

I. The Hekman Library Liaison Program

The Hekman Library's Liaison Program seeks to connect librarians with faculty in the educational endeavor. Through this program, a team of ten librarians assist faculty in a variety of ways, including:

- helping with personal research projects and questions
- teaching classes on various library-related subjects
- assisting with collection development
- collaborating on library assignments

Typically, students find libraries to be intimidating places, and they don't like to ask for help for fear that they will betray a woeful ignorance. If you are asking students to complete research-based assignments, it's a good idea to contact your department's liaison librarian to consult on how best to support these students, which might range from an online class guide listing recommended search strategies or library resources to an in-class session led by the librarian.

Check out the liaison program page (<http://library.calvin.edu/services/faculty/liaison>) to find out who your liaison librarian is. It's likely that your liaison will get in touch with you at the beginning of the fall term to set up an appointment, but feel free to contact him or her first.

Each academic department has a "book coordinator" through whom all book orders are channeled. Make sure to find out who this person is in your department. You can link to the Faculty Services page on the library web site to find out more about book and journal ordering and other faculty services provided by Hekman Library: <http://library.calvin.edu/services/faculty>

II. Hekman Library

The Hekman Library web site (<http://library.calvin.edu/>) is the primary access point for the library's collections and services.



WebCat is the library's online catalog, and it includes records for items both owned and accessed by the library. The catalog is web-based, so online publications are directly accessible through WebCat via hyperlinks. For example, you can locate e-journals in WebCat and link directly to the full text of journal articles via a linking tool called SFX. We subscribe to over 20,000 e-journals, and the number is growing continually.

The WebCat search screen defaults to a basic search which allows keyword, browse, and exact searching in several different fields.



The menu on the side of the search screen gives additional options. “My Account” allows you to see the books checked out in your name, while “Search Help” provides advanced tips for searching WebCat. “New Books” leads you to a page where you can see all the new materials that have been added to the library collection over the past year.

The Research Databases link under “Research Tools & Collections” brings you to a list of databases accessible to the Calvin community. Most are databases restricted to Calvin users on and off campus, but some are freely available to all Internet users. Some in this latter group are our “home-grown” databases: Christian Reformed Church Periodical Index, Christian Reformed Church Ministers Database, Hekman Library Sermon Index, Calvinism Resources Database, Calvin Choral Music Database, and the Hekman Digital Archive.

If you know which database you wish to search, you can find it easily using an alphabetical list. Or, to find databases related to specific topics, select “Databases by Subject.”

“Subject and Class Guides” have been created by liaison librarians to support students’ research in those subjects or for specific courses. If you would like a guide created for one of your courses, or have suggestions for resources to add to a subject guide in your discipline, please contact your liaison librarian!

III. Services

- A. Circulation**
- B. Reserves**
- C. Interlibrary loan**
- D. Reference**

A. Circulation

The library has two circulation desks: the main one on the 2nd floor and another desk on the 3rd floor, by the main exit. Both desks are staffed by student workers during the hours that the library is open.

Here are some important circulation policies to be aware of:

- You may check out books for a 6-month period and may renew them if books are not on hold for other users. The limit is 75 books per faculty member. It is rare that someone reaches that limit, but it has been known to happen!

- Overdue notices will be sent to you at the end of each month. To avoid excessive overdues simply renew your books by replying to the email notice, which will be sent to you by Carla Todd, Circulation Coordinator (cmt6@calvin.edu).
- If you receive an email stating that a book is lost, that means it is more than 45 days overdue. You will need to check with Carla or one of her student staff to verify that the book is indeed lost, or if it simply needs to be renewed.
- The replacement charge for lost books is \$50. If you want to know more about our lost book policy, contact Carla.
- We recommend that you do not lend books to students if they are checked out in your name. If a student loses a book checked out to you, you are responsible for the lost book.

B. Reserves

The person in charge of Reserves is Jessica Dickson (jdickson@calvin.edu). Here are a few things to keep in mind when you place an item on reserve:

- Both library-owned materials and personally-owned materials may be placed on reserve.
- Books that will be used frequently, such as required reading, should be put on reserve. Books that are not required reading but that might be of interest to some students should not be placed on reserve.
- The length of time that a reserve item may be borrowed is selected by the instructor and is usually set at 2 hrs, 1 day, 3 days, or 7 days.
- Give your students a list of reserve reading items for your class so that they have specific authors, titles, etc. That way they'll be sure to know which item to request when they come to the circulation desk.
- **Make your reserve requests as early as possible.** Most requests can be processed in 24 hours, but occasionally the wait can be as long as a week, depending on the volume of requests. Do not tell your students that something is on reserve until you receive verification that your request is completed.

C. Interlibrary Loan

The person in charge of Interlibrary Loan is Kathleen Struck (kstruck@calvin.edu). Here are some guidelines to keep in mind when you request something via ILL:

- The borrowing period for ILL items is two weeks; renewals are allowed.
- Dissertations may be requested, but availability cannot be assured.
- The average delivery time is 2-5 days, but items can come in as little as 24 hours depending on the loaning library and the method of delivery.
- Requests may be made online from the Interlibrary Loan services page <http://library.calvin.edu/services/ill> or from many of our research databases by means of a Direct Loan option. See your library liaison for a more detailed description of Direct Loan.

