

## **New Faculty Orientation — Library Services for the Haverford Community:**

Welcome to Haverford! We can't wait to help you get started!

Libraries remain repositories of recorded knowledge, but in the 21st Century, the traditional paradigm has shifted from repositories of printed material to hubs of collaborative exploration and creativity, connecting learners and constructing knowledge. Faculty, students and librarians now integrate the once separated knowledge platforms -- conventional print documents, rare books and objects, digital resources and analytical technologies -- to explore questions and generate new knowledge.

This Fall we are delighted to re-open a newly renovated and vastly improved main library. The building program will now match the richness of our intellectual program; it features Quaker & Special Collections, the Digital Scholarship Commons, Instruction and Events space, significantly improved teaching spaces, preservation of the heritage spaces, and a range of student research and study spaces. Equally important, the new Lutnick Library will be easily navigable, offer a strong blend of learning spaces, and incorporate a significant infusion of technological robustness, natural light and beauty. In addition, we have several other beautiful and inviting libraries for you to draw upon. Complementing our wonderful libraries, we have a devoted, dedicated, and extremely talented group of colleagues eager to partner with you in support of your research and teaching.

### **Libraries' buildings overview:**

- Lutnick Library: main library for Humanities and Social Sciences;
- Quaker and Special Collections (in Lutnick Library);
- White Science Library, Hilles Hall, Third floor;
- Union Music Library; and
- Astronomy Library, Strawbridge Observatory.

Rooms can be reserved online through the College's Event Management System for the spaces described below. Contact the Registrar if you are interested in teaching in one of our seminar rooms.

### **Teaching spaces:**

- Video Viewing (Lutnick Room 002; on Registrar's list)

This room is outfitted with a projector and whiteboard, lectern with input sources, camera and recorder, surround sound speakers, wireless presenter mic, main rack in closet and touch panel. Multi-region blue-ray player. Listen Assist system. The Video Viewing Room is approximately 33.5' x 18'.

Seat configuration: Theatre, classroom, or circle; 20 club chairs on casters with tablet arms.

- Seminar Rooms (Lutnick 211 and 230; on Registrar's list)

The Seminar Rooms are approx. 26' x 17.5' and have an oval table in the middle of the room. A 75" display is installed, along with a table box and a Mersive POD. A PTZ webcam is provided with an integrated mic and speaker system for web conferencing. The rooms include a Listen Assist System.

Importantly, these two seminar rooms include visible display cabinets, so that those of you regularly using Quaker & Special Collections material can access those materials throughout the semester. You will need to consult with us about what items may be displayed here and to receive a key and refresher training on security and handling at the start of the semester.

Seat configuration: Oval table with 16 seats.

- Quaker & Special Collections / Digital Scholarship Classroom (Lutnick 232; Not on Registrar's List)

When engaging your classes in instruction sessions with Quaker & Special Collections or the Digital Scholarship group, you will bring your students here for instruction. The classroom is approximately 26' x 37.6'. The classroom is outfitted with a projector and screen, lectern with input sources, ceiling document camera, ceiling speakers, wireless presenter mic, Mersive POD in the main rack in closet and push button controller. Listen Assist system.

Seat configuration: classroom. Furniture includes flip top desks, two seats per desk, 32 seats. Tables are reconfigurable for group work or pair-sharing and support the use of a wide range of rare and specialized materials.

- Instruction and Events Room 200 (Note: Not on Registrar's List)

By day, librarians use this space to teach their many information literacy, research and other training sessions; it is where you will bring your classes for research instruction sessions. It also serves as an event space for public lectures, symposia, conferences, and other campus events. It will be another great place to host your distinguished visitor lectures. When the room is not used for these functions, it serves as a study space for students. The Instruction and Events Room is approximately 45.9' x 25.9'. This room is

outfitted with: a projector and screen, lectern with input sources, camera and recorder, ceiling speakers, wireless presenter mic, main rack in closet and touch panel: Mersive POD system; International Blu Ray player; Extron Recorder to capture lectures and events; Microphones; and Listen Assist system.

Seat configuration: multiple styles. As a classroom the furniture includes flip top desks, two seats per desk, 36 seats. Tables are reconfigurable and moveable; tables can flip, nest and stow in a storage room to allow for theater style seating of 77 seats.

