

# Hekman Library: Teaching Resources

## I. The Hekman Library Liaison Program

The Hekman Library's Liaison Program seeks to connect librarians with faculty in the educational endeavor. Through this program, a team of seven librarians assists faculty in a variety of ways, including:

- helping with personal research projects and questions
- teaching classes on various library-related subjects
- assisting with collection development
- collaborating on library assignments

Typically, students find libraries to be intimidating places, and they don't like to ask for help for fear that they will betray their ignorance. If you are asking students to complete research-based assignments, it's a good idea to contact your department's liaison librarian to consult on how best to support these students. Librarian support can range from an online class guide, which lists recommended search strategies and library resources, to an in-class session led by the librarian.

Check out the liaison program page (<http://library.calvin.edu/communities/faculty/liaison>) to find out who your department's liaison librarian is. It's likely that your liaison will get in touch with you at the beginning of the fall term to set up an appointment, but feel free to contact him or her first.

Each academic department has a "book coordinator" through whom all book orders are channeled. Make sure to find out who this person is in your department. You can follow the "Resources for Faculty" link on the library web site to find out more about book and journal ordering and other faculty services provided by Hekman Library: <http://library.calvin.edu/communities/faculty>.

## II. Hekman Library Research Tools

The Hekman Library web site (<http://library.calvin.edu/>) is the primary access point for the library's collections and services. Major research tools include:

- A. Library Catalog**
- B. MeLCat**
- C. Research Databases**
- D. Electronic Journal Locator**
- E. Research Guides**
- F. "Search Start"**
- G. Acquisitions Status Viewer**

### **A. Library Catalog**

The library catalog includes records for items both owned and accessed by the library. Our catalog is based on open-source software, so our programmers are continually working on customizations and enhancing functionality. For more information on how to search the catalog effectively, see our online help guide to the Hekman catalog: <http://libguides.calvin.edu/librarycatalog>.

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## **B. MeLCat**

MeLCat is a state-wide database representing the holdings of nearly every library in Michigan (including more than 50 academic libraries, the major exception being the University of Michigan in Ann Arbor). When you search MeLCat, you can request that an item be sent to Hekman Library for pick up at the main circulation desk on the 2nd floor. The turnaround time is 3-5 days.

In many cases, MeLCat replaces InterLibrary Loan, especially for books held in Michigan libraries. InterLibrary Loan is still the preferred method of delivery for books held outside Michigan and for all journal article, dissertation, and microfilm requests.

## **C. Research Databases**

Hekman Library provides access to over 150 research databases. Most of the databases are restricted to Calvin users on and off campus, but some are freely available to all public web users. Some in this latter group are our “home-grown” databases: Christian Reformed Church Periodical Index, Calvin Choral Music Database, and the Hekman Digital Archive.

If you know which database you wish to search, you can find it easily using the “Find Databases” search box on the homepage, the A-Z list of databases, or the “Databases by Subject” tool.

## **D. Electronic Journal Locator**

Another helpful tool is the “Electronic Journal Locator,” located at the top of the main (A-Z) Research Databases page. This tool lists the titles of the electronic journals we subscribe to, which is helpful if you want to go directly to the online version of a journal. (Note that you can also search and access journals through our library catalog, which will indicate if the library has print as well as online access to the journal title. The electronic journal locator will not reveal if we have print access—only online.)

## **E. Research Guides**

The Hekman librarians have created [online research guides](#) to support student research. “Subject Guides” are meant to offer an introduction to conducting research in a particular subject or discipline; they list core databases, recommended reference titles, and other research tips. “Class Guides” have been created by liaison librarians to support research assignments in particular courses, and are often designed collaboratively, with input from the faculty member(s) who teach the course. The “How to Find” guides explain how to find other miscellaneous but commonly requested resources, such as book reviews or Bible commentaries.

## **F. “Search Start”**

“Search Start” allows a researcher to enter a query (keyword or phrase) in one search box, and see results from multiple platforms: the library catalog, MeLCat, as well as from research databases from our major vendors (such as EBSCO and Gale). This tool, prominently displayed on the library’s homepage, was designed by our library programmers primarily for beginning searchers (such as students in first-year courses or those starting research on an unfamiliar topic).

## **G. Acquisitions Status Viewer**

This valuable tool allows you to see how the collection is growing. If you order a particular book for the collection, this is a good way to track the status of the book. You can view all the way back to 2009-10. [http://ukeke.calvin.edu/cgi-bin/acq\\_status\\_viewer.pl](http://ukeke.calvin.edu/cgi-bin/acq_status_viewer.pl)

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## III. Services

### A. Access Services - Checkout

### B. Reserves

### C. Interlibrary Loan

### D. Research Assistance

#### A. Access Services - Checkout

The library has 3 checkout locations: the main circulation desk on the 2<sup>nd</sup> floor, Cayvan Media toward the back of the 2<sup>nd</sup> floor, and the 3<sup>rd</sup> floor. All desks are staffed by student workers. The main checkout desk is staffed at all times when the library is open. The 3<sup>rd</sup> floor checkout desk closes at 5 pm, Monday-Friday. Most questions can be answered by Carla Moyer, Head of Access Services ([cmt6@calvin.edu](mailto:cmt6@calvin.edu)).

