

**FULL-TIME FACULTY HANDBOOK**  
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## MEDIA AND INSTRUCTIONAL TECHNOLOGY

### Library

The Library, located in Building 2000 offers a broad range of informational, reference, and instructional services developed to meet the needs of LPC students, faculty, and staff. Faculty and Student identification cards are used as renewable library cards for checkout of library materials. A collection of books, magazines, journals, online resources, databases, and audio-visual materials are available for student, faculty and staff use. Faculty may request that personal and Library materials be placed on Faculty Reserve for their classes, including the course textbook. Faculty are also encouraged to discuss library orientations with Librarian Faculty who will tailor the orientation to class assignments.

Access the Library web page from the LPC homepage for a description of services or to use the online catalog and databases.

<p><b>Hours</b></p> <p>Library hours may vary. Consult the Library web page (shown below) for accurate hours</p>	<p><b>Contact</b></p> <p>Librarian Coordinator            925-424-1158</p> <p>Reference Desk                    925-424-1150</p> <p style="text-align: right;"><a href="mailto:lpclibrarian@laspositascollege.edu">lpclibrarian@laspositascollege.edu</a></p> <p>Circulation                         924-424-1151</p> <p style="text-align: right;"><a href="mailto:lpccircdesk@laspositascollege.edu">lpccircdesk@laspositascollege.edu</a></p> <p>Room Reservations                From Library Home Page <a href="#">click</a> <a href="#">Reserve a Group Study Room</a></p> <p>Library Chat                        From Library Home Page <a href="#">click</a> <a href="#">Ask LPC Library!</a></p>
<p><b>Reference Services (925-424-1150)</b></p> <ul style="list-style-type: none"> <li>• Reference and information assistance</li> <li>• Library orientations</li> <li>• Library skills courses</li> <li>• On-line catalog for materials at Las Positas and Chabot College Libraries</li> <li>• On-line databases</li> <li>• Request new library materials to support instruction</li> </ul>	
<p><b>Circulation Services (424-1151)</b></p> <ul style="list-style-type: none"> <li>• Materials check-out</li> <li>• Laptops check-out</li> <li>• Instructional reserve materials</li> <li>• Audiovisual materials</li> </ul>	

Library Home Page: <http://www.laspositascollege.edu/Library/index.php>



### Las Positas College Library – Building 2000

<http://www.laspositascollege.edu/library/>

#### FAQ

Welcome to the Las Positas College Library! Please read this FAQ to find out how the Library can support you and your students.

**Hours:** Library hours may vary. Consult the Library web page (shown below) for current hours.

**Reference Desk:** 925-424-1150

**Circulation Desk:** 925-424-1151

**Library Coordinator:** Tina Inzerilla, Ph.D.: 925-424-1158

The Library is located in Building 2000 in the center of the campus.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

To get familiar with (and get the most from) the Las Positas College Library, we encourage you to login by using your Classweb userid (W-ID) and Classweb password which will enable you to have full access to our collections and services. In particular:

- **My Library Account:** to check your library card account, to see all the items you have checked out and their due dates, to renew items online, to request LPC and Chabot materials (*See Instructions on page E-6.*)
- **Research databases:** a login and password to access research databases remotely (*See login instructions on page E-9.*)

The collections and services available to Las Positas College students, faculty, and staff are the following:

- **OneSearch:** Search our online catalog to find books/ebooks, articles, DVDs, CDs, streaming videos, and course reserves.
- **Course Reserves:** Contact Diana Navarro-Kleinschmidt (925-424-1153) to put materials (including your course textbooks) on reserve for students each semester. Allow 3 days for processing.
- **Research Databases:** Accessible in the Library, on campus, and from home. You will need to login with your W number and ClassWeb Password to access the databases remotely. Databases include Academic Search Ultimate, JSTOR, ARTstor, CQ Researcher, Kanopy and Films on Demand streaming videos, Literature Resource Center, New York Times, Science Online. Visit our Library Databases page for a complete list of databases: <http://libraryguides.laspositascollege.edu/az.php>

- **E-Resources:** The Library provides access to over 130,000 ebooks, which may be read online or downloaded to a device. You may access these titles through our online catalog (OneSearch) or from our e-Reference Sources page: <http://libraryguides.laspositascollege.edu/az.php?t=12037>
- **Library orientations:** The Library accommodates classes (up to 50 students) for orientations in one of our two library classrooms. You may request an orientation in any of the following ways:
  - Call the Reference Desk (925-424-1150) and talk to a librarian.
  - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> Click on **Library Visit Request**.

