

INSTRUCTIONAL RESOURCES

ACADEMIC SUCCESS CENTER

The Academic Success Center tutors are available in building 420. Office hours to schedule appointments, group sessions and study groups are Mon-Thu, 8 a.m.-8:00 p. m. and Friday from 8 a.m.-4 p.m. Tutoring sessions last 50 minutes and are available for most disciplines. ASC tutors use a variety of instructional approaches appropriate for different skill levels and learning styles to enable students to become efficient, independent learners, the ASC helps them master course material and apply effective study strategies. They serve the entire college by helping under-prepared students prepare, prepared students advance, and advanced students excel. Students are encouraged to take advantage of tutoring services early each semester in order to maximize their full learning potential. Students should bring their ID cards, course books and their work for assistance.

AIS Computer Labs, are also located in building 420. Hours of operation are Mon-Thu 8:00- a.m. - 8:00 p.m., and Friday 7:30 a.m. – 4:00 p.m.

For more information, please call (619)-482-6348.

Writing and Reading Center tutors are also available for assistance in building 420. Writing tutors help students to learn to identify and fix their own work. Students should bring their ID cards and their work for assistance. Call us at ext. 5830 for more information, or just drop by. Tutoring is on a walk-in basis only; no appointment is necessary.

Like the writing tutors, reading tutors receive extensive, ongoing training in tutoring skills. They are familiar with a variety of reading and study strategies to help students improve their comprehension of academic texts in all disciplines. Please bring your student ID, your textbook, a copy of your assignment, and work you have completed. For information on the Reading Center schedule, please call (619) 421-6700 ext. 5830.

LIBRARY & TELEMEDIA SERVICES

Located on the second floor east, library books can be borrowed for an initial four-week period and can be renewed unless they have been requested by another library patron. Although most library cardholders are Southwestern College students, faculty, or staff; public patrons are invited to inquire about our Community Borrowers card, which grants visitor-borrowing privileges.

Video cassettes, CD's, CD-ROMs, DVDs, audio cassettes, sounded filmstrips, and sound slide sets are available by searching the library's automated catalogs, and requesting the item from the Circulation Desk. They may use these media in private listening carrels or in group-study rooms on the second floor. Equipment Checkout, on the first floor of the LRC, provides multimedia equipment for faculty and staff. Also, on the first floor, Media

production assists faculty and staff with services such as posters, flyers, personal websites, and digital media. They also reproduce videos for which permission has been obtained from the copyright holder.

Locations:

	Floor
Archives: (by appointment)	3
Circulation Books	2
Circulation Desk	3
Internet Access	2 &3
Law Books	2
Library Catalog	2
Library Instruction (across the breezeway Rm L244)	2
Media (videos, audios):	2
New Books	2
Paperbacks	2
Periodicals-Circulation Desk	2
Reference Books	2
Reference Desk	2
Textbooks on Reserve	2

Electronic Database: Available for finding articles in periodical universal access for academic research with comprehensive access to over 20 full-text databases.

Information About Books and Periodicals Owned by Other Libraries: Reserve Materials (limited use), including some textbooks; and interlibrary Loan, the library borrows books from other libraries for your use or receives photocopies of magazine articles, etc., often at no charge to you.

Information Displays: Career materials, including pamphlets to check out. Leisure reading offers a large collection of best sellers and an extensive pamphlet collection, in addition to an award-winning interactive multimedia tour of the library and campus.

Library Courses: Library 110, a one-credit course in Library Skills
Library 151, a one-credit course in internet Research Skills

Library Orientations: Library instruction sessions are taught by appointment and may be scheduled for any regular class meeting time. Each instruction session is tailored to the subject, topics, and assignment identified by the classroom instructor. To schedule your class for a library orientation: please call 619-421-6700 ext. 5381 or stop by the Library Reference Desk.

COMPUTER COMMONS

Located on the third floor, the Computer Commons offers access to 100 computer stations with standard computer tools for accomplishing class work and research. There is access to periodical and information databases, the internet, the Microsoft Office Suite (Word, Excel, Access, and PowerPoint), the library catalog, and electronic books.

TEACHING AND LEARNING CENTER (TLC)

The TLC is a gathering place where faculty and staff members learn, have conversations about learning, and receive support for learning. The TLC provides access to professional resources, workshops, training, and the opportunity to develop and refine skills as well as experiment with innovative instructional methodologies.

It is also a resource center designated for the faculty and staff of SWC. Working in conjunction with Staff development and Training Services, the TLC provides faculty and staff with training and access to a variety of professional resources.

The center contains a wide selection of hardware, software, and equipment that support both Mac and PC platforms. The TLC is part of the Staff Development Program and is coordinated and managed by the Staff Development Program Assistant. Many TLC activities may be used for hurdle, flex, or educational incentive credit.

LEARNING RESOURCE CENTER DISTRIBUTION AREA SERVICES

Circulation Media Collection: The Learning Resource Center circulating media collection consists of VHS videocassettes, CDs, CD-ROMs, DVDs, audio-cassettes, sound filmstrips, sound slide sets, and microcomputer programs. Faculty and staff may check Learning Resource Center media out of the building for classroom use, preview, and preparation. In addition, programs can be reserved in advance.

The checkout period for faculty and staff is one week unless other arrangements are made. They may check out a maximum of seven programs at a time.

Students must use the programs in the learning Resource Center, and they must present their Student ID cards in order to use LRC programs. No exceptions are made. Students wishing to use programs for class presentations must obtain instructor's written permission and may take the programs out of the building only for their class period. They must do all preparation at the LRC.

Learning Resource Center has scheduled delivery of programs to the San Ysidro and the Higher Ed Centers via the campus courier. Faculty teaching at other extension sites must pick up and return programs personally.

