



THE LIBRARY OFFERS A WIDE VARIETY OF SERVICES TO INSTRUCTORS

Course Reserves – Books, periodicals or media belonging to the library or instructors may be placed on reserve behind the circulation desk for in-library-use-only, overnight, 3-day or 7-day loan periods, ensuring availability to all students. Please specify course number and desired loan period with your request. (x5267) All books and other materials belonging to faculty or the library will be taken off reserve and returned to instructors or the library stacks two weeks after the end of the semester unless otherwise specified by the instructor.

Interlibrary loan – As a supplement to library and faculty collections, books and periodical articles may be ordered from other OhioLINK, local or OCLC libraries for research use. This service is offered free of charge. Please allow two weeks' notice when making your request. Contact the Library Director at kzoller@ndc.edu.

Bibliographic Instruction – Upon request, the library provides bibliographic instruction sessions for groups, classes or individuals. Sessions may be a general library orientation and tour or customized to course content. Contact the Library Director at kzoller@ndc.edu or x5267.

Specialized Searches, Bibliographies – Please consult with the reference librarian at kzoller@ndc.edu or x5267.

Quiet Study Room – Located on the second floor of the building, this room also has a computer. Call x5267 to book this facility during library hours.

Selection Tools – A wide variety of selection tools are available for use in making departmental purchases of print and non-print media. *Book Review Digest*, *Book Review Index* and *Ulrich's* (contains ordering information and descriptions of periodicals and serials) are located in the reference area. *Booklist*, *Choice*, *Library Journal* are available in the periodicals section on the second floor and indexed in EBSCO Academic Search Premier. Send requests for departmental purchases of library materials to the Library Director at kzoller@ndc.edu. All requests must first be approved by the department chair.

Collection Development – The library welcomes input in this area. Please direct your suggestions to kzoller@ndc.edu or x5266.

Online Catalogs – Accessible through the library home page (www.notredamecollege.edu/library). Click on the OhioLINK icon to access the holdings of all 121 OhioLINK libraries.

Research Databases – Over 100 databases are available through the library web site, providing access to thousands of abstracts and full-text articles on all topics.

Tolerance Resource Collection – Located on the second floor of the building, the Tolerance Resource Collection is a comprehensive collection of books, videos, posters, curriculum guides and multimedia resources pertaining to Holocaust studies and diversity issues. Most of the collection may be checked out. Contact the Library Director at x5267 or kzoller@ndc.edu.

Eastern Church Resource Collection – Located on the second floor, this is a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Churches and ecumenism. Most of the collection is available for check out. Contact the Library Director at x5267 or kzoller@ndc.edu.

Curriculum Library – a resource library for education students, student teachers and instructors, the Curriculum Library houses textbooks, games, posters, curriculum guides, audio-visual items and teaching aids.

Juvenile Collection – maintained in support of the Education Department's children's literature curriculum, the collection contains over 4,000 volumes ranging from picture books to young adult literature in the areas of fiction, nonfiction and juvenile biography.

Smart Classroom (L215) – Located on the second floor of the library, this state-of-the-art electronic classroom seats 40 and may be booked for classroom use. Contact the registrar at x5287. If you are teaching in the Smart Classroom, please check with Mike Kiec in IT (x5227) to insure proper access with your Notre Dame College picture ID and to receive training.

Classrooms (L201, L202, L203, L219) – Located on the 2nd floor of the building, these classrooms are scheduled by the Registrar (x5287). L219 houses 20 computers and a floor-to-ceiling wall map of the world and also functions as a Computer Lab during times classes are not scheduled. All classrooms have fixed multimedia projectors.

AV Services – The library no longer handles AV services on campus. For media setups, equipment requests and troubleshooting for all classrooms except L215, use the AV services request form available on [MyNDC](#). For emergencies and general information, contact Office Services at x6518 or email OfficeServices@ndc.edu.

WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267

FAX: (216) 373-7165

E-MAIL: kzoller@ndc.edu

WEB SITE: www.notredamecollege.edu/library

OHIOLINK WEB SITE: www.ohiolink.edu

LIBRARY HOURS:

Monday-Thursday 8:00am-10:00pm

Friday 8:00am-6:00pm

Saturday 11:00am-3:00pm

Sunday 1:00pm-10:00pm

Hours for summer, holidays and special events are posted via e-mail and the library website.