Here are some important circulation policies to be aware of:

- You may check out books for a 6-month period and renew them if books are not on hold for other users. The limit is 100 books per faculty member. (Some people actually do reach the maximum number of checkouts!)
- To avoid excessive overdue notices, simply renew your books online by replying to the overdue email or by logging into your library account (via the catalog).
- If you receive an email stating that a book is lost, that means it is more than 45 days overdue. You will need to contact Access Services and report that the book is indeed lost, or that you still have possession of it.
- The replacement charge for lost books is \$50. If you want to know more about our lost book policy, please follow this link: [http://library.calvin.edu/policies/lost\\_book](http://library.calvin.edu/policies/lost_book)
- We recommend that you do not lend books to students. If a student loses a book checked out to you, you are responsible for the lost book.

#### B. Reserves

The person in charge of Print Reserves is Jessica Dickson ([jdickson@calvin.edu](mailto:jdickson@calvin.edu)). Here are a few things to keep in mind when you place an item on reserve:

- Both library-owned materials and personally-owned materials may be placed on reserve. When you request that a book be placed on reserve, please supply the title, author, and call number.
- Books that will be used frequently, such as required reading, should be put on reserve. Books that are not required reading but that might be of interest to some students should not be placed on reserve.
- The length of time that a reserve item may be borrowed is selected by the instructor and is set at two hours, one day, or three days.
- **Make your reserve requests as early as possible.** Most requests can be processed in 24 hours, but occasionally the wait can be as long as a week, depending on the volume of requests. Please do not tell your students that something is on reserve until you receive verification that your request has been completed.
- Reserve requests may be placed online: <http://library.calvin.edu/communities/faculty/reserves> or in person at the 2<sup>nd</sup> floor checkout desk.

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The person in charge of Multimedia Reserves is Beth Steele in the Cayvan Recorded Media Center ([eas36@calvin.edu](mailto:eas36@calvin.edu)). To use Multimedia Reserves, note:

- Reserve requests for multimedia can be submitted in three ways: using an online form ([http://library.calvin.edu/guide/collections/cayvan/cayvan\\_reserve](http://library.calvin.edu/guide/collections/cayvan/cayvan_reserve)), in person at the Cayvan window, or by calling to place your request (526-6306).
- Please allow two business days for processing. Library media items as well as personal media items can be placed on reserve in the Cayvan Office. Typical circulations for media reserves are 2 hours, 3 hours, 1 day, or 3 days. You will be notified when your reserves are processed and ready for your students. Personal items will be returned to you at the end of the semester unless you specify an earlier date.
- Note that Cayvan also offers online reserves as an added teaching resource. Contact Remington Steed ([rsteed@calvin.edu](mailto:rsteed@calvin.edu)) for further information about this service.

## C. Interlibrary Loan

The Interlibrary Loan Coordinator is Kimberly Smalley ([kas75@calvin.edu](mailto:kas75@calvin.edu)). Here are some guidelines to keep in mind when you request something via ILL:

- The borrowing period for ILL items is two weeks; renewals are usually allowed.
- Dissertations may be requested but availability cannot be assured.
- The average delivery time is 2-5 days, but items can come in as little as 24 hours, depending on the loaning library and the method of delivery.
- Requests may be made online from the Interlibrary Loan services page: <http://library.calvin.edu/service/ill/>.

## D. Research Assistance

A team of seven librarians staffs the Research Assistance service. From 9 am-1 pm, librarians are “on-call, staffing the service from their offices; from 1-5 pm, librarians sit at the Research Assistance Desk. Kathy DeMey is the librarian primarily responsible for the smooth running of this service ([kdemey@calvin.edu](mailto:kdemey@calvin.edu)).

For most of the hours that the library is open, a student-librarian team staffs the Research Assistance Desk: the student worker answers basic questions and the reference librarian takes the more challenging questions. There is no reference librarian on duty from 5 pm to midnight, when the library closes. During that time, Research Desk Assistants (highly-trained students) staff the service from 6-10 p.m. Monday through Thursday.

There is an Ask a Librarian email reference service, as well as chat and text reference, all of which enable you to communicate with a reference librarian without coming to the library. Please encourage your students to use the expertise of the reference librarians, whether through face-to-face encounters or online! See <http://library.calvin.edu/service/research/> for more details about our research assistance services.

The reference collection is large for a college Calvin’s size and all books circulate for a period of 7 weeks with no renewals. The main reference collection is located on the 2<sup>nd</sup> floor. There is a theology reference collection on the 4<sup>th</sup> floor.

