McCarthy Library
Library & Learning Resource Center (LLRC)

Service Center for students, faculty & staff

McCarthy Library
Media Services
Disabled Students Program & Services
Learning Services
Teaching & Learning Center
Testing & Tutoring Center
Welcome to the 2014-15 Academic Year from the LLRC!

The Library and Learning Resource Center (LLRC) houses the McCarthy Library and a multitude of additional support services for students. Under one roof, students and faculty have access to Media Services, Learning Services, the Testing and Tutoring Center and a variety of classrooms with the most current technology. In addition, the Faculty and Staff Professional Development Center is located on the second floor of the LLRC.

As a faculty member, please know that the McCarthy Library contains fabulous resources to support your discipline. Our reference librarians, Stephanie Grohs and Nancy McEnery, stand ready to help with your information needs. Through our SNAP library system, over 1 million books are currently available. Books and periodical articles not available locally may be requested through inter-library loan. A variety of online databases containing scholarly journals and popular magazines can be found on the library’s website. To access databases from off-campus, the user name: nvclibrary and password: books is required.

The Student Success Center, located in the library, provides workshops to help students gain the skills necessary to navigate the demands of college life. Several workshops are offered each semester. Faculty can request a workshop for an entire class. Read more about the workshop offerings and our new pilot program in the works on pages 6-8.

In the following pages, the myriad of services in the LLRC are explained as well as the classrooms and conference rooms available. Please do not hesitate to come by to say “hello”!

Sincerely,

Rebecca Scott
Dean, Library and Learning Resource Center
Table of Contents

McCarthy Library ................................................................. 4-5
Library Student Success Center & New Pilot Program .......... 6-8
Media Services ..................................................................... 9
Disabled Students Program & Services ............................... 10-11
Learning Services ................................................................. 12-13
Teaching & Learning Center ............................................... 14-17
Testing and Tutoring Center ............................................... 18-19

Classroom & Conferences Rooms ....................................... 20-29
1731 .................................................................................. 21
1738 .................................................................................. 22
1741 .................................................................................. 23
1760 .................................................................................. 24
1761 .................................................................................. 25
1763 .................................................................................. 26
1767 .................................................................................. 27
1770 .................................................................................. 28
1772 .................................................................................. 29
McCarthy Library

Library Staff: Amy Guan, Steve Miller, Jan Schardt, Thara Soungpanya

• 77 student computers: Mac&Pc
• Media Viewing Area
• Group Media View Rooms
• Group Study Rooms
• Printer & Copier Room

• Silent Study Area
• Video Check-out
• Laptop Check-out
• Calculator Check-out
• Headphones Check-out

HOURS

M-TH 7:30 am – 8:00 pm
707-256-7400

Reference Librarians: 707-256-7430

Stephanie Grohs  Nancy McEnery
Student Learning Outcomes

The McCarthy Library enables users to discover information in all formats through the effective use of technology and the organization of knowledge.

SLO 1.1 The McCarthy Library integrates library resources into institutional website and other information portals.

SLO 1.2 The McCarthy Library enables users to discover information in all formats through effective use of technology and organization of knowledge.

SLO 1.3 The McCarthy Library develops resource guides (e.g. library guides) to provide guidance and multiple points of entry to information.

SLO 1.4 The McCarthy Library provides one-on-one assistance through multiple platforms to help users find information.

SLO 2.0 Provide a welcoming, stimulating environment with access to technology and educational resources to support student success.

SLO 2.1 Students use technology to acquire, organize, produce and disseminate information.

Media Services

SLO 1.1 Provide appropriate classroom media technologies to support instruction and student success.
Library Student Success Center

The Library’s Student Success Center offers seven workshops to help students gain the skills necessary to navigate the demands of college life. We encourage you to assign one or more of these workshops as part of your course requirement(s) to ensure that students take advantage of these offerings. The workshops are described in detail below. Each 50 minute workshop includes a lesson, student activity, and assessment. Workshop presenters handle all aspects of the workshop, including scoring/grading the student activity and sharing the results.