D. Reference

There are ten librarians who staff the Research Assistance Desk. The head reference librarian is Kathy DeMey (kdemey@calvin.edu).

The desk is staffed for most of the hours that the library is open by a student worker who can answer basic questions, and a reference librarian who takes the more challenging questions. There is no reference librarian on duty from 10pm to midnight. There is an Ask a Librarian email reference service and a chat reference service, both of which enable you to communicate with a reference librarian

without coming into the library. Please encourage your students to use the expertise of the reference librarians, whether it be face-to-face encounters or virtual. See http://library.calvin.edu/services/reference_service for more details about our reference services.

The reference collection, about 35,000 volumes strong, is large for a college Calvin's size. We have a healthy budget for reference purchases, so if you have suggestions for purchase, whether online or print reference, consult with your library liaison. The main reference collection is located on the 2nd floor. There is a theology reference collection on the 4th floor.

IV. Special Collections

- A. Microforms
- B. Rare Books
- C. Cayvan Services
- D. Meeter Center for Calvin Studies
- E. Heritage Hall
- F. Government Documents

A. Microforms:

There are numerous microform collections in the library. In fact, we have more book titles in microformat than we do in paper! Follow this link to find information about both microfilm and fiche collections: <http://library.calvin.edu/collections/microforms>

B. Rare Books:

The library owns an impressive number of rare books and periodicals. Theology is the focus of the collection, but many other disciplines are covered. Combined with the material in the Heritage Hall (college archives) and the Meeter Center (Calvin and Calvinism), the library contains one of the finest collections for the study of Reformed theology in North America. Access to the rare book collection is restricted; see our policy at <http://library.calvin.edu/services/circulation/rarebooks>

C. Cayvan Recorded Media

The Cayvan Recorded Media collection on the 2nd floor of the library exists primarily to help music and foreign language students complete their assignments. Students may log into a music server and request their assignments online through the Cayvan Online Audio Reserve system (COAR). There are four listening/viewing rooms in Cayvan which are reserved for group listening or videocassette/DVD viewing. Our DVD collection is arguably our most popular special collection!

Student workers and a Cayvan manager staff the Cayvan area during open hours. The manager of Cayvan is Elizabeth Steele. For more information, consult the web page at <http://library.calvin.edu/collections/cayvan>



D. The H. Henry Meeter Center for Calvin Studies

The H. Henry Meeter Center for Calvin Studies is a special collection concerning John Calvin and his historical and theological influence to the present. The Center's goal is to collect all materials in any format and language which pertain to John Calvin and Calvinism. This growing collection contains 5,000 secondary book sources, 17,000 articles, several large microform collections, and several hundred 16th century imprints.

The Center is located on the 4th floor of the Hekman Library. Its book collection is accessible by searching the Hekman Library's catalog (WebCat), and the article file is searchable via the Calvinism Resources Database (CARD). CARD is found on the Center's homepage (<http://www.calvin.edu/meeter/>).

Faculty, students, and visitors are welcome to use the collection between 8:00 and 5:00 Monday through Friday, and during the academic year 1:00 to 5:00 on Saturdays. Meeter Center staff provides class presentations tailored to the needs of a particular course. To schedule class visits, contact the Center's Director – Karin Maag (kmaag@calvin.edu) or the Curator – Paul Fields (pfields@calvin.edu).

E. Heritage Hall & Archives

The archives at Calvin College gathers and preserves the documented history of the Christian Reformed Church in North America, its official agencies, schools, congregations and people significant to, or representatives of, these agencies. The archives are also the repository of records detailing the Dutch immigrant presence in North America since 1840. In addition, the archives publishes historical studies, and provides such functions as identifying subjects, selecting authors, and acquiring publication funds. The archives hold the official, permanent, non-active records of Calvin College, Calvin Theological Seminary, and the Christian Reformed Church in North America. These records include meeting minutes, reports, correspondence and other records (paper-based and electronic) generated by the boards of trustees, administrative offices, departments, committees, and other official agencies of the college and seminary. Examples of other material collected are: the minutes, files, letters, etc, of the Christian Reformed Synod and its official agencies; Classical records; Congregational records; such related institutions as Pine Rest Hospital, Bethany Christian Services, Christian Schools International, Christian Labor Association, etc.; and the papers of leaders, staff, faculty, students, teachers and lay leaders related to these institutions.

F. Government Documents

The Hekman Library has been a depository for federal documents since 1967 and to Michigan documents beginning in 2004. The collection contains well over 100,000 documents, many of which are accessible online. It is a treasure of primary source material, very strong in Congressional publications, census materials, and geological survey publications. Documents are included in WebCat, the library's online catalog, and the library's web pages include links to government information sources.

The collection is used heavily by the social science departments. Diane Vander Pol, the Documents Librarian (dvpo@calvin.edu), is available to work with individuals or groups to provide guidance in finding government reports and information.