### **Exhibitions:**

For those of you who would like to organize course assignments, or your entire course, around exhibitions, there are several exhibition spaces available in Lutnick Library:

- The Main Gallery. The library gallery is located on the first level, near Quaker & Special Collections. It is approximately 750 square feet. The space is flexible, and can accommodate materials hung on the wall, displayed in cases, and include audio/visual materials or digital scholarship components.
- Entrance Gallery. Display cases are located on the second level by the entrance/ public computing area. There are five cases measuring 54" wide and 16" deep with shelving above.
- Gallery Walls. There are four gallery walls located on the second level of the library, near the reference area. They are 20 or 25 feet in length. These walls offer hanging rails. There is opportunity to use display cases in conjunction with these gallery walls depending on availability.
- Poster Session Whiteboards. Six double-sided magnetic glass whiteboards are wide enough for a standard poster and tall enough for two per side. Classes wishing to reserve these rolling boards can display up to 24 posters per session.
- Jamboards. Four rolling JamBoards are located in the Digital Scholarship Commons and also may be used for pop-up exhibits.
- Pop-ups. Pop-up exhibition spaces are fluid and may use combinations of exhibit cases, rolling whiteboard poster displays, or JamBoards.

Consult our website for more information visit <https://www.haverford.edu/library/news-events/exhibits> for examples of current and past exhibits, as well as guidelines and recommendations for those interested in creating exhibits. Of course, please feel free to reach out to Terry Snyder, Sarah Horowitz, or your subject specialists with questions.

### **Events and Programs:**

- Lectures and other events in support of the curriculum;
- Perspectives series: a themed set of lectures that speak to a topic; this year's topic is books and technology;
- Faculty Scholarship talk: three to four lectures on recent scholarship with an annual celebration;
- Young Academic Alumni Series: a lecture on the area of domain expertise and class visits;
- Texts and Technologies Series;
- Presentations and invited speakers on a range of topics;
- Symposia;
- Contact us if you have ideas for programs or would like to collaborate on any of the above offerings.

### **Group study and meeting spaces:**

Faculty working on collaborative projects may find that the group study rooms in the Libraries provide a good venue for such work.

Six small (4 people), two medium (6-8 people), and one large (14 people) group study rooms may be found in Lutnick Library. These rooms are equipped with video displays with Mersive POD and webcams; they also have Listen Assist Technology.

There are two small (4 people), one medium (6-8 people) and one large (8-10 people) group study rooms in the White Science Library. Display options include large screens, cameras, and white boards.

## **Librarian Support for Faculty:**

In support of the faculty and student learning, librarians teach students research skills and strategies, including the critical work of finding and interrogating scholarship and evidence, in both physical and digital formats. Librarians facilitate rich, dynamic, and dialectic engagement with ideas. At all academic levels, librarians foster information literacy, critical reflection, and knowledge production with classes, while also providing intensive, one-on-one support of students throughout their college career, culminating in their senior capstone projects.

Librarians provide a scaffolding of instruction that takes students from the basics of library catalogs and database searching to an insider view of their chosen discipline's literature.

Librarians help students learn to contextualize ideas found in their sources, whether digital or print, experimental or artifactual, and to see themselves as active participants in a scholarly inquiry. We encourage you to schedule an instruction session with your subject librarian (see accompanying list) and work with them around these and other services:

Research instruction sessions:

- Instruction on research methods and on resources pertinent to specific projects
- Course guides tailored to specific class needs
- Workshops and labs (outside of class) which build research skills
- Departmental rubrics outline student research goals across the four years
- Incorporation of a wide variety of primary resources from Quaker & Special Collections into class sessions and activities and research assignments
- The iterative process of moving from research topics to research questions

Research assistance for your students:

- Individual meetings with preparatory work done by librarians
- Aid in developing a research question and iterative search and research processes
- Advice on advanced research tools, answers to specific questions, and new sources
- Access to an array of materials, including unique primary resources in Quaker & Special Collections
- Extensive archive of senior theses accessible according to department needs
- Critical information literacies, including deep engagement with texts
- Bibliographic and citation management instruction
- Personal librarians support entering students' transitions to academic research and a more independent frame of inquiry

Faculty research support:

- Notifications about relevant new resources from librarians
- Advice on data management and storage
- Information about publishing, use of images, copyright and the reviewing process
- Support from librarians as faculty develop new courses and areas of research
- Comprehensive faculty bibliography to make the scholarship more widely known
- Training for your student research assistants and support as they work on projects
- Annual faculty publication celebration

#### Digital Scholarship:

- Partnerships to design, execute, and assess assignments or activities that engage students in multi-modal scholarship
- Collaborate in ongoing research projects that include digital publishing, web application development, mapping, textual analysis, database design, data visualization, physical computing, computer vision, machine learning, or other technological approaches
- Expertise and training for digital scholarship tools including:
  - Git for version control and collaboration
  - Web publishing using Wordpress on Haverford Sites or Github Pages
  - Building digital collections in Omeka
  - Web application development in Django and Flask
  - Natural language processing in spaCy
  - Training custom machine learning models with AutoML
  - Web-based mapping and data visualization in D3, Plotly, Mapbox, and Carto
  - Text encoding in TEI
- Digital Scholarship Fellows program

#### Acquiring Material:

- Work with your subject librarian to add new resources to the library related to your teaching and research interests
- Work with the Head of Quaker and Special Collections to acquire Special Collections materials to support classes and research
- Use Tri-College collections, most materials deliverable within 24-hours
- Access a wide array of resources beyond the Tri-Colleges with expedited services through E-Z Borrow, Interlibrary Loan, and Article Delivery
- Use collections on site at the University of Pennsylvania and Princeton

#### Course Reserves support:

- Support for Moodle, from start to finish, including assistance with content, scanning, uploading, and technical troubleshooting
- Reserves include books, videos, other materials, and all textbooks required for class.

