

VI. RESOURCES, SUPPORT SERVICES, AND FACILITIES

A. THE LIBRARY

1. The Collection

- a. The Grace Doherty Library currently holds more than 365,000 books, bound periodicals, and government documents. It also provides access to more than 20,000 e-Journals and more than 32,000 e-Books. The library's electronic resources include such scholarly databases as SCIENCE DIRECT, PROJECT MUSE, BioOne, HISTORICAL ABSTRACTS, AMERICA:HISTORY AND LIFE, JSTOR, HISTORICAL NEW YORK TIMES, and THE MLA BIBLIOGRAPHY, among many others. The library also offers a selection of CDs and DVDs. The Thomas A. Spragens Rare Book Room and Archives houses over 5,000 volumes of rare books and the archives of the College.

2. Loan Periods

- a. Faculty members may borrow circulating items for a period of 180 days and renew books for an additional period of 180 days via e-mail, telephone, etc.
- b. For complete circulation policies, visit the Library website at:
- c. <http://www.centre.edu/web/library/homepage.html>

3. Services

a. Research Services

The Reference Librarians at Centre College provide research help to all Centre students and Faculty. Some of the ways they can be of assistance to Faculty are to help identify appropriate online databases and reference materials for courses, make a research guide for students in a particular course, provide research instruction for a course assignment, work with students individually, and help Faculty search one of Centre's 100+ online databases. Assistance with databases can be provided via telephone or in the reference offices in the library. Also, the librarians are happy to come to the Faculty member's office. Finally, the librarians are available to assist Faculty members with their personal research as time permits.

Because of the interesting ways students "translate" research assignments to the librarians, they ask that Faculty members provide them with copies of assignments requiring library use.

The reference librarians have an open-door policy for students, Faculty members, and staff. Please feel free to contact any of them and to send your students to them for assistance.

b. Interlibrary Loan

Interlibrary loan services are available to Centre College Faculty members and students. The library subsidizes most ILL fees. All ILL books must be returned on or before the due date. For complete information, see the library webpage.

c. Library Reserves

Faculty members may place library materials on reserve for their classes. Contact the Circulation Desk Supervisor or visit the library webpage for detailed information. The library makes every effort to comply with federal copyright regulations.

There are two types of reserves: hard copy reserves and electronic reserves. Hard copies include books (from the library collection or personal copies), DVDs, VHS, or photocopies (journal articles or exams), and may be placed on Closed (3 hour) or Open (3 day) Reserve. Please submit requests for electronic services three days in advance of when they will be needed for class.

4. Allocation of Library Funds

The Director of the Library and the Instructional and Technology Resources Committee allocate the book budget for the library in the following manner:

- a. The Director of the Library allocates a portion of the book budget for the library's General Fund. Out of this fund, the library staff orders reference materials, recreational and general interest books, and replacement books. The Director actively solicits suggestions for general interest books from the members of the College community.
- b. The remainder of the book budget will be allocated by the Instructional and Technology Resources Committee among the divisions according to a formula which gives equal weight to four factors:
 - (1) average cost per book purchased during the previous year in each division;
 - (2) average number of majors in each division over the previous five years;
 - (3) total circulation (number of borrowing) in each division during the previous year and;
 - (4) total instructional load in each division.
- c. The use of this formula will be governed by the constraint that the percentage of the total divisional budget allocated to each division shall not be increased or decreased by more than two percent per annum.
- d. Division Chairs divide their book budgets among programs while setting aside as much money as they consider necessary for purchases not covered by existing programs.
- e. **Program** chairs are responsible for the supervision of the program book budget. Book orders within a Faculty member's area are to be approved by program and Division Chairs and then forwarded to the director of libraries.

- f. The Director of the Library sets aside special book funds designated for use by new Faculty members. Although new Faculty members will receive a regular book budget allocation from the Division Chair early in the fall term, they may also apply directly to the Director of the Library for additional book funds to strengthen subject collections in their areas.

5. Guidelines for Acquisitions

All those who order books and other material (periodicals, compact disc records, slides, microforms) for the library should keep the following priorities in mind:

- a. materials necessary or useful to members for courses they are teaching or planning and to students taking those courses;
- b. works necessary to a strong reference collection and works of such generally recognized merit that no respectable College library can be without them;
- c. works that contribute to core collections in disciplines not now in the curriculum or in areas of disciplines not now represented by a member of the Faculty;
- d. books for general or recreational reading;
- e. materials that support the research of a single Faculty member, when this research is not relevant to instructional activity.