Workshops can be scheduled during your class time and are held in the LLRC/Library classrooms. You can request a workshop for your class by going to: http://www.napavalley.edu/llrc/Pages/LibraryStudentSuccessCenter.aspx

There is also a calendar of weekly scheduled workshops which individual students may self-select by signing up at the Library reference desk. This calendar may be viewed at: http://www.napavalley.edu/llrc/Pages/CalendarofEvents.aspx

WORKSHOPS AVAILABLE FOR YOUR CLASSES

How to be a College Student: Using Information Resources Effectively

Introduction to the Library
This workshop introduces students to the basics in how to use the library including library hours, how to obtain a library card, the librarian’s role; and physical resources available to all students (e.g. book collection, computers, copy center, media viewing rooms, etc.).

Introduction to Research
Learn how to use the SNAP system to find a book and other library materials, order materials through inter-library loan, as well as gain an understanding of information sources found in the reference section of the library. Students are introduced to general encyclopedias and subject-specific encyclopedias to gain background information as well as how to use a book index effectively.

Online Databases: Powerful Tools You’ll Want to Know About
In this workshop, students will learn to differentiate between general databases and subject-specific databases for their information need(s). In addition, we will cover article abstracts versus full-text articles as well as the difference between scholarly and popular sources of information.
Advanced Research
Welcome to the world of controlled vocabularies and keyword searching! This workshop covers the
importance of subject headings in navigating information sources and gives students a working
knowledge of how information is organized and retrieved. Tools for evaluating sources
(including websites) are learned and practiced.

Citing Your Sources
Avoid plagiarism using these well-known methods of incorporating others' work into your own
writing: paraphrasing, summarizing, and direct quoting. Parenthetical citation is dis cussed using MLA
format.

MLA Deconstructed
Learn the "ins" and "outs" of writing a works cited page using correct MLA format.

Writing the Research Paper in 15 Easy Steps
This workshop demystifies the task of writing a research paper. Follow these 15 steps to create a
well-organized research paper.

New Pilot Program: English & Information Literacy Student Success Workshops
We are currently piloting a new Student Success Center (SSC) series of workshops with one section of English 90 during Spring 2015. At this time, the workshops are restricted to Ms. Roselli’s students. We hope to open these workshops to additional students in the fall semester 2015. Iris Dunkle, our SSC Director, is working with NVC Librarians and English Professor Denise Rosselli to offer the following workshops:

Avoiding Plagiarism
Basic Search
Thesis Development
Using Sensory Detail
MLA Formatting
Evaluating Websites as Sources
Using Online Databases

Narrowing and Broadening Your Research Topics

Workshops are taught in the Testing and Tutoring Center, located on the second floor of the Library and Learning Resources Center (LLRC), Bldg. 1700.

If you have questions about the Success Center, please contact:

Iris Dunkle (707) 256-7748 (idunkle@napavalley.edu)
Office hours (1031-A): Monday 11:00-12:00PM, Tuesday 1:30-5:30PM
Media Services

Staff: Choolwe Kalulu and Tereasa Snowder

Location: Located in the library, you can find Media Services Technicians at the Circulation Desk. Call 707-256-7452.

IMMEDIATE ASSISTANCE
Faculty can request immediate technical media assistance in their classrooms by calling media support at 256-7452.

TRAINING
Faculty may arrange to meet with Tereasa one-on-one to be trained on “smart classroom” media.

SPECIAL EVENTS/MEETINGS/CONFERENCES
To request a media set up for an event, a meeting, or a conference, please submit the following form located in the LLRC website on the Media Services page:
Media Services Request Form
http://www.napavalley.edu/llrc/Documents/Media%20Services/Media%20Request%20Form.pdf

Please call or email us at mediasupport@napavalley.edu if you did not receive a response within 24 business hours of submitting the form. All requests should allow 24-48 hours advanced notice.

MEDIA STUDIO REQUEST
Submit all requests online.
Disabled Students Programs and Services is a program designed to ensure that students with disabilities have equal access to all of the educational offerings at Napa Valley College.

The staff of the Disabled Students Programs and Services is committed to student success. DSP&S utilizes advanced technology for disabling conditions to improve access and opportunities for success.

SERVICES AVAILABLE

To ensure maximum benefit of participants in DSP&S, the following services are offered:

- Academic Advising / Counseling
- Accommodation Services
- Instructional Assistant Support

To contact DSPS and get more information about our program, you may call 707-253-3080 or 707-253-3084 (TTY). You can also stop by the DSPS office, located in Room 1766 of LLRC Building, on the Napa Valley Main Campus.
Student Learning Outcomes

Disabled Student Programs & Services

SLO 1.1 Provide support to students with disabilities to enroll in classes and receive accommodations.

