Helping Your Students

Library Orientations
You can help your students go beyond Google by scheduling a Library orientation for your course. In just one hour or less, a librarian can provide an orientation that is custom-tailored to the needs of your students. Library orientations increase students’ ability to find research materials for their assignments and help them make the best use of the many print and electronic resources available to them.

Orientations should be scheduled at least one week in advance. Fill out the online orientation request form on the Library’s Orientations Webpage (which is available on the Faculty Services Webpage). If your students will be working on a specific assignment, please include the assignment information with the request.

Assignment Assistance
The Library provides research assistance to students. A librarian is at the Information Desk during all open hours. Please encourage your students to ask for help!

Librarians will work with you to make certain the Library has the material to support your research assignments. Contact Pat Hernas (ext. 5167).

Citation Creation Tool
The Library subscribes to NoodleTools, a service that helps students with creating citations and organizing research. It is not simply a “machine” that automates the process; it teaches evaluation and analysis. You are encouraged to familiarize yourselves with NoodleTools and promote its use. In order to use the Mission College subscription, you must first register for an account. NoodleTools is available on the Library’s Faculty Services Webpage. For assistance, contact Michele Speck (ext. 5169).

Additional Services

The Library has approximately 75 computers. Computers are available for Internet searches on a first-come, first-served basis. Printing is available and cost $0.10 per page for black & white and $0.80 for color.

The Library provides wireless access. Printing is not available for devices using the Internet via a wireless connection.

The Library has two public photocopiers. The machines are self-service and cost $0.15 per page for black & white and $0.65 for color. Double-sided copies are available and cost $0.30 per page for black & white and $1.30 per page for color.

Contacting the Library

Web address:
http://www.missioncollege.edu/lib/

Faculty Services Webpage:
http://www.missioncollege.edu/lib/facultyservices.html

Information Desk: 408.855.5151

Check Out Desk: 408.855.5150

Interim, Dean of Instruction, Liberal Studies & Language Arts: Kathy Hendrickson (ext. 5113)

Librarians:
Cathy Cox
Public Services (ext. 5165)

Pat Hernas
Technical Services (ext. 5167)

Michele Speck
Electronic Resources & Instruction (ext. 5169)

Elaine Wong
Department Chair/Reference & Instruction (ext. 5162)
Instructor Reserves

"Instructor Reserves" are items placed on reserve by faculty for the students in their classes. You may place as many of your own materials as necessary on reserve. You may also request items from the Library's print or media collection to be placed on reserve for your students' use in the Library. You may place up to five books from the Library's collection on reserve per semester, for a maximum of one semester.

If you wish to place an item on reserve, please print out and attach one Reserve Request form for each item (http://www.missioncollege.edu/lib/docs/ResReq.pdf). Please allow at least 48 hours for processing new reserves.

Textbook Reserves

In addition to instructor reserves, the Library purchases many, but not all, required textbooks for the reserve collection. Textbook reserves are for use in the Library only, and may not be taken home. You can call the Check Out desk (ext. 5150) to check whether your specific textbook has been purchased and placed on reserve. You are also encouraged to place any extra copies of required textbooks on reserve for student use. Questions about the selection of textbooks should be referred to Cathy Cox (x5165).

Suggesting Materials

The Library will try to accommodate faculty suggestions for Library purchases as our budget permits. Send requests to Pat Hernas (ext. 5167).

Electronic Resources

Streaming Films & eBooks

The Library collection includes streaming films & e-books which can be read and watched online. They may be accessed through the Library Catalog or the Research Databases page under the heading “Films & eBooks.” Note that the films from the Films on Demand database are closed captioned and can be embedded into ANGEL and used as course material.

Research Databases

The Library subscribes to a variety of online research databases to support the curriculum. You can access the Research Databases page from the Library's home page.

Library Research Portal

The Library Research Portal is the easiest way to access research assistance, subject guides, and useful resources both on- and off-campus. The Portal includes resources specifically chosen to support Mission College programs and course assignments.

You are encouraged to provide a link to either the Research Portal home page or to a specific subject guide as part of your ANGEL course resources.

You can access the Research Portal from the Library’s home page. To suggest a new subject guide, contact Michele Speck (ext. 5169).

Off Campus Access

An active Library account is needed to access the e-books, streaming videos, and databases from off-campus. You need to come in person to the Library Check Out Desk with your Mission ID card to activate your account. Note that students are automatically added to the Library’s system when they register.