

CCA LIBRARIES INFO FOR FACULTY

The Libraries

CCA has two libraries: Meyer Library in Oakland and Simpson Library in San Francisco. Meyer Library is the original library of the college, founded in 1907. Its collections begin from that time and focus on the fine arts and the general undergraduate course of study. The Simpson Library in San Francisco was established in 1986 to support the architecture and design programs, and more recently it has been acquiring resources for the graduate programs.

Library Resources

The focus of the CCA library collections is to support study and teaching of the current college curriculum by providing resources that will enhance the education of those who seek to shape culture through the practice and critical study of the arts. Like its clientele, the libraries are working collections in a continual state of flux and change. Subject strengths will vary over time in response to the programs that they serve.

- + **Books, periodicals, and audiovisual materials:** 74,000 circulating and reference items, representing over 47,000 distinct titles
- + **Image collections:** 150,000 35mm slides, 30,000 pictures, the Hamaguchi Study Print Collection, and access nearly 500,000 digital images in ARTstor, including 13,000 available only to the CCA community.
- + **Online databases provide full-text journal articles, bibliographies, and ready reference:** via Wilsonweb Art Full Text and OmniFile, Gale Literature Resource Center, ARTbibliographies Modern, Avery Index, Design and Applied Arts Index, Materials Connexion, Grove Encyclopedia of Art, Encyclopedia Britannica, and the Oxford English Dictionary
- + **Archives and special collections:** documentation of CCAC and CCA history, including the theses collection; the Capp Street Project archives, the Small Press Traffic archives, the papers of Joseph Sinel and others
- + **New Materials Resource Center:** a reference collection of inspiring material types

LIBRARY ACQUISITIONS

- + **Requests for library acquisitions may be made in four ways:** 1) use the "Recommend" link on the library website, 2) printout a request form from the library website, 3) use the "Faculty Requests" binder at either library, 4) contact the librarian or staff person assigned to that subject/format area (see staff contacts below).
- + **Acquisition priorities:** materials needed for courses are given highest priority, especially required readings, materials that will have on-going use over the course of several semesters, or that will be used by multiple sections of a course. (Note that the libraries do not purchase textbooks.)
- + **Acquisition calendar:** **May through August** is the best time to request course materials for the upcoming Fall and Spring semesters; **December** is the best time to request materials for the Spring semester; **January and February** is the best time to submit general, non-course related recommendations. Requests submitted at other times will be processed or queued as appropriate.

Library Services

- + **Reserve readings:** *required readings* may be placed on reserve at either circulation desk; submit the form (available on the library website) at least a week in advance; you may submit personal copies of books if the libraries do not own them, or photocopied articles/readers that are produced in conformance with current copyright law; the libraries are not responsible for lost or damaged personal copies, including barcode affixing; reserve loan periods are two-hour or two-day
- + **Intralibrary borrowing:** items from the other CCA campus library can be paged for you and delivered to the circulation desk of your home campus; ask at either circulation desk
- + **Interlibrary loan:** materials not owned by the libraries can be requested from other libraries to support curricular study and teaching; in some cases a fee may be required; ask a librarian for assistance
- + **Instructional services:** librarians provide general and specialized orientation sessions to supplement *The Information Literacy Tutorial*, and prepare printed guides and handouts
- + **Reference services:** library staff provide in-person reference assistance, response to telephone, email, and correspondence inquiries, and in-depth research consultations
- + **Graduate services:** librarians are assigned to provide personalized assistance to graduate students to ensure that their research and information needs are met (see staff contacts below)

Library Website – <http://library.cca.edu>

Tools for Using Library Resources and Services

- + **The CCA Libraries website - library.cca.edu:** access the online library catalog, commercial and in-house databases, links to other resources, library news, and information about the libraries. From the homepage you can link to:
 - ✓ the library catalog
 - ✓ the faculty resources section
 - ✓ online renewal of library materials
 - ✓ pdfs of forms and handouts
 - ✓ full text and bibliographic databases
 - ✓ image databases
 - ✓ online form for making purchase suggestions
 - ✓ library hours
 - ✓ how to obtain public library cards
- + **The public libraries:** local public libraries provide a wide range of online indexes to augment the research process; the broad scope of their collections help to round out the narrower art and design focus of the college libraries
- + **Computers:** the libraries have terminals for searching the web-based library catalog and online databases; Educational Technology provides computers in the library for word processing, emailing, and internet access, and offers wireless connection to the campus network

Faculty privileges

- + **Library card:** obtain a library barcode for your CCA ID at either circulation desk; if you do not have a CCA ID, present a letter signed by your dept. head that indicates the period of your appointment
- + **Loan periods:** faculty may check out books for four weeks, slides for one week, current periodicals and AV materials for two days; three renewals can be made, except for slides, or when an item is recalled for use by another patron; the system permits thirty items to be checked out at any time
- + **Non-circulating materials:** faculty may bring library-use-only items to their classrooms during the class period; use of archival and special collections materials outside of the library must be authorized in advance by the library director
- + **Slides:** the slide collections are designed for faculty to use as a teaching aid for classes in the current CCA curriculum; due to the difficulty of tracking 35mm slides, cooperation in documenting the slides being used and returning them in a timely manner is greatly appreciated; please refer to the Slide Collections Guide for more detailed information
- + **Digital images:** we encourage use of digital images for classroom teaching; contact Jon Worona or any librarian to find out how this can work for you
- + **Fines:** faculty are not assessed overdue fines; however, items that are five weeks overdue will be billed for replacement cost, plus a \$20 processing fee, and a non-refundable charge of \$8.50; you can avoid fees by renewing materials online

Miscellaneous Library Rules

- ⊗ no cell phone usage while in the libraries
- ⊗ no eating of food in reading room and stack areas
- ⊗ beverages should be in spill-proof containers
- ⊗ please do not mark or alter library materials in any way, including use of post-its™