SLO 1.2 Provide training opportunities to DSPS students in assistive technologies.

SLO 1.3 Provide professional development to faculty and staff to increase disability awareness.
Learning Services

Staff: Barbara Kraig, Barbara Benson, Jen Tronstad, Rose Brakesman

**HOURS**
M-TH 8:00 am – 4:30 pm  
707-256-7442

The Learning Service (LS) Department serves the educational needs of students who are experiencing difficulties learning, including those with learning disabilities.

NVC students may refer themselves for diagnostic evaluation. Information from the testing process is used by Learning Disability Specialists to determine accommodations that may support students in being successful in the college environment.

**SERVICES AVAILABLE**
- Learning disability assessment
- Specialized tutoring
- Accommodations
- Assistive technology trainings
- Classes
- Referral to programs and support services
- Learning Disabilities assessment and interpretation

**STUDENT with LEARNING DISABILITIES**
- Specialized tutoring Academic accommodations
- Assistive technology trainings
- Classes
- Referral to programs and support services
Student Learning Outcomes

Learning Services

SLO 1.1

SLO 1.2

SLO 1.3
What’s Available?
- In Design Creative Suite
- Clickers
- File Maker
- Microsoft Office
- SARS
- Voice Thread
- Webinars/Internet
- Zoomerang

WORKSHOPS AVAILABLE

Assessment

CurricUNET
CurricUNET is web-based software designed to streamline the development and approval of curriculum. This hands-on workshop showcases CurricUNET and assists faculty in learning the applications.

TracDat
TracDat is used for entering information from your course(s) into Student Learning Outcome Assessments (SLOAs). Trainings are given in groups or individually, upon request.

Classroom Technology

Clickers
Clickers allow instructors to ask questions and gather students’ responses during a lecture. In clicker systems, each student uses a device (a "clicker") that looks like a simple TV remote to answer questions posed by the instructor in a specially-designed PowerPoint presentation. Summaries of student responses can be shown in real time to both instructors and students. This workshop introduces best practices for using clickers to design a successful learning experience.
Classroom Technology continued

**Promethean**
This workshop consists of two parts: showing instructors how to connect auxiliary devices such as laptops, document cameras, and clickers to an interactive whiteboard. The second part introduces ActiveInspire software. This software enables instructors to lead a lesson on an interactive whiteboard by providing resources (e.g., activities, images, sounds, templates) from Promethean Planet, a large online interactive whiteboard community.

**Effective Teaching Practice**

**CATS – Classroom Assessment Techniques**
Classroom Assessment Techniques provide instant feedback to instructors regarding student learning. These short and easy assessment techniques are meant to support faculty in gaining the information to determine if their students understand and have learned the material. The assessments can be used continuously in any discipline without disturbing the flow of teaching.

**Integrating Information Literacy**
Learn the A-Z’s of what the library has to offer faculty members. Incorporating Information Literacy in our classrooms empowers students by giving them the skills to confidently approach assignments and to successfully navigate through the entire research process. Students who understand the cumulative steps involved in research will be better prepared for the rigors of academic life and the demands of the workplace. In this workshop, we will explore models of collaboration between faculty, librarians, and the resources of the entire LLRC.

**Students with Disabilities: What Instructors Need to Know**
As increasing numbers of students with learning disabilities enter our classes, it is imperative that instructors are aware of how best to assist these students. This workshop covers accommodations, including 504 plans, as well as the resources available through Disabled Students Program & Services.

**Syllabus Writing**
This workshop discusses ways to improve both the layout and aesthetics of a course syllabus to increase students’ ability to use it. The workshop also covers the required and recommended elements for a course syllabi as defined in the NVC Faculty Handbook.

**Syllabus Redesign – Qualities of the Exemplary Syllabus**
This hands-on workshop will give faculty time to review and incorporate qualities of an exemplary syllabus that goes beyond the minimal requirements of Title 5. Learn how to make your syllabus more student-friendly, learner-centered, and culturally responsive. Faculty are encouraged to bring their syllabi to the workshop.

**Inclusivity**

**Safe Colleges**
Our Safe Space Program is based on two nationally recognized models including the Gay, Lesbian, Straight Education Network (GLSEN) and the National Youth Advocacy Coalition Program (NYACP). The foundation of the program is to train Napa Valley College teachers, support staff, administrators, and students to be allies. The goal of the program is to create a safe environment in all corners of the campus.