6. Periodicals

Journals and magazines may be added to the collection or dropped from it during regular reviews by each division conducted according to the priorities listed in the guidelines for acquisitions. The following additional guidelines apply only to periodicals:

- a. a periodical of established reputation for which the library has a long run should be dropped only for a good reason;
- b. the library should maintain a solid representation of quality magazines appealing to the general reader;
- c. the Instructional and Technical Resources shall review the general magazine and newspaper subscriptions regularly, keeping in mind such factors as what the public library has available, what is readily available elsewhere, and what would be appropriate to have on our shelves;
- d. the library reserves the right to remove unsolicited periodicals from its tables.
- e. these steps should be followed in ordering new periodicals:

- (1) After the program committee has approved the request for a new journal, it will forward to the Division Chair an application with the following items: full bibliographic data, cost, form (electronic, fiche, or printed copy), and justification.
- (2) The Division Chair, after consulting with program committees as appropriate, will submit to the Instructional and Technology Resources Committee those requests he or she has approved. Instructional and Technology Resources Committee will then add the titles when money is available in the periodical budget through either the dropping of another subscription or an increase in the budget.

B. CENTER FOR TEACHING AND LEARNING (CTL)

In the basement of Crouse (phone extension 5288), the Center for Teaching and Learning (CTL) offers Faculty and students a variety of instructional support, academic technology services, workshops, and assistance with equipment and reservations. The CTL also manages and provides technical support for all classrooms, computer labs, passport photo service, and campus-wide systems such as Blackboard/WebCT, Centre internet radio, Channel 12 programming and message system, Webconferencing virtual room, VBrick Video on Demand and Live Broadcast system.

CTL assists Faculty with a variety of instructional services, including course development, technology support, and student support. CTL staff members will review course syllabi with Faculty, suggest possible student assignments and associated project deadlines, offer resources to be used with course projects, and teach mini-courses to students about the equipment and software needed to complete assignments. CTL staff will also assist Faculty in the development of rubrics and other assessments to evaluate student work, if requested.

CTL facilities include two specialized computing labs designed for high end media editing and digitization, a theater-style auditorium/classroom seating 170 and equipped for viewing films and computer-based presentations; a production studio; and staff offices. The staff has capabilities and equipment for the digitization of course materials such as slides, documents, video, audio, and other materials.

The CTL manages an inventory of electronic and computing equipment available for checkout by Centre community members (laptops, projectors, digital voice recorders, digital cameras, etc). The complete list of available equipment and associated reservation and request calendar can be found online at <http://ctl.centre.edu>. All reservation requests must be made at least 24 hours in advance to ensure equipment availability and functionality.

For class use of media, instructors may request delivery of equipment, such as a tech cart, boombox, or other av cart, to most classrooms on campus not otherwise equipped. These requests should be made online at <http://ctl.centre.edu> or by contacting the main CTL office at x5288. Special services such as videography of a classroom should be requested well in advance of the date needed by contacting the CTL office directly. All requests for services should be made at least one day in advance and by 4:00 p.m. Monday through Friday.

C. COMPUTERS

The College equips all Faculty offices with computers. The following guidelines govern the use and relocation of these machines:

1. All technology equipment acquired by the College for use by Faculty is the property of Centre College and is intended primarily for the use of the individual occupying that office, but may be used by other employees and students as needed. When it becomes necessary to reallocate or upgrade a particular machine, a strong effort will be made to minimize the inconvenience to the user(s), but the College reserves the right to change machines and alter their capabilities in order to best serve the academic program and the administration.
2. Office computers must not be moved without authorization. Requests to move machines between offices and labs or other academic facilities should be addressed to the Director of Information Technology Services (art.moore@centre.edu), who will arrange for the move if approved. Computers owned by the College may be removed from the College campus ONLY when authorized by the Dean of the College.
3. Faculty and staff will be asked periodically to assist members of the Information Technology Services team in gathering and confirming information about individual office computers for the comprehensive inventory that is maintained for administrative purposes.
4. Faculty will have full access to all server-shared software for which the College has an appropriate site license.
5. Software which resides on the hard drives of office computers must be licensed to the user. Failure to license software properly may leave the College vulnerable to legal action. Each individual who occupies an office where a computer is installed is responsible to insure that non-network software installed in this machine has the appropriate license. Users may NOT make unauthorized or "pirated" copies of software for others.
6. When a Faculty member takes a leave of absence or a sabbatical leave, it is expected that the personal computer assigned to that Faculty member's office will be available to her/his replacement. Any exception to this policy must have the approval of the Dean of the College. Sensitive documents should be deleted from the hard drive after being backed up to an appropriate storage medium. In addition, if a computer is connected to the campus network, all the files on its hard drive can be backed up to tape when the Faculty member plans to be away for a considerable length of time.
7. Often, endowed professorships have enabling funds that can be used by the Faculty to acquire additional computing technology, provided it is to be used for appropriate professional activity. [Guidelines](#) for such acquisitions have been developed by the Controller and the Dean of the College, and the [forms](#) for securing approval are available on the ITS Documentation Wiki.

