

**Attachment 10 - Learning Resource Center and Virtual
Library Exhibit**

LEARNING RESOURCE CENTER (LRC)

The Learning Resource Center (LRC) at the ITT Technical Institute in Clive will be designed and equipped to support the technical, career orientation and life-long learning goals of the institution's educational programs, therefore, the LRC plays a critical role in achieving the educational goals of the institution. The collection (both electronic and paper) is built on the curriculum and includes basic skills and general education holdings and a substantial amount of technical material along with general reference and periodical material selected specifically to address the needs of the student. Experience derived from more than 30 years of operation suggests there is a strong correlation between an institution's ability to retain, graduate and place students and the adequacy of the institution as measured by the volume and/or quality of the facility, equipment, library resources, staff, and support services.

The school's LRC committee, comprised of the Librarian, Dean, Program Chair(s) and various instructors, review the LRC holdings annually with the goal of maintaining relevant and up-to-date resources for the institution and educational programs. Care will be taken as the institution increases the number of volumes and other resources so that, rather than arbitrarily adding books, new materials will be appropriate to the curricula and needs of the students as the school grows.

VIRTUAL LIBRARY (VL)

The Virtual Library will be the primary information resource provided to benefit online students at ITT Technical Institute. The ITT Technical Institute Virtual Library uses Internet technology that is protected by a password system for entry and security. The ITT Technical Institute Virtual Library has an extensive collection of reference and resource materials for student use on a 24-hour per day basis, 7 days per week, 365 days per year from any Web-enabled computer. In addition to the Virtual Library's licensed collection of reference and resource information, links to Web sites of potential interest and benefit to students are provided. The following pages provide a brief summary of the more significant ITT Technical Institute Virtual Library collections. The ITT Technical Institute Virtual Library's collection is frequently expanded based upon new resources becoming available.

The Corporate Librarian, who has a Master of Library Science degree, manages the ITT Technical Institute Virtual Library. She is located in Carmel, Indiana at corporate headquarters. The Corporate Librarian maintains and develops the ITT Technical Institute Virtual Library on-line holdings through active collaboration with the system's other MLS-degreed librarians, local supervisors of the on-site library and service providers at the local level in addition to receiving information from faculty and curriculum developers. The Corporate Librarian ensures that the ITT Technical Institute Virtual Library complies with accreditation criteria and applicable state regulations.

The ITT Technical Institute Virtual Library provides convenient access to online information 7 days a week, 24 hours a day. Similar to a traditional library, the Virtual Library offers a variety of resources that support the ITT Technical Institute curricula. All items are full-text unless otherwise indicated.

VIRTUAL LIBRARY RESOURCES

REFERENCE DATABASES

Periodical Databases

The Virtual Library currently provides access to approximately 10,000 online magazines and professional journals as well as an abstracts and indexing for additional titles through nine databases. Back-file holdings vary title-by-title and database by database, but generally are provided for the last ten years. These periodical databases provide a mix of article searching and information delivery to bring documents directly to a user's desktop. These databases meet the needs of students and faculty who require relevant information quickly, conveniently and economically by combining advanced search capabilities with a simple and efficient article delivery system.

- **ProQuest**
 ProQuest databases (4) provide online access to an extensive collection of technology, computing, science, and criminal justice related publications as well as access to major metropolitan and international newspapers including the WALL STREET JOURNAL and the NEW YORK TIMES. Professional journals in the fields of computer networking, information technology, computer programming, e-commerce, project management, telecommunications, and other technology-related fields are included.
- **EbscoHost**
 The EbscoHost databases (4) provide access to information on a broad range of general interest topics including business, education, computers, social sciences, health, humanities, science, and the arts. Academic Search Elite provides full text for more than 1,200 peer-reviewed journals covering nearly every area of academic study including: social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, and ethnic studies.
- **Criminology**
 This database includes the full-text of 22 journals published by SAGE and participating societies. It covers such subjects as Criminal Justice, Juvenile Delinquency, Juvenile Justice, Corrections, Penology, Policing, Forensic Psychology, and Family and Domestic Violence.

ENCYCLOPEDIAS

- **AccessScience**
 A database that provides full-text search and retrieval of the *McGraw-Hill Encyclopedia of Science and Technology* (24 volumes). It contains in-depth articles on many areas of science and technology and includes biographies, recent research developments, news, and study guides. The online version of this standard science and technology reference source offers increased functionality over the print version in that it allows keyword searching, is updated continuously, offers Q & A support, and provides current science news updates.
- **Britannica Online**
 The online version of the *Encyclopedia Britannica*, is available through the Virtual Library. Students frequently use this authoritative general encyclopedia to locate reliable basic information on a wide variety of topics. The online version offers the advantages of keyword searching across all articles, hyperlinks to cross-references, photographs and other graphics, and links to pertinent Internet sites.

Dictionaries

- **Oxford Reference Online**
 A database that enables access to 125 subject dictionaries and reference works from Oxford University Press. The database brings together content from architecture, science, computing, business, language, history, law, literature, and social sciences into a single cross-referenced resource.

