

VI. RESOURCES, SUPPORT SERVICES, AND FACILITIES

A. THE LIBRARY

1. The Collection:

The Grace Doherty Library currently holds more than 265,000 volumes, including some 36,700 bound periodicals and a reference section of over 6,000 volumes. The library subscribes to more than 800 periodicals and newspapers and serves as a partial depository of federal government documents. The library catalog was automated in 1994 and is accessible on the campus network. In the fall of 1996, the library will provide network access to a wide range of on-line bibliographic and full-text periodical services, including MEDLINE, ERIC, WORLD CAT, ABI/INFORM (full text), and PROQUEST (full text). In addition, the library offers a CD based network of periodical indexes, including THE HUMANITIES INDEX, THE SOCIAL SCIENCES INDEX, THE GENERAL SCIENCE INDEX, THE MLA BIBLIOGRAPHY, NEWSPAPER ABSTRACTS, and PERIODICAL ABSTRACTS. The library holds a wide variety of materials in microform, plus music scores, pamphlets, recordings, and other non-print materials. Finally, Doherty Library houses a rare book collection and the Centre College Archives.

2. Loan Periods

Faculty members may borrow circulating material for an indefinite period, although they are urged to return them as soon as possible. Faculty members are expected to return books at the end of each term and may be asked at any time to return books which are in demand. Members of faculty families may borrow circulating books for three weeks.

3. Services

a. Reference Librarians

Reference Librarians are available to help faculty and students with their research needs. For faculty members engaged in research, the librarians can suggest appropriate reference materials, help identify relevant Internet sites or conduct on-line database searches when necessary. The Reference Librarians are available to provide library instruction to individual classes. They can conduct hands-on instructional sessions in the library, prepare bibliographies for classes, and provide special reference help for class projects. Instructors are encouraged to consult with the Reference Librarians before assigning research projects so that they might assist students as much as possible with the project. The Reference Librarians request that faculty members provide them with copies of assignments requiring library use so that the library staff can be as helpful as possible to the students in that class.

b. On-line Database Searching

Both end-user and mediated searching are available to faculty. UnCover, FirstSearch and The Electronic Library are just some of the databases which can be searched from faculty offices, the library, or other networked computers on campus. With the help of the Reference Librarians, faculty can search the databases included in Dialog, Epic

and Dow-Jones News Retrieval. The Reference Librarians can help faculty members determine which database is the most appropriate to use.

c. Interlibrary Loan

Books and articles not available in the Grace Doherty Library may be borrowed from other libraries. Contact the Interlibrary Loan Librarian. The library subsidizes most interlibrary loan fees for students and faculty. All books must be returned on or before the due date.

d. Reserves

Faculty members may place library materials on reserve for their classes. Contact the Circulation Desk Supervisor. The library makes every effort to comply with federal copyright regulations. There are two types of reserves:

(1) Closed Reserve

Materials on closed reserve are shelved behind the circulation desk and are to be used in the library only, with the exception that books in this category may be taken out overnight if checked out within one half hour before closing and returned within one half hour after opening on the following day. Only one closed reserve book may be checked out at a time, unless an exception is granted by the supervisor. During times of great demand, the individual use of these materials may be limited to two hours.

(2) Open Reserve

Materials on open reserve may be checked out as regular circulation for a period of three days.

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 Director of the Library and the Instructional and Technology Resources Committee allocate the remainder of the book budget among the academic divisions according to a standard formula which gives equal weight to four factors.
- c. 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.
- d. 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.
 - e. 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.
 - f. 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.
 - b. 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;
- a. 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. INSTRUCTIONAL MEDIA RESOURCES

In the basement of Crouse (phone extension 5288), the Instructional Media facilities include an auditorium/classroom (C105) seating 170 and equipped for viewing films, slides, and videotapes; a multi-purpose media center (C109) providing audio video stations for individual and small group use; a production studio; and staff offices. The staff has capabilities and equipment for production and editing of video tape, audio production/reproduction and preparation of overhead transparencies by Thermofax.

The staff catalogues and maintains a video tape library of licensed and purchased materials. Requests for media purchases or rentals should first be approved by the appropriate division chair for funding and then forwarded to the coordinator for purchase order entry. Use of materials recorded "off-air" should be subjected to the criteria outlined in the booklet "A Viewer's Guide to Copyright Law: What Every School, and Public Library Should Know" which may be obtained from the Media Resource Center, along with a videotaped discussion of the questions involved in such uses.

Recorded video materials are not available to students other than for academic use. When assigning media for class or research, the instructor should arrange to have the material placed in the Media Center (C109) on closed reserve.

For class use of media, instructors may request delivery of equipment to most classrooms on campus. Special services such as videography of a classroom should be requested well in advance of the date needed. All requests for services should be made at least one day in advance and by 4:00 p.m. Monday through Friday.