8. Problems with hardware or software may be reported to the Help Desk using the [on-line access form](#) or by telephone at extension 5575.

9. Additional information concerning the provision of service and support of the campus technology environment is available at the following links:

[The Center for Teaching and Learning](#)

[ITS Help Desk](#)

[ITS Documentation Wiki](#)

D. SECRETARIAL ASSISTANCE

Secretarial assistance should be used only for College business, not personal business. (An occasional letter concerning one's scholarly work probably would create no problems if it were understood that the letter had low priority, but more than that is out of order.) Scholarly or professional work of greater quantity can be done by the College secretaries in only two ways: 1) by private contract between the instructor and a secretary who is willing to do the work at times other than those for which he or she is employed by Centre, or 2) by bringing the material to the Division Chair who will discuss with the secretaries the possibilities of doing the work during the next break in the academic cycle.

Faculty members may request financial assistance for the word-processing of papers or scholarly articles by consulting with their Division Chair. The chair may deem it appropriate to allot an amount from the divisional budget or, if the amount requested is more than a few dollars, the chair may decide to recommend a small grant, to be requested through the chair of the Faculty Development Committee and approved by the Dean of the College. The secretaries give priority to confidential work such as letters about College business, tests, and examinations. Whenever possible, Faculty members should use their student assistants for non-confidential work such as the sending of notices of meetings, stapling syllabi, and operating the photocopier machine. Faculty members should schedule important work in advance, especially around examination time. They should also voluntarily space their use of secretarial help to a fair proportion of the secretary's time.

E. STUDENT EMPLOYEES

The services of student employees are available to members of the Faculty. The intent of the program is to provide meaningful work experiences and job skills for students who need financial assistance to obtain their education.

Requests for such services should be made in the spring using forms provided by the finance office as part of the budget request process. Budget managers will distribute these forms to Faculty. A job description is required, specifying the skills needed by the student for the particular assignment. Requests must include an estimate of the number of hours per week for which the student's services will be utilized. Each spring, returning student employees are given the opportunity to contract with a supervisor for employment for the upcoming academic year. As long as a student maintains eligibility for federal work study assistance, these contracts will be honored. Requests for student employees not covered by this program will be honored only after our federal obligations are fulfilled and if funds are available.

The Supervisors of work-study students should establish from the beginning the expectations which they have for a student's performance on the job and provide a copy of the job description to them. If these expectations are not met, supervisors should discuss this with the student and write a note of warning, with a copy being sent to the student employment coordinator. There is a process in place for dismissing student employees for unsatisfactory job performance. Please contact the student employee coordinator to determine appropriate action.

Student employee timesheets should be downloaded from the finance office web page (web.centre.edu/finance). This is used to record the number of hours worked each month, verified by the signature of the supervisor and the student employee. The supervisor's signature also indicates satisfactory completion of the student's work. It is the supervisor's responsibility to see that the time record for each month is received in the human resources office by the published date. Late timesheets will delay a student's paycheck for one month. The student payroll calendar is also available on the finance office web page. Supervisors are expected to fill all of the requested hours of their work-study assistants. Supervisors should record, or have the student record, only those hours actually worked. Falsified reporting of student hours is illegal. The supervisor and the student should share the responsibility of tracking the total dollars earned throughout the academic year. Students are not permitted to earn more than their award amount using federally subsidized funds. Since a portion of work-study funds comes from a federal grant, the administration of the program is subject to federal audit.

F. COPYING MACHINES

There are convenience multi-functional machines in most of the classroom buildings which are designed to be used for small copy jobs, print jobs and faxing. A department copy number is required to use this equipment. Personal copies, print jobs and faxes can be made by using your own personal code, which is assigned by the finance office. Department secretaries are available for assistance with the multi-functional machines and help in obtaining your personal code.

In addition, there are copying and print services available at Centre Document Services adjacent to the campus post office. These services may be used for any size job but we encourage you to use it for all large copy or print jobs so that the convenience equipment is available to your colleagues for small jobs. You will also be charged less per copy at Centre Document Services. You will need to know the department budget account number in order to charge your jobs and of course, cash is always welcome. You may do personal jobs at Centre Document Services as well.

Please contact the employees at Centre Document Services (6999 or 5472) for more complete information including security procedures for printing tests and other sensitive information.