**Laws and Regulations**

**Copyright and Fair Use**
This workshop provides an overview of copyright law in order to help you and your students understand and exercise their digital rights and responsibilities. Gain familiarity with best practices in
displaying media in face-to-face or Distance Education classrooms. Learn about fair use in educational settings and identify resources available in the public domain.

**Media Production**

**Lecture Capture Software**
There are many different ways to capture a lecture: written notes, audio recordings, video recordings, live streaming or interactive feed. Comprehensive lecture-capture integrates all these features from one location of the LLRC. Using our state-of-the-art capture software options, instructors can now customize teaching content for later review, class orientation, and online course development. The data shows that lecture capture can enhance and extend instructional effectiveness. See [http://ccnmtl.columbia.edu/enhanced/noted/lecture_capture_benefits.html](http://ccnmtl.columbia.edu/enhanced/noted/lecture_capture_benefits.html) for statistics.

**Podcasting**
Engage students in the ways the printed page cannot! Podcasts give students more freedom to learn – wherever and whenever they want. Students can play podcasts on any computer, iPod, iPad, or iPhone. So, when they’re in class, they can spend more time participating in meaningful discussions and working on the instructor’s lesson plan. Instructors decide the level of distribution (time sensitive, restricted access, programmed airing or public promotion).

**Using Production Studio**
The LLRC Production Studio provides an instructional content development facility for all of your digital production needs. The technology allows all levels of competence from tech phobic users to the most advanced instructors. Learn how to customize your lessons and enhance your student outcomes using a variety of proven technologies and equipment. From design, production, edit, content creation, self-assessment, student feedback and all social media facets, the production studio has the tools to assist you.

**Microsoft**

**Microsoft Office Suite**
Learn MS Outlook tricks and tips to simplify your work life. You will learn how to use features such as how to log in, how to change fonts, create folders, create contact groups, add a digital signature, set rules (including turning rules on and off), set emails to expire on a particular date and time, and the difference between “all staff” and “everyone” emails.

**Using Campus Technology**

**Training on Using Classroom Technology**
This hands-on training will cover the use of Pixie Controller, computer, document camera, LCD projector and DVD/VHS players in the classrooms. You will also receive basic troubleshooting tips and tricks. Individual training can be arranged by request on specific equipment.

**How to Maintain and Use Campus Computers**
Demonstration on how to keep all software on a campus personal computer current with updates and patches as well as how to keep hard drives clean and functioning optimally by defragging.

**Web Page Development using SharePoint**

**SharePoint**
The goal of this workshop is to train users on the basic principles of building and developing an NVC SharePoint web site. Specific topics include setting up a home page, uploading documents and images, creating new pages in your site, adding links to your uploaded content and linking to online content. Skills learned are the foundation for developing a departmental web site or a “people” site.
Student Learning Outcomes

Teaching & Learning Center (Faculty & Staff Professional Development Center):

SLO 1.1 Provide training opportunities that address professional development needs identified by faculty and staff.

SLO 1.2 Increase faculty and staff participation in TLC training; increase usage of TLC facility.
TTC
Testing & Tutoring Center

Staff: Jeremy Ecklin & Richard Ouellette

HOURS
M-TH 7:30 am – 7:30 pm
707-256-7434 or 707-256-7437, fax 707-256-8054

SERVICES AVAILABLE

- Assessment Testing
- ESL (English as a Second Language) Assessment Testing
- Testing accommodations for students with verified disabilities
- GED Testing
- Proctor Testing for Distant Learners
- Tutoring
Student Learning Outcomes

Testing and Tutoring Center

SLO 1.1 Students will be aware of and have access to tutoring services (and Supplemental Instruction when available) offered by NVC to meet their needs.

SLO 1.2 Students and faculty will find the testing process (placement, make-up and accommodation) accessible, as ease of use and protocol, availability, location, and understanding of next steps upon completion.
Classrooms & Conference
Rooms Available for Reservation

ROOMS
1731, 1738, 1741, 1760, 1763, 1767, 1770, 1772

RESERVATION INSTRUCTION
To reserve a room for a meeting or conference, please email the request to the LLRC secretary.

