

# 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 eight librarians assist faculty in a variety of ways, including:

- helping with your personal research projects
- teaching classes on various library-related subjects
- assisting with collection development
- collaborating on library assignments
- creating online learning objects

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. When you ask students to complete research-based assignments, it's a good idea to contact your department's liaison to talk about how to support your 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 (<https://ulysses.calvin.edu/>) includes records for items both owned and accessible by the library. Our catalog is based on open-source software, and while it receives frequent small revisions, it is generally a stable tool and should be familiar to most with basic library experience.

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## B. MeLCat

MeLCat (<https://search.mel.org/>) is a statewide database representing the holdings of nearly every library in Michigan, including more than 50 academic libraries. When you search MeLCat, you can request that an item be sent to Hekman Library for pick up at the main circulation (checkout) desk on the second floor. The turnaround time is typically 3-5 days. The Hekman Library participates in the Visiting Patron program. This means that patrons registered at our library can check out materials from other libraries in the program. One only needs to go to the library of choice and show a current Calvin ID card.

In many cases, MeLCat replaces Interlibrary Loan, particularly for books held in Michigan libraries. Interlibrary Loan is still the preferred method of delivery for books owned by libraries out-of-state and for all journal articles, dissertations, and microfilm requests. Other article delivery services that are more immediate are the Elsevier Science Direct service (<http://library.calvin.edu/service/elsevier>) and “Get It Now” or GIN (<http://library.calvin.edu/service/gin>).

## 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 what we call our “home-grown” databases. They are the Christian Reformed Church Periodical Index, Calvin Choral Music Database, Calvinism Resources Database (CARD), the Post Reformation Digital Library, 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

### Research Databases

More Specific: [How To Choose the Best Research Database](#) [Electronic Journal Locator](#)

The Electronic Journal Locator link is located at the top of the main (A-Z) Research Databases page. This tool lists the titles of the electronic journals to which we subscribe, 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 (<https://libguides.calvin.edu/>). These guides, sometimes also referred to as subject guides, offer an introduction to conducting research in a subject or discipline, and they list core databases, recommended reference titles, and other research tips. “Class Guides” are created by liaison librarians to support research assignments courses and are often designed collaboratively with input from the faculty instructor. “Resource/Collection” guides explain how to find other miscellaneous but commonly requested resources, such as book reviews or Bible commentaries and introduce students to special collections within the library.

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## 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, such as the library catalog, MeLCat, and research databases from our** major vendors (EBSCO, ProQuest, and JSTOR). This tool, prominently displayed on the library's homepage, was designed by our library programmers primarily for the novice researcher. It acts like a Google search, which is appealing to students!

## G. Acquisitions Status Viewer

This valuable tool allows you to see how the collection is growing. If you order a 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)

## III. Services

### A. Access Services - Checkout

### B. Reserves

### C. Interlibrary Loan

### D. Research Assistance

#### A. Access Services – Checkout\*

The library has two checkout locations: the main circulation desk on the second floor and a desk on the third floor just inside the entrance. The main checkout desk is always staffed when the library is open. The third-floor checkout desk closes at 5 pm, Monday-Friday. Most questions can be answered by Carla Hotz, Head of Access Services ([cmt6@calvin.edu](mailto:cmt6@calvin.edu)).

Here are some important circulation policies:

- 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.
- 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.

\* Information in this area could change, depending on health and safety measures that must be implemented during the fall semester of 2020 and possibly beyond.

#### B. Reserves

The person in charge of Reserves (books and media) is Beth Steele ([eas36@calvin.edu](mailto:eas36@calvin.edu)). Here are a few things to keep in mind when you place an item on reserve:

- Media Study Rooms are available for students who are given listening or viewing assignments. They should reserve the room ahead of time.

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- Both library-owned materials and personal copies may be placed on reserve. When you request that a book be put 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 anywhere from two hours to one week.
- Reserve requests may be placed at the main circulation desk on second floor.
- **Make your reserve requests as early as possible.** Allow up to one week for processing of requests, although most will not take that long. You will be notified by e-mail when your reserves are ready for checkout. Please do not tell your students that something is on reserve until you receive verification.

### C. Interlibrary Loan

Access Services staff handle interlibrary Loan functions. 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 granted at the discretion of the lending library.
- Dissertations may be requested but we cannot assure availability.
- 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>. You are encouraged to set up your own Tipasa account ([https://library.calvin.edu/service/ill/tipasa\\_instructions](https://library.calvin.edu/service/ill/tipasa_instructions)) for interlibrary loan requests.

### D. Research Assistance\*

A team of eight librarians staff the Research Assistance service and desk. Librarians are “on-call” from 9a to 1p staffing the service from their offices; from 1p to 5 p, librarians sit at the Research Assistance Desk. Kathy DeMey is the librarian primarily responsible for managing this service. ([kdemey@calvin.edu](mailto:kdemey@calvin.edu)).

A student-librarian team staffs the Research Assistance Desk for most of the hours that the library is open. Highly trained student workers called Library Research Assistants (or LRCs) answer basic questions, and librarians tackle the more challenging questions. There is no reference librarian on duty from 6 pm to midnight. During that time, the LRCs staff the service (6p to 10p, Monday through Thursday). An LRC also staffs the service on Saturdays from 1p to 5p.

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.

All Reference books circulate for a period of 1 weeks with no renewals. The main reference collection is located on the second floor. There is a theology reference collection on the fourth floor, and those books do not circulate outside of the library.

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## 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 (8a to 5p). 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. 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 that 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 fourth 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 on the Center's homepage (<http://www.calvin.edu/meeter/>).

Faculty, students, and visitors are welcome to use the collection between 8a and 5p Monday through Friday and on Saturdays (during the academic year only) from 1p to 5p. Meeter Center staff can provide class presentations designed to meet 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)).

### **D. 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: minutes, files, letters, etc., of the Christian Reformed Synod and its official agencies; Classical records; Congregational records; such related institutions as Pine Rest Hospital,

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Bethany Christian Services, Christian Schools International, Christian Labor Association, etc.; and the papers of administrators, staff, faculty, students, teachers and lay people related to these institutions. The Curator of the Archives is Dr. Will Katerberg ([wkaterbe@calvin.edu](mailto:wkaterbe@calvin.edu)).

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

### **E. 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, U.S. Geological Survey documents 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 our online guide to Government documents: <http://libguides.calvin.edu/govdocs>.

Be aware that the collection is under evaluation, so you may find that documents aren't always perfectly in order. We continue to deselect print documents now available online and to catalog new documents received over the past couple of years in e-format only. If you're not able to find a desired document, any of the reference librarians can assist you.