G. TELEPHONE

Each Faculty office has a telephone with voice-mail and long-distance capabilities; the voice communications coordinator (ext. 5200) can provide instructions for voice-mail. It is very

helpful if the phone mail message that an outside caller hears includes the Faculty member's name.

Long distance calls will be billed to the Faculty member's division unless a special access code is used. To make personal long-distance calls, for which the business office will bill individually, dial *8 , then dial 91 area code + 7 digit phone number; you will hear a beep, then dial 5011#.

For calls relating to non-divisional business (i.e., recruiting, special projects), contact the Dean's office for the access code.

H. INTERNATIONAL PROGRAMS OFFICE

The international programs office is responsible for the management of all off-campus study programs, including:

1. the Centre-run program in London (spring);
2. Centre-run programs in Strasbourg, France (fall, spring, and early summer);
3. Centre-run programs in Merida, Mexico (fall, CentreTerm, spring);
4. Centre exchange programs in Yamaguchi, Japan, and in Northern Ireland;
5. programs at Shanghai University, China (fall) and at the University of Reading in England (fall);
6. the A.C.S. consortial program in Turkey; and
7. CentreTerm programs led by Faculty.

The International Programs Committee has responsibility for oversight of all international programs and reports directly to the Dean of the College. The Director of International Programs serves on that committee and functions as the day-to-day manager of the various programs.

Any member of the Faculty wishing to sponsor an international study opportunity for students should contact the director or any member of the committee, which reviews applications and advises the Dean of the College in early November, fourteen months before the course would be taught abroad.

Directors of the College's overseas programs are selected by the President after receiving a recommendation from the Dean of the College. The Dean solicits applications for these positions at least fifteen months before a program begins (in June for Strasbourg and Merida and in September for London) thus giving the academic programs ample opportunity to plan appropriately for the absence of one of their professors.

I. CAREER SERVICES

Career Services, staffed by a Director, Associate Director, and an Assistant Director for Employer Relations and Internships, is available to serve Faculty in the following ways:

1. Provide resources for your undecided students regarding the world of work and the opportunity for students to do self-assessment.
2. Provide information on career trends
3. Provide information on graduate school testing and admissions
4. Organization/Co-sponsorship of career conversations and/or speakers related to academic disciplines, programs at the College or post-graduation opportunities for students.
5. Assist in generating, arranging, and coordinating internships and students completing internships.
6. Organization of events for pre-professional advising.
7. Assistance with data for program assessments and annual reports.
8. Seminars and lectures on topics related to the workplace and career decision making.
9. Available for class presentations at your request.
10. Maintain a list of students available for tutoring on various subjects.
11. Provide a monthly electronic newsletter for Faculty.
12. Maintain a web site of information and resources for Faculty:
<http://web.centre.edu/careerd/Faculty.htm>

Though the main concern of Career Services is to serve the students and alumni, the office will be happy to advise Faculty members in the case of a career change or job search.

J. OFFICE OF INSTITUTIONAL RESEARCH

The College conducts institutional research in an ongoing manner, in all administrative and academic areas, in order to study how effectively it is functioning and how to improve its operation. Such research is carried out in annual reports, analysis of budgets, review of examination results, and other statistical analysis. Although much of this work is done by the Faculty and administrators in the normal course of their duties, the College has a Director of Institutional Research who assists various offices in their efforts in this regard and who conducts research which is comprehensive in nature, involving several of the College's functions. The Director of Institutional Research is normally selected from the Faculty and serves part-time in this function; the director reports to the Chief Planning Officer but responds to requests for analysis from any office of the College after appropriate consultation.

K. COMMUNICATIONS OFFICE

The Communications Office disseminates to the media information regarding the research, professional activities, and accomplishments of members of the Faculty and staff, and publishes regular announcements of Faculty and staff activities in both Notesworthy, the weekly campus news bulletin, and the Centrepiece, the alumni magazine. These notices of Faculty and staff activities play an important role in promoting the visibility of the College, and the Communications Office requests Faculty members to inform them of their notable accomplishments and professional activities. Division Chairs are asked to report on achievements of Faculty members in their respective divisions. The Communications Office also maintains a source list; i.e., a list of all members of the Faculty and staff who are willing to serve as expert consultants for the media and other external audiences.

Weekly announcements and schedules of events are published in Notesworthy, which is posted on-line by the office of Communication. To be published in Notesworthy, notices must pertain to the College community, must be signed, and must be received in the communications office via e-mail (preferred) at notesworthy@centre.edu or on Notesworthy submission forms no later than noon on Monday.