The library faculty, in collaboration with faculty, will design a library orientation that is tailored to the course and assignment objectives. Depending on the course objectives, a variety of resources and skills can be drawn on from the research toolkit including: database and web search strategies, brainstorm suitable topics and literature scan, proper documentation and citations, efficient use of OneSearch (online catalog), student success tools like Grammarly, etc.

In scheduling an orientation, it is important that faculty consider a timeline that includes having assigned and explained the research project's goals and requirements to your students in advance of attending the orientation. Students who know and understand their objectives will be engaged and ready to get the most out of the library session. Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library and remain with the students during the entire class period.

- **Library Classrooms:** The Library has two dedicated classrooms reserved for library orientations; 2003 (50 computers) & 2033 (43 computers). While priority is given to librarian-led classes, faculty may request the use of these rooms and computers as availability allows. Please review our classroom reservation policy at <http://www.laspositascollege.edu/library/faculty.php#anchorclassroom> (click on **Library Visit Request**)
- **Library Group Study Rooms:** Students and faculty may book the group study rooms for up to two hours a day. Faculty and staff may be able to reserve the group study rooms for a longer duration for administrative purposes or events (i.e. interview committees, off-campus guest, etc.) by special arrangement. Please view the [online booking service](#) by clicking on the yellow "Book Group Study Rooms" button from our library homepage for group study room information and availability.



- **Ask LPC Library** - For immediate assistance, live chat with a librarian 24/7, 365 days a year. An LPC librarian is on duty during the library's open hours and guest librarians monitor chat all other hours. Check the library website.
- **Research appointment with a Librarian** - Schedule a one-on-one appointment with an LPC librarian to get help with research assignments and projects.

- **Embed Librarian in online course:** Librarian embedded in one or more Canvas courses/sections to serve as consultant to students regarding library, research, and information literacy resources and skills.
- **Library Smartshops:** These are a series of workshops led by experienced library faculty on a variety of topics that are geared toward helping your students be better researchers.
- **Additional:** We have laptops and calculators available to students for check-out.

## Logging into your Library account

1. Go to the LPC Library's web site: <http://www.laspositascollege.edu/library/>
2. From the library menu, click on OneSearch.
3. Click on My Account.
4. Type in your LPC W number.
5. Type in your Classweb password and click Sign In
6. After you sign in you have to click on your name in the corner and then "My account" again
7. Once you are signed in, you can view your checked-out items (loans), requests, fines and fees, and blocks/messages.

## Viewing your checkouts and due dates

1. Log in to your account (see above)
2. Click on the **Loans** link.

## Renewing your Library items

1. Log in to your account (see above)
2. Click on the **Loans** link
3. Click on the **Renew** button to the right of each title you wish to renew

***Please note whether or not the renewal was approved and the new due date!***

## Accessing Research Databases from Home

Choose a database and click on it. A box will appear on the screen. Login with your W number and your Classweb Password.

Please note: If you have any questions about the material presented in this handout or need any assistance, contact one of the librarians by phone (925-424-1150) or email: [lpclibrarian@laspositascollege.edu](mailto:lpclibrarian@laspositascollege.edu). If you are not getting a response, you may contact the Library Coordinator, Tina Inzerilla, at 925-424-1158.

## Library Covid-19 Addendum

This Covid-19 addendum describes some of the expanded and modified services available to students and faculty while the library is closed due to the shelter in place.

