After consultation with the Library Faculty Advisory Committee, the library has arrived at a new set of circulation policies for faculty. The library’s circulation policy is grounded in its dual responsibility to provide access to material for the population it serves and to act as steward of the resources the library holds. To that end, the library must arrive at a policy that meets the need of the individual reader and the College’s library community. We aim for our users to have the materials they need when they need them and for our community to have access to the broad range of resources represented in our catalog.

In the past, the library had no fines or fees for faculty. However, analysis of the history of faculty circulation has led to a reconsideration of that generous policy. Data on circulation show that since 2002 the library has seen 647 items checked out to faculty kept for more than 6 weeks past the due date. At that point, an item is identified in the catalog as “long overdue.” Effectively these items are unavailable to other library users. In many of these instances, the library has purchased replacement copies because of interest from other library users in a given title, or the library has borrowed the item via inter-library loan to meet a user’s needs. While our users do not pay for inter-library loan, it is not free for the library—lending libraries vary in their charges for lending, but many do charge; in addition, the library pays for postage. These expenditures, whether ILL or replacement purchase, reduce the library’s ability to add new titles to our collections.

The library will continue to assess no daily overdue fines for faculty; however, there will be charges for materials not returned or renewed by faculty within 30 days of the due date, effective in January 2008. These measures are intended primarily for the library to account for its resources and to make resources available to borrowers—not to generate revenue.

There are occasions when faculty need to extend the loan period, especially for video or audio materials to accommodate teaching needs or off-campus study. Faculty should contact their Consulting Librarian who can make exceptions for the loan period for these situations. The complete faculty circulation policy is available at the library’s website.

**Bottom line:** As long as materials arrive back at the library or are renewed (within renewal policy limitations) within 30 days of the due date, no fees will be charged.

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**New Workshop Series at the Center for Teaching and Learning**

*by Jen Rouse*

Though before winter break Student Symposium may have seemed like something lurking in the distant future, titles and abstracts are due on February 13th! If you are feeling a time crunch, most likely your students are too. Now’s the time for your sponsored student to visit the CTL. Whether polishing that abstract, considering integration of research or what method will work best for that presentation of research, the CTL has much to offer in assisting students with work beyond their W and FYO courses. In fact, feel free to come with your students to any of their Symposium meetings with CTL consultants. Showing students what scholarly collaboration looks like is a big part of their education and may really enhance this already scholarly endeavor. Consider us part of the team!

**Library Research**

Has your student established a solid research question? Has she or he explored all of the resources the library has to offer? Students might benefit from working with their consulting librarian as they go through the research process, especially when it comes to accessing specialized sources. Students may also find it helpful to talk with a librarian about the ways their research has changed the shape of their initial question and how integrating the new research might complicate but strengthen the project as a whole.

**Academic Media Studio**

Though students may have some experience researching and writing papers for classes, many may have never worked...
The Consultant
A Newsletter for Faculty

Less is More

by Mary Iber

When Google is the appropriate place to search, using Advanced Search may save time. You can easily do AND, OR, NOT and exact phrase searches without adding terms or symbols. Eliminate a type of site (such as .com) or limit to a domain (such as .gov) by using the Domain option. Choose from 43 different languages. Limit to sites originating from over 200 regions of the world without having to look up country codes. Find relevant results by asking for your terms to occur in the title of the page. Locate pages that have been added in the past 24 hours, the past 3 months, or the past year. Search for specific file formats such as pdf, excel or powerpoint. You may find files and presentations that companies don’t even realize are on the web.

Links to Google Scholar, U.S. Government sites (federal, state and local) and specific Universities are also convenient from the Advanced Search page.

New Workshop Series

The CTL is offering a new series of workshops geared toward helping students prepare strong papers and presentations. All students are welcome, but those submitting work for this year’s student symposium are strongly encouraged to attend one or more of the following workshops:

- Writing Abstracts—Feb. 6, 6:30-8:00 p.m.
- Using RefWorks—Feb. 12, 6:00-7:30 p.m.
- ’Excel’lent Graphs: Making Graphs that Impress—Feb. 20, 6:00-7:30 p.m.
- Special Web Effects: Image Maps and Swap Image Behavior—March 3, 6:00-7:30 p.m.
- Poster Layout and Design— March 10, 6:00-7:30 p.m.
- Writing Presentations—March 19, 6:30-8:00 p.m.
- Academic Presentations: Speaking Well—Date TBA

All workshops will be held in 127 Cole Library. Please ask your students to contact Kristin Reimann at x4201, or kreimann@cornellcollege.edu to register. Registration is capped at 15 students per workshop, though we will maintain waiting lists and hold additional workshop as need arises. Fliers with this information are available at the Cole Library Reference Desk and in the Writing Studio.

Quantitative Reasoning Studio

Does your student’s project require interpretation or manipulation of data? Is this his or her first time working with statistical information? Would a map displaying data be a valuable visual aid? Formulating and discussing ideas about statistical research are important steps in critical thinking and analysis. Having the support of a Quantitative Reasoning Consultant might help your student deepen his or her understanding of difficult material through analysis and synthesis of information.

Writing Studio

Entering into a scholarly conversation and writing within a discipline might be new or still-in-practice concepts for students at this stage of their college careers. Consider having your students visit with Studio consultants to discuss ideas, strategies for constructing discipline-specific writing, integrating research, or even for polishing off a perfect sentence.