

From: [Peter Sezzi](#)
To: [Alexander Kolesnik](#)
Subject: RE: Library News -- Time to Order Books & Schedule Your Library Orientations
Date: Wednesday, August 19, 2015 2:37:01 PM

Thanks, Alex!

From: Alexander Kolesnik
Sent: Wednesday, August 19, 2015 2:10 PM
To: AllFacultyFTUsersVC; AllFacultyPTVC
Subject: FW: Library News -- Time to Order Books & Schedule Your Library Orientations

Sent on behalf of Librarian Peter Sezzi:

Ventura College Library News
Time to Order Books & Schedule Your Library Orientations

Fellow Faculty,

The VC library is open and ready for your students! The VC library is an active participant in ensuring that our students receive a well-rounded education, focusing heavily on our institutional SLO of information literacy. In order to achieve this goal we need your help in two ways – ordering circulating library materials and scheduling library orientations.

Library Materials

Please order books for the library in your discipline. It is your responsibility to ensure that the library collections are up-to-date in your subject area. Order books early and often! Ordering books couldn't be any easier—you can: 1.) Send me an [email](#) with “BOOK ORDER” in the subject line the relevant information (ISBN or title, author, edition, publisher, etc.) for the book you want in the body of your email; 2.) [Order books online](#) by clicking the preceding link ; 3.) Come into the library and speak to a librarian at the Reference Desk and we can order the book right in front of your very eyes! Unfortunately, books do take a while to come in and to be processed so please order early in the semester to ensure that your subject areas in the library are as up-to-date as possible.

A NOTE ABOUT TEXTBOOKS: If you have additional textbooks that you can donate for Reserves or the Lending Library, please do bring them in. If you don't have extra copies of your textbook, please contact your textbook rep and ask for additional desk copies. Textbooks will NOT be purchased using funds designated for circulating library materials.

Weeding (i.e., getting rid of outdated books) of portions of the library collection will occur later this semester for the following disciplines: Art, English, Math, Sciences and Construction Technology. If you teach in those areas, expect a separate email from me later this semester about how ½ hour of your time can help out library tremendously.

Library Instruction

Now is the time to schedule library instruction (a.k.a. “library orientations” or “library tours”). These instruction sessions can vary widely – librarians can come to your classroom or you can bring your class to the library. These sessions can be as short as 15 minutes or as long whole class period long (or even two class sessions long, if you want!). Depending on the nature of the assignment, years of experience tell us librarians that orientations are best scheduled approximately two to

three weeks prior to the assignment due date. To schedule a library orientation during 8am-4pm, Mon-Thurs simply email me (psezzi@vcccd.edu). To schedule a library orientation for during 4pm-9pm, Mon-Tues-Wed, simply email Donna Roff (droff@vcccd.edu); for Thurs nights from 4pm-9pm, email Linda Carroll (lc Carroll@vcccd.edu).

Librarians are also available to help in the development or refinement of assignments in support of student learning and mastery of information literacy. In fact, this is one of our favorite things to do! To learn more about how we can work together to develop an excellent library assignment, simply send me an email or come by the Reference Desk – effective library assignments are easy to create and don't require lots of extra work on your part. Lastly, if you are teaching an off-campus or online class, please contact me as soon as possible so we can arrange for library instruction for your classes as well.

As always, thank you for everything that you do to make VC a great place.

--Peter

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