Here are the additional services for your students:

Closure Services for Students: <https://libraryguides.laspositascollege.edu/closureservices>

Here are the additional services for faculty:

- **Ask LPC Library** - For immediate assistance, live chat with a librarian 24/7, 365 days a year. An LPC librarian is on duty during the library's covered hours and guest librarians monitor chat all other hours. Check the library website.
- **Research appointment with a Librarian** - Schedule a one-on-one appointment with an LPC librarian to get help with research assignments and projects.
- **Embed Librarian in online course:** Librarian embedded in one or more Canvas courses/sections to serve as consultant to students regarding library, research, and information literacy resources and skills.
- **Library orientations** (both synchronous and asynchronous):
  - Fill out a Library Orientation Request online on our **Faculty Services** page at: <http://libraryguides.laspositascollege.edu/faculty> Click on **Library Visit Request**.

The library faculty, in collaboration with faculty, will design a library orientation that is tailored to the course and assignment objectives. Depending on the course objectives, a variety of resources and skills can be drawn on from the research toolkit including: database and web search strategies, brainstorm suitable topics and literature scan, proper documentation and citations, efficient use of OneSearch (online catalog), student success tools like Grammarly, etc. In scheduling an orientation, it is important that faculty consider a timeline that includes having assigned and explained the research project's goals and requirements to your students in advance of attending the orientation. Students who know and understand their objectives will be engaged and ready to get the most out of the library session. Instructors must be present during library orientations. If you schedule an orientation when you plan to be off campus, you must find a faculty member to bring your class to the Library and remain with the students during the entire class period.

We encourage you to visit our website to get more detailed information about the Library:

<http://www.laspositascollege.edu/library/>

## Computer Center

The Computer Center is located in Building 800, Room 803. It is an Open Lab for students to work on class assignments. Computers are available on a "first come, first served" basis to all currently registered Las Positas Students. Computer Center staff are there to help students use the technology in the lab and Blackboard online. Over one hundred computers, including five iMacs, are available to students. For a complete list of what is available please visit <http://www.laspositascollege.edu/computercenter>.

### Computer Center Hours

#### OPEN:

Monday – Thursday	7:30 am to 9:30 pm
Friday	8:30 am to 3:00 pm

#### CLOSED:

Saturday & Sunday

### School Holidays

\*Hours may vary for Summer Session

\*\*Center is closed for holidays and academic recess

### **Information Technology**

See Technology Department, E-12.

### **Teaching and Learning Center, Room 2410**

The Teaching and Learning Center offers access to, and training and support in, the following technologies: multimedia software, presentation software, a course management system, a web content management system, a student learning outcomes management system, and web accessibility techniques. Additionally, the TLC offers pedagogical training and support to faculty and staff who want to learn best teaching practices using technology -- whether to enhance a face-to-face class or to design a hybrid or fully online course.

Training is conducted on an individual basis and in workshop settings. To schedule an individual training session, call 925.424.1654. Workshops intended to increase technical and pedagogical skills are conducted throughout the year. Days and times of workshops are announced at the beginning of each semester, and they are open to faculty and staff of LPC.

Also see Instructional Technology, E-8.

## Instructional Audio/Video Services

(Also Technology Department, E-10)

Instructional Services staff are available for assistance by phone, Zoom conference or in person. The available hours and phone number are the same as for Instructional Services: 424-1660. For more information visit the Technology Department Services web page at <http://www.laspositascollege.edu/technology/services.php>

## Instructional Technology

The Instructional Technology Department provides technical and pedagogical support to faculty and staff who want to implement technologies for instructional purposes or who want to update their web sites. TLC staff trains and supports in the following: course management system software, third-party tools used with the course management system, web content management system software, and legal requirements for distance education, web accessibility techniques.

### 1. Teaching and Learning Center

Working mainly out of the college's Teaching and Learning Center, the Instructional Technology staff invites meetings and appointments, in addition to conducting workshops. Workshops will focus on technical and pedagogical skills that allow faculty and staff to integrate technology into their teaching, as well as for updating pages on the LPC web site.

Appointments are available for learning how to use the hardware and software in the TLC, how to use the course and web content management systems, how to increase your instructional design skills, and how to make your web content accessible to students with disabilities.

The TLC is located in Room 2410 in the Multi-Disciplinary Building and can be contacted by phone at (925) 424-1655.

### 2. Distance Education

Las Positas College's Distance Education program consists of a variety of online and hybrid courses to meet the needs of students in the community. Each semester, training is available in learning how to design, develop, and teach instructionally sound courses. Training is conducted both in a group setting in the TLC and online.

