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Centennial Library E-News
Volume 5, No. 5
May, 1998

The **Centennial Library** E[lectronic] News[letter], published 5 times during the academic year, is provided to inform about, encourage the use of, and heighten awareness about Library resources and services at Cedarville College. Comments and suggestions are encouraged.

SUMMER AT THE LIBRARY

The public hours for the Library for the Summer of 1998 are listed both on the Library Information screens found on the *Library Catalog main menu* and by access through the Library *CedarLINK Home Page* accessed from the College home page. Printed copies will be available at the Circulation Desk. The Curriculum Materials Center and the Media Resource Center will be available during all the Library summer hours. AV Services will be staffed Monday through Friday, 8:00 a.m. to 5:00 p.m.

For those faculty intending to use media hardware, software, or the classroom technology equipment during the summer school sessions, please contact Dara Fraley in AV Services at 7853 for assistance in scheduling and for technical support.

In addition, Dianne Gottwals, MRC Graphics Production Technical Assistant will be available in the Media Resource Center during July and August. If faculty have graphics production projects planned for the Fall quarter, this would be a good opportunity to get a head start on those projects.

MEDIA SERVICES GRADUATION VIDEOS

The staff of AV Services and students under the direction of Professor Jim Kragel will be preparing videotape productions of the Senior Program, Nursing Convocation, and the Commencement exercises. Copies of the three productions can be purchased for \$25.00 each prepaid. Additional copies of each are \$20.00. Copies may be reserved by contacting the AV Services office and making pre-payment. MasterCard and VISA will be accepted at those times. Once the productions are edited, they will be sent out for commercial duplication and delivered by mid-Summer. If you have questions, contact Dara Fraley at 7853.

STAFF NEWS

On Sunday, April 26, over 80 Library staff and family members gathered for the annual *Library Recognitions Dinner*. The purpose of the dinner is to honor all those on the Library staff who had received awards during the year, to present service awards to the student staff, to honor the graduating seniors with special gifts, and to thank all the Library staff for a job well done during the academic year. The following recognitions were made:

College Service Awards:

Linda Divan, <i>Collection Services Manager</i>	20 Years
Jan Bosma, <i>Associate Director of Library Services</i>	15 Years
Dianne Gottwals, <i>MRC Graphics Assistant</i>	10 Years

Centennial Library Distinguished Service Awards

Jan Bosma, <i>Associated Director of Library Services</i>
Luann Nicholas, <i>Circulation Services Manager</i>

Student Staff Library Service Awards for Quarters of Service (non-seniors)

Tim Amstutz	AV Services (4 quarters)
Kelsey Browning	Collection Services (3 quarters)
Shannah Campbell	Collection Services (12 quarters)
David Carl	Media Resource Center (6 quarters)
Mandy Conley	Media Resource Center (3 quarters)
Aaron Darr	AV Services (6 quarters)
Carolyn DeHaan	Circulation Services (6 quarters)
Karen Jacobson	Circulation Services (3 quarters)
Natalie Keller	Circulation Services (3 quarters)
Michael Koebel	AV Services (3 quarters)
Greg Larson	AV Services (3 quarters)
Scott Lehr	AV Services (3 quarters)
Lucus Mudrey	AV Services (3 quarters)
Erin Reagan	Media Resource Center (3 quarters)
Joel Rose	Media Resource Center (6 quarters)
Ann Weeks	Circulation Services (4 quarters)
Bethany Withers	Circulation Services (3 quarters)
Brad Voumard	Media Resource Center (3 quarters)

Senior Recognition and Service Awards

Melody Brickel	Circulation Services (9 quarters)
Marc Edwards	Media Resource Center (6 quarters)
Jeff Elliott	AV Services (7 quarters)
Tiffany Hamilton	Curriculum Materials Center (9 quarters)
Dave Helton	Circulation Services (6 quarters)
Brooke Higgins	Circulation Services (9 quarters)
Aaron Hutchison	Circulation Services (9 quarters)
Tammy Michaels	Curriculum Materials Center (7 quarters)
Rene Rosencrantz	Circulation Services (6 quarters)
Kathy Tanis	Circulation Services (3 quarters)
Ben Thirey	Media Resource Center (2 quarters)
Andrew Woodman	Media Resource Center (3 quarters)
Amy Volpe	Circulation Services (7 quarters)