# Hekman Library: Teaching Resources

## IV. Special Collections

- A. Microforms**
- B. Rare Books**
- C. Cayvan Recorded Media**
- D. The H. Henry Meeter Center for Calvin Studies**
- E. Heritage Hall & Archives**
- F. Government Documents**

### **A. Microforms**

There are numerous microform collections in the library. Follow this link to find information about both microfilm and fiche collections: <http://library.calvin.edu/guide/collections/microforms>.

### **B. Rare Books**

The library owns an impressive number of rare books and periodicals. Theology is the focus of the collection, but many other disciplines are covered. Combined with the material in Heritage Hall (the college archives) and the Meeter Center (Calvin and Calvinism), the library contains one of the finest collections for the study of Reformed theology in North America. You can view items from the Rare Books collection by asking staff in the Heritage Hall reading room during its open hours (8 am-5 pm). For more information about the collection, contact Paul Fields, ([pfields@calvin.edu](mailto:pfields@calvin.edu)) Curator of the Meeter Center and theological librarian, or see <http://library.calvin.edu/guide/collections/rare>.

### **C. Cayvan Recorded Media**

Cayvan Recorded Media, located on the 2nd floor of the library, houses most of the library's media collection; there is a help window in the Cayvan area for asking questions, using the media reserves, and checking out multimedia items. Five listening rooms are also available for individuals or groups to watch films or listen to music. Contact Beth Steele at [eas36@calvin.edu](mailto:eas36@calvin.edu) with questions pertaining to this media collection.

### **D. The H. Henry Meeter Center for Calvin Studies**

The H. Henry Meeter Center for Calvin Studies is a special collection concerning John Calvin and his historical and theological influence to the present. The Center's goal is to collect all materials in any format and language which pertain to John Calvin and Calvinism. This growing collection contains 5,000 secondary book sources, 17,000 articles, several large microform collections, and several hundred 16<sup>th</sup> century imprints.

The Center is located on the 4<sup>th</sup> floor of the Hekman Library. Its book collection is accessible by searching the Hekman Library's catalog, and the article file is searchable via the Calvinism Resources Database (CARD). CARD is found on the Center's homepage (<http://www.calvin.edu/meeter/>).

Faculty, students, and visitors are welcome to use the collection between 8:00 and 5:00 Monday through Friday, and during the academic year from 1:00 to 5:00 on Saturdays. Meeter Center staff can provide class presentations tailored to the needs of a particular course. To schedule class visits, contact the Center's Director, Karin Maag ([kmaag@calvin.edu](mailto:kmaag@calvin.edu)) or the Curator, Paul Fields ([pfields@calvin.edu](mailto:pfields@calvin.edu)).

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## **E. Heritage Hall & Archives**

The archives at Calvin College gather and preserve the documented history of the Christian Reformed Church in North America, its official agencies, schools, congregations and people significant to, or representatives of, these agencies. The archives are also the repository of records detailing the Dutch immigrant presence in North America since 1840. The archives hold the official, permanent, non-active records of Calvin College, Calvin Theological Seminary, and the Christian Reformed Church in North America. These records include meeting minutes, reports, correspondence and other records (paper-based and electronic) generated by the boards of trustees, administrative offices, departments, committees, and other official agencies of the college and seminary. Examples of other material collected are: the minutes, files, letters, etc., of the Christian Reformed Synod and its official agencies; Classical records; Congregational records; such related institutions as Pine Rest Hospital, Bethany Christian Services, Christian Schools International, Christian Labor Association, etc.; and the papers of leaders, staff, faculty, students, teachers and lay leaders related to these institutions.

Visit the Heritage Hall website for more information: <http://www.calvin.edu/hh/>.

## **F. Government Documents**

Hekman Library has been a selective depository library for United States government documents since 1967 and for Michigan documents since 2003. In addition to serving those on Calvin's campus, the Hekman collection of government documents is available for use without fees by the citizens of Michigan's third congressional district. Hekman Library is one of two depositories in the third congressional district in Michigan, which includes Barry and Ionia counties and most of Kent County; the other depository library is Grand Rapids Public Library.

Our collection includes census data, maps, congressional publications, laws, Supreme Court opinions, and selected materials from nearly every federal government agency.

While Hekman Library maintains a collection of government documents in printed format, materials collected from 2012 forward are almost exclusively electronic. Government documents can be located via search of the library catalog and/or the Government Printing Office's FedSys database: <http://www.gpo.gov/fdsys/>. Print materials located in the government documents compact shelving may be checked out by special arrangement with a reference librarian. For search advice please consult Kathy DeMey or our online guide to Government documents: <http://libguides.calvin.edu/govdocs>.

Be aware that the collection is under renovation. We spent the summer shifting volumes and making sure all are where they are supposed to be. This project is only half done, however. So, if you're not able to find something, any of the reference librarians should be able to assist you.