For more information about LPC's Distance Education program, consult the Online Learning web site at <http://www.laspositascollege.edu/onlinelearning>

## Reprographic Services

The College provides mechanisms for production of materials/handouts. Account(s) will need to be established in order to utilize these services. To request the necessary account access, complete the form at

[http://districtazure.clpccd.org/tech/files/docs/CLPCCD\\_TechnologySystemsAccessFormNov2015.pdf](http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf) and submit to your department. Once established, access information will be provided to you in your campus mailbox.



**Copy Center**

The Reprographic Center is located centrally on campus. Please use their services if you need *more than* 25 one-page copies. Copy jobs can be submitted electronically using Ricoh-Trac at <https://laspositas.ricohtrac.com/>. (It is always a good idea to convert your document(s) into a PDF format before sending to preserve the desired formatting.)

For more information on the College's Copy Center services please visit <http://www.laspositascollege.edu/copyservices/index.php>. The Copy Center can also be contacted directly by calling at (925) 424-1850 (ext. 1850 from on-campus) or by email [copycenter@laspositascollege.edu](mailto:copycenter@laspositascollege.edu).

**Convenience Copiers**

Convenience Copiers have been installed in various faculty areas (rooms: 260, 280, 803, 1067, 1824, 1856, 2331, 2411V, 4111, and PE 118) to assist with urgent reprographic needs. A unique access code is required to use the machines. Login and logout instructions as well as basic copier operating instructions are posted near each machine and on the website at: <http://www.laspositascollege.edu/copyservices/copiers.php>

**Printing and Scanning to PDF**

The College has made the conscience decision to conserve resources by down-sizing the fleet of printers and directing printing to the convenience copiers, or utilizing the Scan to PDF functionality. Instructions on how to use the convenience copiers to print or scan are posted near the copier and on the website at <http://www.laspositascollege.edu/copyservices/copiers.php>.

If you need assistance with using any of the convenience copier features, please contact the Copy Center staff at (925) 424-1850 (ext. 1850 from on-campus) to arrange a convenient time.

**Guidelines for Copyright Material**

Per Copyright Law of January 1, 1978 -An instructor may make multiple copies for classroom use not to exceed, in any event, more than one copy per student in a course provided that:

- ♦ The copying meets the tests of brevity and spontaneity.
- ♦ Each copy includes notice of copyright.

**Definitions**

1. **Brevity**
  - A. Poetry:
    - a) No more than 250 words
  - B. Prose:
    - a) A complete article, story, or essay if less than 2500 words.
    - b) An excerpt not to exceed 1000 words.
  - C. Illustrations:
    - a) One per book or periodical.
2. **Spontaneity**
  - A. The copying is at the inspiration of the instructor.
  - B. No more than one whole piece or two excerpts from one author; no more than three items from the same collective work or periodical volume during one term.

- C. No more than nine instances of copying for one course during one term.

### **Technology Department**

The Technology Department at Las Positas College provides leadership, service and technical expertise to support student learning, enhance instruction, augment student support services and strengthen administrative processes. The department works to ensure that technology is used in accordance with the mission, vision, values and goals of the College and policies and procedures of the Chabot-Las Positas Community College District. For more information feel free to visit the Technology Department website at <http://laspositascollege.edu/technology/index.php>.

### **Computer Network Support**

The College Computer/ Network staff administers and supports all campus servers; student, faculty and staff computers; as well as peripheral devices such as printers and wireless access points that are connected to the college network. The webpage at <http://laspositascollege.edu/technology/policies.php> highlights the policies and procedures for using the college computer/ network system.

Employee access to the college computer/ network system requires a user account(s).

The Technology Access Request form can be found at

[http://districtazure.clpccd.org/tech/files/docs/CLPCCD\\_TechnologySystemsAccessFormNov2015.pdf](http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf)

The hardware standards for computer equipment can be found at

<http://www.laspositascollege.edu/technology/computer-standards.php> ;

To request assistance with a computer hardware problem, use the web submission site at

<https://clpccd.service-now.com/>

To request instructional software updates in the computer classroom, submit a ServiceNow, Request Service, Computer Lab or Instructional Computers and Image Update. Please submit your request well in advance of the first day of the semester to allow adequate time to schedule the update process. If you need additional assistance, please call our help desk at 925-424-1660 (ext. 1660 from on-campus).