Directories

- **Reference USA**
 A directory of 12 million U.S. businesses; search by company name, location, SIC code, industry, size, and other criteria.

Business reference

➤ **Mergent Online**

This service is a suite of global business and financial information products including U.S. and international company data and U.S. and international annual reports. It provides access to more than 30,000 U.S. and non-U.S. publicly traded companies, including real time access to SEC (EDGAR) filings dating back to 1993 as well as real-time news headlines and complete text. Directory-type information for private companies is also included.

Many additional online reference sources are available through the Virtual Library. Our collection includes additional encyclopedias, both general and specialized, dictionaries, directories, government publications, almanacs, maps, library catalogs, statistical sources, style manuals, and tutorials.

Books

➤ **Books24x7**

The Books24x7 collection of online books offers access to information technology and business related titles selected for reference support of ITT Technical Institute curricula. Each title is full-text and includes the illustrations, charts, diagrams, and photographs of the print counterpart. The functionality of online full-text books makes them ideally suited for reference and research. Students are able to quickly search for specific information using keywords, either in a single title or across a group of titles. Search results are ranked by relevancy and hyperlinks are provided to top section hits. The collection consists of 500 information technology and business-related titles.

➤ **CRC Press Collections**

EngNetBase, ForensicNetBase, and InfoSecurityNetBase consist of full-text CRC Press handbooks in PDF format. The collections are keyword searchable offering the capability to search within one, several, or all titles. Boolean searching and advanced search features are available. Some of the topic areas included in EngNetBase include circuits and devices, communications, composite materials, computer engineering, digital signal processing, electronics, industrial engineering and manufacturing, material science, microelectronics, and photonics. The InfoSecurity collection includes books on Internet and multimedia, IT management, networking communications, security and auditing, and systems and computer architecture. ForensicNetBase includes forensics, criminal justice, and law enforcement.

➤ **Ebrary**

A book database that offers full-text online access to over 23,000 authoritative titles with concentrations in Business & Economics, Computers & Technology, Humanities, the Social Sciences, and more. This collection also features a rich database of more than 1,050 maps and additional titles in academic subject areas ranging from engineering to general reference. The Business & Economics collection includes thousands of titles from over 40 publishers—nearly three quarters of which were published within the past two years. The range of the list supports course work at the undergraduate as well as post-graduate level, with category strengths in business administration, management, economic history and theory, global business and economic development, and business practice. Ebrary's Computers, Technology & Engineering collection features more than 3,000 titles, over 80% of which were published in 2000 or later. This collection is especially strong in computing programming, networking and applications technology, telecommunications and engineering, and IT case studies in business. Ebrary's Humanities collection covers a vast range of subjects including history, language, and linguistics, literature and literary criticism, and philosophy. The history category alone contains over 1,000 titles, with strengths in Ancient, Europe, Great Britain, and U.S. history. Ebrary's Life & Physical Sciences collection covers all fields in natural and physical sciences. Category strengths include agriculture and food science, environmental science, math and statistics, and medicine. The Social & Behavioral Sciences collection spans the full range of social science disciplines. This collection is particularly strong in education, political science, psychology, and sociology.

➤ **Gale Virtual Reference Library**

This collection of unabridged encyclopedias, dictionaries, handbooks, and other reference sources provides excellent curricula support for ITT Technical Institute programs. In addition to standard reference resources, the collection includes many monographs useful for research and study. The collection is particularly strong in areas of business, criminal justice, and contemporary social issues. In addition to keyword searching, the books in this collection offer hyperlinked indexes making information retrieval particularly thorough. These resources also provide text translation which is a popular feature with students.

➤ **NetLibrary**

NetLibrary is a growing collection of online books and digital audio-books on various academic topics. The collection includes a wide range of reference, scholarly, and professional titles from leading commercial publishers and university presses. Titles are selected to support ITT Technical Institute curricula and programs of study. This collection offers outstanding support for students, faculty, and staff on subjects such as architecture, business, engineering, technology, computers, social sciences, criminal justice, design, health sciences, information security, medicine, electronics, manufacturing, and construction. NetLibrary's digital audio-books can be downloaded or played on a desktop, laptop, or portable device. This new format provides an alternative way for users to interact with selected books.

➤ **Digital Collections**

The Virtual Library also provides links to many of the major digital collections available on the Web from publishers, colleges and universities, organizations, government, and others interested in sharing and distributing information through the Internet. Titles in these collections represent a wide variety of subjects, including technology, literature, humanities, and science.

REFERENCE RESOURCES

The Virtual Library provides access to a selected collection of authoritative Web sites that support the curricula of the ITT Technical Institutes. The Web site links are arranged by subject and provide easy access to information relevant to coursework in all programs. An extensive collection of links in the following topics areas is available:

- **Almanacs**
- **Arts**
- **Business**
- **Careers**
- **Certification**
- **Computers**
- **Copyright**
- **Dictionaries**
- **Directories**
- **Economics**
- **Education**
- **Engineering**
- **Encyclopedias**
- **Ethics**
- **Government**
- **Grammar and Writing**
- **Health**
- **Job Listings**
- **Libraries**
- **Maps**
- **Mathematics**
- **News**
- **Patents and Trademarks**
- **People**
- **Physics**
- **Project Management**
- **Resumes**
- **Quotations**
- **Science**
- **Sociology**
- **Statistics**
- **Study Skills**
- **Style Manuals**

ADDITIONAL VIRTUAL LIBRARY RESOURCES

Ask a Librarian

The Virtual Library's Ask a Librarian is a service that provides ITT Technical Institute students, faculty, and staff with the means to seek and receive online library reference services.