LIBRARY RESOURCE FORUMS FOR ACADEMIC DEPARTMENTS

As academic departments plan for Fall meetings and retreats, may we suggest that you consider including a session: "The Library: Resources at your Finger Tips." This Library Resource Forum, tailored to specific disciplines, would provide a computer hands-on review for your faculty of the Library resources and services available to them and their students. The Library has undergone significant changes in the last few years, with the addition of online catalogs, electronic databases, full-text online resources, the Internet, electronic journals, etc. In addition, with one hand on the computer keyboard, we continue to value the traditional book and other print resources. The way through this maze of information can be challenging for faculty and students.

If your department is interested in a Library Resource Forum for your faculty in their discipline, a session could be packaged to meet your needs. Time (length of session, time of day, day of week, etc.) and topics covered (Internet, electronic resources, information literacy, library guides, user education presentations) can all be negotiated to fit your schedule and program. Contact Tonya Fawcett or Ruth Martin for more details.

POLICY REMINDER: LIBRARY USE BY THE EXTENDED COLLEGE FAMILY

With the summer months approaching, please be reminded about the use of the Centennial Library by extended College family. The primary role of the Centennial Library is to provide information resources, access, and services in support of the academic program of the College. In order to fulfill that role, our first priority is to serve the students and faculty of Cedarville College. However, we do sense a responsibility to the broader College family. According to policies established a number of years ago, faculty, staff, and student spouses and older children not employed by or enrolled at the College are welcome to use the Library within certain parameters. These spouses and children can receive borrowing privileges for Centennial Library materials. Patrons in this category must complete a registration form and receive a *Centennial Library Courtesy Card*. A child under 18 must have the form signed by a parent accepting responsibility for the child's Library use. Children under 12 will not be registered nor have personal borrowing privileges. Since a user bar-code will be affixed to the Library card, each patron must have his/her own valid Library card in order to borrow materials. Using another family member's card or another's Cedarville College faculty/staff ID card will not be acceptable. Library privileges and user responsibilities for this category of patrons are generally the same as for Cedarville College students except that they cannot borrow materials from the Curriculum Materials Center. For complete information on these arrangements, ask at the Circulation Desk for the Centennial Library Policies brochure on College Staff.

In addition, as children are out and about more during the summer, remember that children under 12 must be accompanied by an adult when coming to the Centennial Library. Children, aged 12 through young adolescence coming into the Centennial Library unattended, should be coming with a specific purpose and the knowledge of their parents. Those children who conduct themselves inappropriately in the Library will be asked to leave.

CURRICULUM MATERIALS CENTER USE

Pursuant to the policy review item above, it is also important to remember that the *Curriculum Materials Center* is a resource center for Cedarville College Education faculty, elementary education majors, and secondary education majors to provide curriculum and support materials for them to investigate and use in their course work and practice teaching. The Center is NOT intended to be a library for children or young adolescents nor a “babysitter” for children while parents are involved in other Library activities. The Curriculum Materials Center, therefore, is not a substitute for the public libraries for children and young adolescents. Only Cedarville College faculty members, staff members, and students with valid College ID cards can borrow materials from the Curriculum Materials Center. CMC borrowing privileges are not extended to those with only a Centennial Library Courtesy Card.

SERVICE REMINDER

Those faculty members with personal items ON RESERVE at the Circulation Desk should pick those items up by Wednesday, June 10. If you have questions or would like some other disposition of the materials, please contact Luann Nicholas at 7840. Statistics on the use of all reserve materials will be sent by e-mail unless a paper copy is requested.

HAVE A GREAT SUMMER!

Centennial Library E-News
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