## **Borrowing Privileges:**

All Haverford employees have borrowing privileges at Haverford Libraries, at Bryn Mawr and Swarthmore Colleges, and may request books, movies, and more through interlibrary loan and EZ Borrow. We are also members of the Research Libraries Partnership of OCLC and that will allow you to gain entrance at partner libraries in order to conduct research.

We also support reading for pleasure!

Please visit the Staff Suite on Level 1 to activate your OneCard as your library card.

You can access your library record and search for titles online using the Tripod system at [tripod.haverford.edu](http://tripod.haverford.edu). For off-campus access to online resources, visit <https://ezproxy.haverford.edu/login> or download VPN software <https://iitskb.sites.haverford.edu/knowledge-base/installing-the-vpn-client/>

## Librarian Subject Specialists and Service Providers

Subject	Name	Email	Ext.	Library
<b>Humanities</b>				
East Asian Languages & Culture, Fine Arts, Philosophy, Religion	Anna Fodde-Reguer	afodderegu	x1170	Lutnick
Classics	Margaret Schaus	mschaus	x1166	Lutnick
English, French & Francophone Studies, Spanish, German	Semyon Khokhlov	skhokhlov	x2976	Lutnick
Music	Guillermo Gomez	ggomez1	x1169	Union
<b>Social Sciences</b>				
Anthropology, Education, Sociology	Brie Gettleson	bgettleson	x1434	Lutnick
Economics	Norm Medeiros	nmedeiro	x1173	Lutnick
History, Political Science	Margaret Schaus	mschaus	x1166	Lutnick
Linguistics	Carol Howe Mike Zarafonetis	chowe	x1416	Lutnick
<b>Sciences</b>				
Astronomy & Physics, Biology, Chemistry, Computer Science, Mathematics & Statistics, Psychology	Carol Howe	chowe	x1416	Science

Environmental Studies	Brie Gettleson Carol Howe	bgettleson chowe	x1434 x1416	Lutnick Science
<b>Minors and Concentrations</b>				
African Studies	Margaret Schaus	mschaus	x1166	Lutnick
Gender and Sexuality Studies	Margaret Schaus	mschaus	x1166	Lutnick
Health Studies	Brie Gettleson Carol Howe	bgettleson chowe	x1434 x1416	Lutnick Science
Latin American Studies	Margaret Schaus	mschaus	x1166	Lutnick
Middle Eastern and Islamic Studies	Margaret Schaus	mschaus	x1166	Lutnick
Peace, Justice, & Human Rights	Brie Gettleson	bgettleson	x1434	Lutnick
Visual Studies	Anna Fodde- Reguer	afodderegu	x1170	Lutnick
<b>Fields of Study and Resources</b>				
Digital Scholarship	Mike Zarafonetis Andy Janco	mzarafon ajanco	x4226 x4965	Lutnick
Government Publications	Margaret Schaus	mschaus	x1166	Lutnick
Quaker & Special Collections – Rare Books and Manuscripts	Sarah Horowitz	shorowitz	x2948	Lutnick

Quaker & Special Collections – College Archives / Records	Liz Jones-Minsinger	ejonesmins	x1284	Lutnick
Quaker & Special Collections – Quaker Materials	Mary Crauderueff	mcrauder	x1158	Lutnick
Visual Resources	Julie Coy	jcoy	x1273	Lutnick
<b>Circulation Services</b>				
Circulation Manager	Dawn Heckert	dheckert	x1163	Lutnick
Course Reserves	David Satten-Lopez	reserves	x1176	Lutnick
Course Reserves – Music	Gulliermo Gomez	ggomez1	x1169	Union
Course Reserves – Science	Carol Howe	chowe	x1416	Science
<b>Interlibrary Loan Services</b>				
Interlibrary Loan/E-ZBorrow	Rob Haley	illmail	x1171	Lutnick
<b>Director's Office</b>				
Librarian of the College	Terry Snyder	tsnyder	x1272	Lutnick
Senior Administrative Assistant	Rachel Hochberg	rhochberg	x1160	Lutnick