DIRECTORY:

Karen Zoller-Director x5266

Karen Zoller-Reference/Interlibrary Loan x5267

Joe Glass- Technical Services/Circulation Librarian x5360

Katrina Phillips-Serials Librarian x5267

CIRCULATION POLICIES

- Circulating books & audio-visual materials may be checked out for **SEMESTER LOAN**.
- OhioLINK items have a **3-WEEK** loan period plus six renewals; audio-visual items have a **1 WEEK** loan period with no renewals.
- Your Notre Dame photo ID is your library card. **Please carry it with you!** Your campus ID number is your library card number. You can use it to check out books from our library as well as all 121 OhioLINK libraries, request OhioLINK books and have them sent to any nearby OhioLINK library. Setting up your NDC computer account enables you to access over 100 OhioLINK databases and print full-text articles from any campus computer, public or academic library computer or your home computer using your account user name and password (the same ones used to access your campus email, log in to MyNDC and the campus computers).
- **OVERDUE FINE** - .50 per day for OhioLINK material; \$115.00 for lost OhioLINK items.

MATERIALS

Books (Circulating A-Z & Ref)	2 nd floor
Audio-visual Collection	2 nd floor
Current Newspapers & Journals	2 nd floor
Curriculum Library	2 nd floor
Juvenile Collection	2 nd floor
Action Research Papers	2 nd floor
Indexes	ground floor
Journals & Newspapers	ground floor

FACILITIES

Computers - NDC online catalog, OhioLINK, database & internet access, e-mail, word processing	2 nd floor
Quiet Study Room (for reservations, call 216-373-5267)	2 nd floor
Photocopier/printer/scanner-.10/page (need NDC ID or login)	2 nd floor
Career Services	2 nd floor
Video Monitor/DVD player/VCR	2 nd floor
Classrooms (L201, L202, L203, L215, L219)	2 nd floor

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INTERLIBRARY LOAN - As a supplement to library and faculty collections, books, periodicals or journal articles may be ordered through interlibrary loan from any other OhioLINK, or OCLC library. This service is free of charge, but allow two week's notice when making your request. Contact the reference librarian at kzoller@ndc.edu or x5266.

SPECIALIZED SEARCHES, BIBLIOGRAPHIES - Consult the reference librarian at kzoller@ndc.edu or x5267.

BIBLIOGRAPHIC INSTRUCTION - May be arranged for groups, classes or individuals. Contact Karen Zoller at kzoller@ndc.edu.

COLLECTION DEVELOPMENT - The library welcomes your input in building the collection. Direct your suggestions to Karen Zoller via campus mail, e-mail (kzoller@ndc.edu) or phone (x5266).

FACILITIES RESERVATION - contact the registrar at jwindham@ndc.edu or x5287 to book a classroom .

- **SMART CLASSROOM (L215)** - Located on the 2nd floor of the building, this state-of-the-art electronic classroom seats 40 and may be booked for classroom use. Contact the Registrar at x5287. The Smart Classroom is locked when not in use. If you are teaching in the Smart Classroom, please check with Mike Kiec in IT (x5227) to insure proper access with your Notre Dame College photo ID and to receive training.
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- **CURRICULUM LIBRARY** - a resource library for education students, student teachers and instructors, the Curriculum Library houses textbooks, games, posters, curriculum guides, audio-visual items and teaching aids.

JUVENILE COLLECTION - maintained in support of the Education Department's children's literature curriculum, the collection contains over 4,000 volumes ranging from picture books to young adult literature in the areas of fiction, nonfiction and juvenile biography.

TOLERANCE RESOURCE COLLECTION - Located on the 2nd floor, the Tolerance Resource Collection is a comprehensive collection of books, videos, posters and curriculum guides pertaining to Holocaust studies and diversity issues. The materials are available for circulation.

EASTERN CHURCH RESOURCE COLLECTION - Located on the second floor, this is a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Church and ecumenism. Most of the materials may be checked out.