Professors who wish to assign programs to their students to use should notify the Learning Center staff in advance. The LRC staff will place the assigned programs in in-house reserve for the time of the assignment. Other faculty members will be allowed to check out those programs only for single class periods. Programs cannot be reserved for the entire semester.

Professors who wish to obtain a record of their student use of Learning Resource Center programs may do so by requesting the LRC staff to send the request card that students complete after the request cards have been recorded for LRC statistical records, or by having students complete a critique card for the programs reviewed.

Students give the critique card to their professors directly. The LRC provides a general critique card for student's uses. Professors may place media that either they or their department owns on temporary reserve in the Learning Resource, such programs are filled by the professor's name. The LRC staff reserves the right to refuse to accept programs that they deem to be unlicensed copies of copyrighted materials.

Circulating Equipment: Faculty and staff can check out equipment for short-term temporary use. Those needing equipment on a permanent basis should contact their administrators. The Learning Resource Center does not provide equipment for permanent school or department use.

Equipment should be reserved in advance. The checkout period varies due to need, the demand for that piece of equipment, and previous reservations.

The Learning Resource Center staff does not deliver equipment or provide operators. LRC staff can give instruction in the proper use of the equipment only.

Students wishing to use Learning Resource Center equipment for class presentations must obtain written permission from their instructors.

Problems with school or department equipment should be reported **to the school office SSBH**. Problems with equipment checked-out from the Learning Resource Center Should be reported to the LRC staff.

Equipment available for short-term check-out:

Audio cassette recorders	Power lectern
Camcorders	Record player
Carousel slide projectors	16mm projector
CD boom box	Sound-filmstrip projector
Digital cameras	Tripods
Easels with paper pads	VHS/DVD projection unit
Laptop computers: ThinkPad, PowerBook	VHS units on mobile carts
Megaphone	Zip drive
Overhead projectors:	Portable screens

Presentation systems: Computers, video projector, VHS or laser disc player, on cart	
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Media Previews and Purchase Recommendations: The LRC Coordinator will order programs that might be appropriate for the LRC collection for preview if the distributor allows preview. All requests for preview shall be processed through the LRC. Do not order no matter how tempting it may be. The LRC Coordinator will log in all preview programs when they arrive and will notify the professor who ordered them, and will attach a preview card to the program which the professor should complete after viewing the program.

The LRC purchases programs for the LRC collection only. Those wishing to purchase programs for department or their own collection should obtain school or department funds. The decision to purchase or not is based on the professor's recommendation, the cost of the program, and whether it is a application to the college curriculum. Some programs may be placed in the San Diego County College Level Media Collection due to high cost or the sensitive nature of the content. The LRC Coordinator Publishes a monthly list of new additions to the LRC collection.

San Diego County Media Collection

You may borrow videos from the San Diego County Media Collection. They must be ordered in advance and are delivered on Mondays and Thursdays. Access and search their on-line catalog by visiting their website <http://aveve.sdcoe.k12.ca.us>. Place your order with the Library Support Services Supervisor by calling (619) 428-6346. They will reserve the programs and notify you when they arrive on-campus. A list of new media added to the Library collection is distributed monthly during each semester.

Duplication Services

Duplication Services, housed in Multimedia Services (Room L113) will duplicate copyright cleared programs for faculty, staff, and students. The publisher's authorization must be on file before a duplication request can be accepted. Bring your blank tapes or discs to be left and completed in the order in which they are received. Duplication Services does not do while-you-wait duplicating.

Equipment Circulation

Equipment Circulation, housed in Multimedia Services (Room L113) circulates a wide variety of multimedia and audiovisual equipment which can be checked out for short term use by faculty and staff. Make reservations by calling Ext. 5299 or dropping by. You pick up and return the equipment yourself.

Equipment Circulation and Duplication Service Hours

Spring & fall semesters: The Library is closed between semesters.

Monday – Thursday 8:00 AM to 7:00 PM

Friday 8:00 AM to 2:00 PM

Saturday 10:00 AM to 2:00 PM

Summer semester:

Monday – Thursday 8:00 AM to 6:30 PM

Academic Information Services-Library/Learning Resource Center

Department	Need	Phone
Acquisition	To donate books to the library or to check on status of a book order.	619-482-6364
AIS Office	For general questions about the library	619-482-6373
Circulation Services	Library hours: questions with overdue books, fines and bills.	619-482-6397
Computer Commons	For questions about computer use in the library.	619-421-6700 ext.5188
Computer Labs 420 Building	For questions about computer use in the 420 building computer labs.	619-421-6700 ext.5314
Education Center at San Ysidro-Library Services	For librarian's schedule, please see hours.	619-690-6083 Ext.3013
Equipment Checkout & Tape Duplication	To reserve and checkout equipment for short-term use. To request duplication of copyright cleared audio, or video tapes, CD-ROMs and DVDs.	619-421-6700 ext.5299
Graphic Services	Graphics and digital project support for SWC faculty and staff.	619-421-6700 ext.5296
Interlibrary loans	To request renewal of items obtained from other libraries.	619-482-6342
Media Services	To preview or order media.	619-482-6346
Periodical Services	To check on the status of a faculty or department periodical order. (Newspaper, magazines, and professional and educational journals).	619-482-6407
Reference Desk	For questions about library research, including the internet, catalog, and the library's online	619-421-6700 ext. 5381 Ask a Librarian

	database.	
Reserve Desk	To check on the status of a reserve item for your class. Faculty: To request that items be placed on semester reserve for your classes.	619-482-6397
Subject Area Liaison	Faculty: To contact my subject area librarian regarding a course proposal or library purchase.	Liaisons