoding application for use with Final Cut Studio and Logic Studio on Mac OS X.

**Dashboard** is an application for Apple's Mac OS X operating systems, used for hosting mini-applications known as widgets.

**DivX Converter** converts your videos into DivX format.

**DivX Player** is an application which plays DivX format videos.

**DVD Player** (formerly Apple DVD Player) is the default DVD player in Mac OS X.

**DVD Studio Pro** is a high-end DVD authoring and mastering application.

**Final Cut Pro** is a professional non-linear editing software application developed by Apple Inc.

**Final Vinyl** is an audio recording application which makes recording your old records and tapes super easy. It has several advanced features including waveform based editing and built-in 10-band EQ.

**Flip4Mac** WMV Components allow you to import, export and play Windows Media video and audio files on your Mac.

**Font Book** is a font manager application.

**GarageBand** is a software application that allows users to create music or podcasts.

**GraphicConverter** is computer software that displays and edits almost any computer graphics files. It also converts files between different formats.

**iDVD** is a DVD creation software application which allows the user to add QuickTime Movies, MP3 music, and digital photos to a DVD that can then be played on a commercial DVD player.

**Image Capture** is an application program that enables users to upload pictures from digital cameras or scanners which are either connected directly to the computer or the network.

**iWeb** is a WYSIWYG template-based website creation tool made by Apple Inc.
iPhoto is an application which can import, organize, edit, print and share digital photos.

iSync is used to synchronize data in iCal and the Address Book with MobileMe and with devices including iPods, many SyncML-compatible mobile phones and Palm OS handheld organizers & smartphones.

iWork is a suite of applications created by Apple. It contains Pages, a word processing and desktop publishing application, Keynote, a presentation package, and Numbers, a spreadsheet application.

LiveType is a full-featured animated titling application that is powerful, easy to use, and completely versatile. Use it to create animated titles for anything from feature films to broadcast promos to movies for the web.

MacTheRipper is a freeware DVD ripper (extractor) for Mac OS X.

Motion lets you create 3D motion graphics with drag-and-drop ease and takes the complexity out of 3D by extending the 2D tools you already use.

OmniGraffle is a diagramming application which may be used to create diagrams of any complexity, flow charts, org charts, and illustrations.

OmniOutliner is commercial outlining software for Mac OS X.

Preview is Mac OS X's application for displaying images and Portable Document Format (PDF) documents.

QuickBooks is a set of software solutions designed to manage payroll, inventory, sales and other needs of a small business.

Safari is a web browser developed by Apple Inc.

Soundtrack Pro is a music composing and audio editing application made by Apple Inc., which includes a collection of just over 5000 royalty free professional instrument loops and sound effects.

TextEdit is a simple, open source word processor and text editor.

VLC media player is a highly portable multimedia player and multimedia framework capable of reading most audio and video formats as well as DVDs, Audio CDs VCDs, and various streaming protocols.

Zinio (Reader and Delivery Manager) provides a high quality digital reading experience for magazines and textbooks and allows users to interact with their digital publications in ways they can’t with traditional paper publication.
DeSales University Media Services

<table>
<thead>
<tr>
<th>Contact:</th>
<th>Eric Karol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>610-282-1100 x1362</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:Eric.Karol@DeSales.edu">Eric.Karol@DeSales.edu</a></td>
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</tbody>
</table>

Media Services at DeSales

The Media Services Department at DeSales University is proud to offer a variety of services designed to help Faculty, Staff and guests of our University with their media production needs on and around campus. Whether you would like student presentations video-taped and converted to your choice of media for future use, or you simply have some old VHS tapes you’d like to have transferred to DVD, we can help!

All services are provided by our group of talented students here at DeSales and are billed on a per-hour basis. Basic fees are as follows:

- Media Services Fee (Flat Fee Per Event): .......... $30.00
- Shooting / Editing, etc.: .......................... $10.00 / hour
- Mini-DV Tape Fee (60 Minute Tapes).............$5.00 / Tape
- Conversion to VHS or DVD: .......................... $10.00 / First Copy
  $5.00 / Each Additional

In order to schedule your event or media request, please contact Eric Karol at x1362 or at Eric.Karol@DeSales.edu

Please provide at least 7 – 10 days notice for scheduling purposes. We will do our best to accommodate all requests, but services will be provided on a first come, first served basis.

Services Provided

- Professional Video Recording of Your Event
- Video Editing
- Audio Recorded Professionally via Wireless Microphones
- VHS Transfers to DVD
- DVD Reproduction (We cannot reproduce any copyrighted materials)
- Conversion of Video for use on the Web (Either .wmv, .flv or Quicktime)
- Other Services as Requested!
Audio-Visual Equipment and Delivery/Loans

Faculty and staff may arrange to borrow the following equipment:
- Laptops
- Projectors
- Slide projectors
- Video cameras

Call the Trexler Technology Center desk at ext. 1362 to reserve equipment.

Frequently Asked Questions

Q: For how long may I check books out?
A: Faculty members may borrow books for a semester at a time. However, if someone else needs the book, it may be recalled after 3 weeks.

Q: I want a librarian to give instructions to my class about finding various resources in the library. How do I go about doing that?
A: Call one of our Public Services Librarians to schedule a specific date and time. Lynne at ext. 1443, Loretta at ext. 1346 or Michele at ext. 1612

Q: Is it okay if my class meets in the library to do research?
A: Yes. Please call ahead at ext. 1266

Q: How do I reserve the Air Products Room?
A: Call the Registrar’s office at ext. 1223

Q: How do I reserve a library lab for class instruction?
A: You need to fill out a reserve form for each item. See page 14 for more details.

Q: How do I reserve a video to show my class?
A: Call Michele at ext. 1612

Q: Our library does not have a book, video, or journal article that I need. Can I get these items?
A: Yes! Fill out an interlibrary loan form in paper or online.

Q: How do I request a book for the library to purchase?
A: Fill out a green acquisition card, have your department chair approve the request, and return the card to us. See page 11.

Q: How do I request that the library subscribe to a journal?
A: Please talk to Debbie, the Library Director, at ext. 1253.