ITT Technical Institute Virtual Library users can get help with library resources any time, day or night by utilizing real time online chat. The online chat session is much like any library reference transaction – students ask their questions and librarians respond with suggestions, explanations, and instructions. During the session, librarians and users can co-browse databases and share Web pages. Afterwards, a transcript of the session can be sent to the user's e-mail address so that he/she has a record of the exchange, including links to visited Web sites. It's a great way to get quick help from any location – school, work, or home. The service is staffed by "Librarians by Request" from Tutor.com.

In addition to online chat, users can also ask questions via e-mail. The Ask a Librarian service is being utilized in both ways by students requesting assistance with reference questions, search strategies, and using online resources.

Ask a Librarian is designed to assist students, faculty, and staff to take full advantage of the electronic resources available to them through the ITT Virtual Library. The service provides online assistance to comprise the ITT Virtual Library's online collection, or help with reference questions. Course-related questions are referred to appropriate instructors or Program Chairs. In general, the Ask a Librarian service is a means of providing guidance and support for the information seeker.

Central Search

The ITT Technical Institute Virtual Library offers a centralized search function that permits users to search across multiple databases at the same time. The tool, called Central Search, offers Basic and Advanced Searching. Users may search one, several, or all databases and then link directly to articles, books, and other resources of interest.

Student Research and Information Learning Guides

Student research guides are available through the Virtual Library to provide online assistance to students at the first stage of research. The research guides cover topics that represent common assignments made by ITT Technical Institute faculty. Relevant sources of information, both print and online, are identified. The guides serve as pathfinders for the students and are structured to assist in the development of information literacy skills. Self-paced exercises to aid in the development of information literacy skills are also available. Tutorials on various topics of interest to our student body are also provided.

My Links

A personal links service that allows students, faculty, and staff to store their favorite and frequently used Web links is provided. Each time a user enters the Virtual Library, his selected resources are available. This service improves speed and convenience during the research process.

Faculty/Staff Resources

The Virtual Library currently houses thirteen discussion forums targeted to specific staff groups. The discussion forums offer staff an easy and convenient way to communicate with colleagues regarding common questions, issues, procedures, concerns, and activities. The forums are moderated and serve as an always up-to-date conduit of information. The staff resource areas are being continuously developed to provide resources and services to support our educational mission. In addition to access to the ITT/ESI Employee Handbook, faculty and staff also have access to professional development materials, manuals, textbooks, and training materials.

ESI

JOB DESCRIPTION

Job Title: Librarian **Date:** July 8, 1999

Department: Technical Institutes

Reports to: Dean

Summary: Position is responsible for all Learning Resource Center (LRC) operations. Supervises personnel directly involved with the LRC. Ensures the LRC is established as and remains an integral part of the college. Develops, coordinates and delivers user training courses/materials as well as prepares and distributes user documentation and aids.

Essential Responsibilities:

1. Responsible for designing, implementing and maintaining strategic plans for the LRC library collections.
2. In collaboration with the college faculty, selects books and other media needed for the LRC. Makes recommendations for tutorial program and related materials and equipment.
3. Monitors electronic databases and full text information resources.
4. Responsible to design and deliver database tutorials and instruction materials for users and assists them in search strategies and advanced information needs.
5. Assists instructors with the Career Success Program by providing information on resources/techniques to enhance study skills, library research skills, etc.
6. Responsible for the cataloging, in/out processing, storage repair and maintenance of books and other LRC equipment.
7. Establishes and/or maintains posted LRC hours and policies and procedures related to the use of LRC materials.
8. Meets regularly with education staff to coordinate LRC materials with course curriculum.
9. Supervises and instructs personnel on the proper care and use of audio-visual equipment. Responsible for promoting and publicizing LRC services to faculty and students. Maintains records of LRC usage to correlate students' progress with their course work.
10. Responsible for negotiating library agreements as required including, but not limited to, complying with state and federal agencies and accrediting bodies.
11. Responsible for assisting students with questions regarding the LRC and/or relating to course materials.
12. Responsible for maintaining ongoing professional industry knowledge and skills of library/information science. Identifies emerging issues, trends and responds appropriately including implementing enhanced practices for library collections and technologies.
13. Performs other duties as assigned or required.

Required Knowledge (Education, Experience, Licenses), Skills & Abilities:

1. Master's degree required in Library Science from and ALA accredited library school.
2. One to two years experience working in a library environment.
3. Excellent oral communication skills.
4. Ability to assess student progress and determination of changes needed in tutorial program(s).

Department, VP, Approval: _____ DATE: _____

HR/Compensation: _____ DATE: _____