

Dwight Marvin Library

Fast Facts for Faculty and Staff

The **Dwight Marvin Library** is an integral part of the Marvin Library Learning Commons, extensively renovated in 2012 to foster student learning in a contemporary setting where academic needs are met by librarians, education specialists and additional support staff. A traditional library environment – books, media, journals, silent study areas – is complemented by writing and technology support, media collections, spaces designed for collaboration, and a host of other services. Learn more at www.hvcc.edu/learning-commons.

Liaison Program

A librarian is designated as your department's liaison. Visit <http://library.hvcc.edu/liaisons> to identify your liaison librarian, request new materials for the library collection, discuss a collaborative instruction session for your class or ask other questions about library services.

Instructional Services

Librarians instruct classes by request, with content customized to meet the learning objectives you identify. Request library instruction at <http://library.hvcc.edu/faculty-instruction-request.html>.

Dwight Marvin Library Web Site at <http://library.hvcc.edu>

Our web site is the gateway to a vast array of resources. Find books and media in electronic and traditional formats, search for journals, retrieve articles or access scholarly and professional sources using research databases. The web site is constantly updated with new books, reputable online sources, news, self-guided tutorials and more. Use the Research Guides created by liaisons specifically for your academic program.

Writing and Research Center

The Reference Desk is located within the Writing and Research Center on the second floor. Students receive assistance during the entire process of a research assignment with seamless referrals between writing experts and reference librarians.

Research Appointments for Students

When your students begin to do research assignments, encourage them to sign up for an hour of individual assistance with a librarian. Appointments can be made from the Make a Research Appointment link on the Library's web site.

Integrating Library and Media Resources into Blackboard

Consult with the online media specialist to set up links from Blackboard to articles, videos, and other content from any of over one hundred research databases and online resources available from the library.

Textbooks on Reserve

Course textbooks are available to students via the reserve lending service. Find details at <http://library.hvcc.edu/reserve>.

Employees as Students

Employees taking courses for advanced degrees at other institutions may take advantage of interlibrary loan services and make use of our collections. Many local academic libraries extend borrowing privileges to Hudson Valley employees. Learn more at <http://library.hvcc.edu/access>.

Voices: A Library Lecture Series

Consider bringing your classes to the Voices lecture series delivered by a broad spectrum of scholars and community members on topics from the arts to politics. Find the semester's calendar online at www.hvcc.edu/voices. The library regularly hosts exhibits, displays and other events.



Be bold. Be a Viking.

Dwight Marvin Library: *The Basics*

Online

<http://library.hvcc.edu>

Hours for Marvin Library Learning Commons

Monday - Thursday	7 a.m. - 10 p.m.
Friday	7 a.m. - 5 p.m.
Saturday	9 a.m. - 4 p.m.
Sunday	CLOSED

Hours vary during summer and when classes are not in session.

Contact Information

Reference and Research	(518) 629-7337
Borrowing/Circulation	(518) 629-7336
General	(518) 629-7330
Text a Librarian* messages	(518) 708-6600

Off-Campus Access

Most library resources are available from off-campus as well as within the building. Remote access may require authentication, using your User ID and password to verify your current status as a student or an employee. For help, call the Reference Desk at (518) 629-7337.

Food and Drink

Food consumption is limited to the cafe area to avoid damage to library property. Use spill-proof beverage containers in all other areas.

*Standard message rates apply.

Borrowing/Circulation (General Guidelines**)

	Students	Employees	Courtesy
Loan Period	Three weeks	Either last day of fall or spring semester or September 15	Three weeks
Number of Items Borrowed	10 max.	20 max.	3 max.
Overdue Fine	\$3/item	Replacement value after one year	\$3/item

Unpaid library fines prevent future loans.

**Excludes reserve textbooks, media, equipment, current magazines and other items with separate policy.

Silent/Quiet/Collaborative Zones

Spaces in the Marvin Library Learning Commons are designated by color zones to indicate silence, quiet, or group study. Find a zone that meets your needs. Respect your neighbors' expectations for a quiet study space.

Security

Mind your personal possessions and do not leave valuables unattended. A limited number of day-use lockers are available on the first floor; you may borrow a key from the First Floor Service Desk.

Interlibrary Loan (ILL)

Through ILL, books and journal articles are available from other libraries if not part of the Dwight Marvin Library collections.

Research Award

Watch for news of the library's annual award for outstanding student research papers.

Access to Other Libraries

The CDLC Direct Access Program provides access to many other research libraries in the Capital Region. SUNY Open Access allows courtesy borrowing privileges at all other SUNY libraries. Obtain the required forms at the First Floor Service Desk or call (518) 629-7336.

<http://library.hvcc.edu>



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