A booklet outlining these services is available at the office or by request to the coordinator (extension 5288).

C. COMPUTERS

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

1. A personal computer placed in an office 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.
1. 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 (Moore@centre.edu), who will arrange for the move if approved.

Computers belonging to the College may not be removed from the College campus without authorization by the Dean of the College.

3. Faculty and staff will be asked periodically to assist members of the Information Technology team in gathering and confirming information about individual office computers for the comprehensive inventory that is maintained for administrative purposes.
4. 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 stored in this machine has the appropriate license. Users may *NOT* make unauthorized or "pirated" copies of software for others.
5. 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. Sensitive documents should be deleted from the hard drive after being backed up to a floppy diskette. 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.

6. Problems with hardware or software should be reported to the Help Desk via electronic mail to the account help desk or by telephone at extension 5575.

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: either by private contract between the instructor and a secretary who is willing to do the typing at times other than those for which he or she is employed by Centre, or 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. In the latter case the typing will almost certainly be delayed until the summer or the Christmas recess, whichever comes first.

Faculty members may request financial assistance for the typing 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 photocopy 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. Lengthy tests and tests difficult to prepare for photocopying are problems for the secretaries in their effort to serve all faculty members.

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 copying machines in most of the classroom buildings and in Boles Hall, which is open from 8:30 a.m. to 4:30 p.m. The copy machine in Boles Hall will sort and staple copies. A department copy number is required to make copies at all of the campus copying machines. Personal copies can be made by using your own personal code, which is assigned by the finance office. Department secretaries are available for assistance with the copying machines and help in obtaining your personal code.

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 *8-5011, then 9-1-area code-the number. For calls relating to non-divisional business (i.e., recruiting, special projects), contact the Dean's office for the access code.

H. INTERNATIONAL STUDIES OFFICE

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

1. programs in London and at the University of Reading;
2. our own Strasbourg program in France;
3. programs in Latin America;
4. CentreTerm programs led by faculty; and
5. summer programs, such as those which have been run in Mexico and Israel.

The International Studies Committee has responsibility for oversight of all international programs and reports directly to the Dean of the College. The Director of International Studies 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.

Directors of the College's overseas programs are selected by the president after receiving a recommendation from the dean of the College. Applications for these positions are solicited from the faculty in the fall of each year for two years hence, thus giving the academic programs ample opportunity to plan appropriately for the absence of one of their professors.

I. CAREER SERVICES CENTER

The Career Services Center, staffed by a Director, Assistant Director, and an Internship and Outreach Coordinator, is available to serve the faculty in the following ways:

1. Provision of information on graduate school admissions
2. Provision of information on career/economic trends
3. Organization of career conversations related to academic disciplines or programs at the College
4. Assistance in generating and arranging internships

5. Organization of events for pre-professional health and pre-professional law advising
6. Administration of Graduate Admissions Tests
7. Assistance with data for program assessments
8. Supervision of study skills initiatives
9. Guidance to students on study skills
10. Maintenance of tutoring list for various subjects
11. Seminars and lectures on topics related to the workplace, gender, diversity, etc.

Though the main concern of the Career Services Center 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 Dean of the College 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.

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. NOTESWORTHY

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 or on *Notesworthy submission forms no later than noon on Monday*.

N. 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 50 cents per mile. Contact the Athletics Department Office.

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. Contact the secretary in the Alumni House.

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. Contact the secretary in Crouse.

O. 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 Isaac Shelby 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 Norton Center Subscription Series. Payment may be made in monthly installments deducted from the faculty member's paycheck.

2. **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 is open to Centre students, faculty, and staff as follows: Monday-Friday, 8:00 a.m.-10:00 p.m.; Saturday-Sunday, 1:00 p.m.-10:00 p.m.(holiday hours are limited and posted). 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. The ID card can be purchased for \$5 through the Media Resources Center. Contact the Media Resources Center (5288) to schedule an appointment.

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 Cowan Dining Commons. Meals are normally served on the following schedule:

a. **Cowan**

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

b. **Carnegie Club**

Pre-performance dinners are served in the Carnegie Club before Norton Center series events. The Club is open throughout the year except during certain College vacation periods and part of the month of August.

All food service is provided by SODEXHO 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 SODEXHO food service director. The

Nichols Dining Room in Cowan may be reserved on an as-available basis by campus groups for dinners and meetings by contacting the Administrative Services Office.

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 by contacting the following persons or offices:

- a. Crouse: Instructional Media Resources office
- b. Grant: Registrar (classrooms), Grant Hall Administrative Assistant (rehearsal rooms), Assistant Director of the Norton Center (other facilities)
- c. Young & Olin: Young Hall secretary
- d. Combs Center is available to campus groups for meetings and activities. Reservations may be made by contacting the Student Life Office.
- e. Old Centre: Development secretary

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 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 the secretary in the Alumni House.