To reserve a room for events or conferences requiring set-up, please use the following Room Reservation Request Form:
http://www.napavalley.edu/llrc/Documents/Room%20Reservation%20List/Room%20Reservation%20Request%20Form.pdf
1731

- Conference/Theater Style
- Capacity is 30-75
- Kitchenette
- LCD Projector and Screen
- DVD/VHS Player
- Podium with microphone
- 2 double door entrances
- NO Wi-Fi

**ROOM POLICY**

- Reservations are made through the LLRC Secretary
- Priority reservation for large groups of 30+ using technology
- Student activities in the room must be accompanied by an advisor/instructor at all times
- Facilities application must be filled out for events involving set-up; food; and or drinks.
- Media equipment and services should be requested at time of reservation and at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1738

- Classroom
- Capacity is 20-25
- Laptop cart (24 laptops)
- LCD Projector and Screen
- DVD/VHS Player
- Internet Access
- MS Office
- Computer

ROOM POLICY

- Reservations are made online
- Priority reservation for Library Orientations or classes with information literacy integrated
- Student activities in the room must be accompanied by an advisor/instructor at all times
- There is no food or drinks allowed
- Media equipment and services should be request at time of reservation and at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1741 Special Collections Room

- Conference Style
- 3 oval table with 6 chairs at each table
- Room has windows with blinds
- No technology
- Wi-fi
- This room houses the David Wheatley Special Collection on California history and the Copia Collection

ROOM POLICY

- Reservations are made through the LLRC Secretary
- Student activities in the room must be accompanied by an advisor/instructor at all times. Librarian must be present if special collections are accessed
- There is no food or drinks allowed
- Room should be kept clean and ready for the next user
1760

- Computer Lab
- 56 Computer Stations
- Room has windows with blinds
- 2 LCD Projector & 2 Screen
- Computer
- DVD/VHS Player
- Blue Ray Disc Player
- Document Camera
- Internet
- Microsoft Office
- 2 Whiteboards

ROOM POLICY

- Reservations are made through the Scheduling Office
- Student activities in the room must be accompanied by an advisor/instructor at all times
- There is no food or drinks allowed
- Media equipment and services should be request at time of reservation and at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1761

- Classroom/Computer Lab
- 22 student stations
- 24 computer stations
- Room has windows with blinds
- LCD Projector & Screen
- Computer
- DVD/VHS Player
- Blue Ray Disc Player
- Document Camera
- Internet
- Microsoft Office
- Whiteboard

**ROOM POLICY**

- Reservations are made through Learning Services
- Priority reservation for Learning Services classes
- Student activities in the room must be accompanied by an advisor/instructor at all times
- There is no food or drinks allowed
- Media equipment and services should be requested through Media Services at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1763

- Conference Style
- 24 chairs
- Room has windows with blinds
- LCD Projector & Screen
- DVD/VHS Player
- Blue Ray Disc Player
- Hook-up for laptop
- Hook-up for Internet
- Table Speakers
- No Wi-Fi
- Whiteboard
- Sink

ROOM POLICY

- Reservations are made through Learning Services
- Priority reservation for Learning Services classes
- Student activities in the room must be accompanied by an advisor/instructor at all times
- There is no food or drinks allowed
- Media equipment and services should be requested through Media Services at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1767

- Conference Style
- Seats 8-10
- No windows
- Phone
- Laptop Cables
- Monitor
- Sound
- Wi-fi
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through the LLRC Secretary
- Priority reservation for tele conferences or groups using technology
- Student activities in the room must be accompanied by an advisor/instructor at all times
- Facilities application must be filled out for events involving food and, or drinks
- Media equipment and services should be request at time of reservation and at least 48 business hours in advance
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1770

- Conference Style
- 16 seats
- 7 student stations
- Laptop Cart with 24 laptops
- No windows
- LCD Projector & Screen
- Computer

- DVD/VHS Player
- Blue Ray Disc Player
- Internet
- Wi-fi
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through the LLRC Secretary
- Priority reservation for professional development & staff training
- Student activities in the room must be accompanied by an advisor/instructor at all times
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary
1772

- Computer Lab
- 30 Computer Stations
- Room has windows with blinds
- LCD Projector & Screen
- Computer
- DVD/VHS Player
- Blue Ray Disc Player
- Document Camera
- Internet
- Microsoft Office
- Whiteboard

ROOM POLICY

- Reservations are made through the LLRC Secretary or Librarians
- Student activities in the room must be accompanied by an advisor/instructor at all times
- There is no food or drinks allowed
- Room and equipment should be kept clean and ready for the next user
- It’s is the user’s responsibility to request for technology training if necessary