

DWIGHT MARVIN LIBRARY

FAST FACTS FOR FACULTY AND STAFF



The Dwight Marvin Library is an integral part of the Marvin Library Learning Commons, which fosters student learning in a contemporary setting where academic needs are met by librarians, education specialists and additional support staff. In addition, writing and technology support, media collections, spaces designed for collaboration and a host of other services are available at <https://library.hvcc.edu>.

Liaison Program

A librarian is designated as each department's liaison. Visit <https://www.hvcc.edu/library/liaisons.html> to identify your liaison librarian, request new materials for the library collection, discuss a collaborative instruction session for your class or explore open educational resources available in your discipline.

Instructional Services

Librarians instruct classes in information literacy concepts by request, with content customized to meet the learning objectives you identify. Request library instruction at <https://libguides.hvcc.edu/faculty/library-instruction>.

Dwight Marvin Library website at <https://library.hvcc.edu>

Find books and media in electronic and traditional formats, search for journals, and retrieve articles or access scholarly and professional sources using research databases. The website is constantly updated with new books, reputable online sources, news, self-guided tutorials and more. Use Research Guides created by liaisons specifically for your academic program.

Writing and Research Center

The Reference Desk is located within the Writing and Research Center on the second floor. Students may receive assistance during the entire process of a research assignment with seamless referrals between writing experts and reference librarians.

Research Appointments for Students

When your students begin to do research assignments, encourage them to sign up for an hour of individual assistance with a librarian. Appointments can be made from the Make a Research Appointment link at <https://libguides.hvcc.edu/ask>. Appointments are available in face-to-face and virtual modalities.

Integrating Library and Media Resources into Brightspace

Consult with the library to set up links from Brightspace to articles, videos and other content from any of over 100 research databases and online resources available from the library.

Support for Open Educational Resources (OER)

Learn more at <https://libguides.hvcc.edu/oer>. Traditional course textbooks and other required materials are available for loan to students at the First Floor Services Desk. Find details at <https://libguides.hvcc.edu/reservetextbooks>.

Employees as Students

Employees taking courses for advanced degrees at other institutions may take advantage of resource sharing services and make use of our collections. Many local academic libraries extend borrowing privileges to Hudson Valley employees. Learn more at <https://libguides.hvcc.edu/faculty/resource-sharing>.

Voices: A Library Lecture Series and Other Special Programming

The library regularly hosts activities for students and the community. Consider bringing your classes to Voices: A Library Lecture Series, delivered by a broad spectrum of scholars and community members on topics from art to politics. Encourage your students to attend other library events that can promote their success.

Dwight Marvin Library: The Basics

Hours for Marvin Library Learning Commons

Monday - Thursday	7:45 a.m. - 8 p.m.
Friday	7:45 a.m. - 5 p.m.
Saturday	10 a.m. - 2 p.m.
Sunday	CLOSED

Hours vary during summer and when classes are not in session. *

*Exceptions are listed at <https://www.hvcc.edu/library/about/hours.html>

Remote services available by appointment.

Contact Information

Reference and Research	(518) 629-7337
First Floor Service Desk	(518) 629-7336

Off-Campus Access

Most library resources are available from off-campus as well as within the building. Remote access may require authentication, using your Hudson Valley ID and password to verify your current status as a student or an employee. For help, call the Reference Desk at (518) 629-7337.

Equipment

Chromebooks, graphing calculators, wifi hotspots, GoPro cameras, and other equipment are available for loan to students while supplies last. Visit <https://libguides.hvcc.edu/equipment> for more details.

Borrowing/Circulation (General Guidelines**)

	Students	Employees	Courtesy
Loan Period	16 weeks or end of the semester	16 weeks or end of the semester	30 days
Fines	\$70 replacement fee	\$70 replacement fee	\$70 replacement fee

Unpaid library fines prevent future loans.

**Excludes reserve textbooks, media, equipment, current magazines and other items with separate policy.

Group Study Rooms

Reserve a group study room online at <https://libcal.hvcc.edu>. Group study rooms accommodate 2-8 students and some rooms may be equipped with Zoom camera and/or large screen monitors.

Study Spaces

Spaces in the Marvin Library Learning Commons are designated by color zones to indicate silence, quiet, or group study. Find a zone that meets your needs. Respect your neighbors' expectations for a quiet study space.

Security

Mind your personal possessions and valuables. A limited number of day-use lockers are available on the first floor; you may borrow a locker key from the First Floor Service Desk.

Research Award

Watch for news of the library's annual award for outstanding student research.

Research Sharing

Through resource sharing, books and journal articles may be requested from other libraries if they are not part of the Dwight Marvin Library collections.



<https://library.hvcc.edu>



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LEARNING COMMONS

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