### **Instructional Systems**

The College Instructional Systems staff takes responsibility for providing and support of the audio-visual equipment on campus, particularly in the classroom. For more information on the services provided by Instructional Systems Support please visit:

<http://laspositascollege.edu/technology/services.php>

An extensive inventory of audio-visual equipment is available to support your instructional needs.

A listing of the standard audio-visual equipment that can be found in each classroom is on-line at <http://laspositascollege.edu/technology/classrooms.php> if your classroom does not provide the equipment you need, special arrangements can be made, with advance notice, by submitting a request at <https://clpccd.service-now.com/>

Please Note:

- Reserve equipment well in advance (at least 1 week);
- Please return equipment in a timely manner.

If you experience trouble with any of the audio-visual equipment please report it to the Instructional Systems staff as soon as possible at <https://clpccd.service-now.com/>

The Instructional Systems support personnel are also available to assist you with training and use of the audio/ visual equipment throughout the campus. To request training or duplication of media complete the web submission form at <https://clpccd.service-now.com/>

If you have additional questions visit our FAQs webpage at <http://laspositascollege.edu/technology/faqs.php> or contact the office at 925-424-1660 (ext. 1660 from on-campus).

## **Telecommunications**

The Telecommunications staff oversee the operation of the campus phone system. This includes installation, programming and troubleshooting of end user phones, voice mail, call processing system, call distribution server, Enhanced 911 system and local and long-distance carrier services. If you are having trouble or questions with any of these applications contact 925-424-1640 (ext. 1640 from on-campus).

### **Phones**

The desktop phone sets use digital technology and have many features. For information on using the more popular features please refer to <http://laspositascollege.edu/technology/telecommunications.php>

### **Campus Dialing**

The on-campus phones utilize 4-digit dialing to any other campus phone, as well as for calls placed to offices at Chabot and the District Office.

To dial a number off-campus you must first access an outside trunk by dialing "8" then dial the seven-digit number. If you are calling a number in the 510 area code, dial 8-1-510-xxx-xxxx. Not all phones have access to dial off-campus for security purposes, so if you are having trouble dialing a number off-campus, contact the campus switchboard for assistance, "0". The switchboard will ask for the number to be dialed and information regarding the party being called. Please limit use of the phone system to College business.

### **Voice Mail**

The campus phone system is set-up with voice messaging boxes for all faculty and staff including part-time faculty.

If you are a new hire complete the Technology Access Request form at [http://districtazure.clpccd.org/tech/files/docs/CLPCCD\\_TechnologySystemsAccessFormNov2015.pdf](http://districtazure.clpccd.org/tech/files/docs/CLPCCD_TechnologySystemsAccessFormNov2015.pdf). For new and returning faculty, a voice mail instruction guide will be placed in your mailbox prior to classes beginning. This guide will provide you with your voice mail box extension, instructions on how to access and use your voice mail as well as how to record your greeting. If you are a continuing faculty member, your voice mail should remain intact as long as you have an assignment. Each voice mail box can hold 35 minutes of messages (new and saved) so be sure you check your box regularly and delete unnecessary messages. For more features and instructions visit <http://laspositascollege.edu/technology/voicemail.php>

### **Electronic Mail**

The Chabot-Las Positas Community College District uses **Microsoft Exchange/ Outlook** as its e-mail communications software. To request an account complete and sign the

form at

[http://www.clpccd.org/tech/documents/CLPCCD\\_TechnologySystemsAccessFormNov2015.pdf](http://www.clpccd.org/tech/documents/CLPCCD_TechnologySystemsAccessFormNov2015.pdf)

and submit to your department. After your account has been established you will receive information on how to access and use your account. You may request to have your e-mail account forward messages to another personal account such as AOL or Comcast.

You may access your e-mail account from an off-site computer at

<https://mail.clpccd.org/owa/auth/logon.aspx> enter your user name and pass-code as noted in the information provided by ITS (Information Technology Services). If you need assistance contact 925-424-1715 (ext. 1715 from on-campus).