L. DEVELOPMENT OFFICE

The Development Office is responsible for all fund raising and for the preparation of grant proposals for the funding of special programs, lectures and symposia, equipment purchases, Faculty research, curricular development, or any other College-approved activity. Requests for such assistance should be channeled through the appropriate Division Chair to the Dean of the College.

M. TRANSPORTATION

1. Athletic Department Vans

The athletic department maintains three 15-passenger vans which are also available for field trips provided they are not needed for transporting athletic teams. The cost is 60 cents per mile. Contact Jeb Burch (jeb.burch@centre.edu) for scheduling.

2. Alumni House Van

The Alumni House maintains a seven-passenger van which is available to members of the Faculty and staff for legitimate College business. Call ext. 5500.

3. Academic Field Trip Van

A 15-passenger van is available to members of the Faculty and staff for field trips and other College business. Call ext. 5231.

N. FACILITIES

1. Faculty Offices

Each full-time Faculty member will be assigned an office on campus. Part-time instructors will usually have to share office space with other part-time Faculty. The Associate Dean coordinates assigning of Faculty offices with Division Chairs and the

dean based on considerations of seniority and rank as well as divisional and programmatic needs.

2. The Norton Center for the Arts

The facilities of the Norton Center -- including Weisiger Theatre, the Grand Foyer, Newlin Hall, and the Board Room -- are available for classes, receptions, meetings, performances, exhibits, and other College-related functions. Reservations may be made through the Norton Center Office.

Faculty members may purchase at half price up to two season tickets to the Newlin Hall Series, Show Biz Series, Celebrity Series, Musica da Camera Series or Lifestyle Series. Payment may be made in monthly installments deducted from the Faculty member's paycheck.

3. Athletic Facilities

The Athletic Department schedules and coordinates use of the facilities. The department secretary serves as liaison with other offices on campus and with the summer programs coordinator. The Sutcliffe Athletics Center and Buck Fitness Center are open to Centre students, Faculty, and staff daily. [For hours and other information, visit: centre.edu/web/athletics/facilities/index.html](http://centre.edu/web/athletics/facilities/index.html)

Faculty and staff family members may use the facilities when not in use by students or for previously scheduled activities. Priority in use of facilities goes to College classes and team practices or workouts, students, Faculty, and staff members, and fitness card holders, in that order.

All employees and their immediate family members (i.e., spouses and children living at home who are under 21) must obtain a College ID card and have it in their possession for identification when using the facilities. To obtain an ID card, visit the Student Life Office between 8:30 a.m. and 4:30 p.m. No appointment is necessary.

Members of the Faculty are also invited to participate in all intramural sports. Faculty-staff teams are formed for most intramural sports. If no such team is formed, members of the Faculty and staff may play on a student team, except that not more than one Faculty or staff member may play on a student team.

4. Dining Options

Faculty members may purchase inexpensive meals at the Campus Center. There are also Pedagogy Lunches throughout the year (see below):

a. Campus Center

During the academic year, three meals per day Monday through Friday and two meals daily on Saturday and Sunday.

c. Pedagogy Lunches

These lunches combine Faculty-led discussions on teaching topics with lunch at six times during the academic year. To find out the dates and register for these lunches, go to <http://ctl.centre.edu/teaching/lunches.htm>

All food service is provided by Sodexo Corporation which provides catering for special meals or receptions for groups and organizations affiliated with the College. Arrangements can be made through the on-site Sodexo food service director (ext. 2744).

5. Classrooms

Classrooms in the academic buildings of the College are available to College groups, outside of class hours, for meetings and other purposes. Reservations can be made for all classrooms on campus by reserving online at http://ctlcheckout.centre.edu/ureserve_gold.pl or by contacting the Center for Teaching and Learning at ext. 5288.

For rehearsal rooms in Grant Hall, contact Gretchen Hines-Ward at ext. 5424; for Norton Center facilities, Karen Sherwood at ext. 6688.

Combs Center is available to campus groups for meetings and activities. Contact the Student Life Office at ext. 5473.

For meeting rooms at Old Centre, call ext. 5220

6. College Guest Apartments

The use of the College guest apartments is restricted to official guests of the College (e.g., convocation speakers and candidates for positions with the College). The Office of the President (ext. 5220) may authorize the use of these apartments.

7. Alumni House

The facilities of the Alumni House are available for informal class gatherings, meetings, and receptions. Contact Alumni House staff at ext. 5500.

8. Event Calendar

The College maintains an electronic event calendar on Centre Net which includes athletic and Norton Center events. To list any other event, contact the individuals listed below:

- Academic: Lisa Curlis ext. 5288
- Student affairs: Megan Noltemeyer ext. 5743
- Convocation: Sallie Bright ext. 5343