

Hello, New Faculty - thanks for your attention in the orientation and for submitting your questions. We had a fun though brief time with you, and have now answered ALL the questions submitted. Even though there is some redundancy we wanted to honor every question.

Also, in addition to the answers below, you can always ask a question on chat 24 hours a day: Look for the “Ask a Librarian” tab at the top of each Kennedy website page

1. How can we access journal/book subscriptions on and off campus?
 - a. The most surefire way is to begin your library research by logging into your Cal Poly portal first. You can then go to the Library Tab on the portal, or you can just go to the library website at calpoly.edu, because during that browser session you will be recognized. Alternatively, without logging into the portal first, you can search from the library webpage and it will prompt you for login when you reach the point where access without a subscription is blocked.
2. Can you show me how to start a blog? (and do research for it?)
 - a. Decide whether you are going to host your own or have one that is hosted. If you host your own, you have your own domain name, but if it is hosted on Wordpress or Tumblr there may be advantages as well. Here is a link that will give you some tips: <http://www.dearblogger.org/blogger-or-wordpress-better>. Mark Bieraugel would be happy to help - he is the business librarian. His email is mbieraug@calpoly.edu
3. What is the best way to search the online database for journal articles?
 - a. This is very complicated to explain in a short answer. Contact your college librarian to make a short appointment to learn the ropes. If you want to know which databases are best for your field, look on the research guides which are devised by the librarians for different subjects. <http://guides.lib.calpoly.edu/>
4. How soon before the quarter starts do I need to notify the library about a new [text]book for a class?
 - a. The sooner the better, but any time is fine. To put them on reserve, go here: <http://lib.calpoly.edu/search-and-find/course-reserves/>
5. How many [text]books will you have in stock? Do the students use them?
 - a. For some courses, we provide multiple copies, but often only one. Students use them very heavily for some courses.
6. For journal articles we don't have access to, is there a request system? Can we get them sent to us electronically?
 - a. You can use interlibrary services to obtain books or journal articles that Kennedy Library does not provide access to. Link+ also has many books that can arrive in 3 days or less. Standard time for ILS book delivery is 7-10 days, but much quicker for articles. ILS: <http://lib.calpoly.edu/search-and-find/borrow-renew->

[request/interlibrary-services/](http://lib.calpoly.edu/search-and-find/borrow-renew-request/link/). Link+: <http://lib.calpoly.edu/search-and-find/borrow-renew-request/link/>

7. How would I go about obtaining a book or other resource not found in Cal Poly's library? How long does it usually take to get?
 - a. You can use interlibrary services to obtain books or journal articles that Kennedy Library does not provide access to. Link+ also has many books that can arrive in 3 days or less. Standard time for ILS book delivery is 7-10 days, but much quicker for articles. ILS: <http://lib.calpoly.edu/search-and-find/borrow-renew-request/interlibrary-services/>. Link+: <http://lib.calpoly.edu/search-and-find/borrow-renew-request/link/>
8. What facilities/resources are available for students while they are investigating research topics? (ILL of books, research journals, CD's, etc?)
 - a. All of the above are available; students have the same access as faculty.
9. College of Engineering Librarian?
 - a. The College of Engineering Librarian is Sheree Fu - her office is room 216D in the library and her email is shereefu@calpoly.edu.
10. How to go about building course-packets. Copyright restrictions to distribute photocopies of book chapters in course packets.
 - a. Contact Cal Poly Print and Copy which is a private business located at the front of the library. Here is a link to their page: <http://www.calpolyprintcopy.com/>
11. Do you have the Adobe Creative Cloud Suite available for students to use?
 - a. The Adobe Creative Cloud Suite is not available on library computers nor can students request access for their own computers via a technical service request. However, other computer labs on campus may have access to it. Here is where you can view what software is installed on library computers: <http://lib.calpoly.edu/study-spaces-and-tech/computers/software/#pc-software>
12. Getting access to articles for free? What if I need an article that I have to pay for?
 - a. DO NOT PAY FOR ARTICLES. Request them from ILS; make sure you are logged into your portal on the same browser when doing research because then it knows which articles you are supposed to have access to. If the library does not have access and the database asks you to pay, just request on ILS. <http://lib.calpoly.edu/search-and-find/borrow-renew-request/interlibrary-services/>
13. I can't renew a book I checked out, but I heard faculty don't get charged any late fees. So can I just keep the book until I'm finished with it? :)
 - a. Please return the book because someone else has requested it. But, you can look on Link+ to see if a copy is available, or you can request another copy via an interlibrary loan. <http://lib.calpoly.edu/search-and-find/borrow-renew-request/link/>
14. What mechanisms exist for recommending acquisitions (books, etc.)?
 - a. You can fill out the suggest new materials form accessed from the faculty tab on the library website: <http://lib.calpoly.edu/faculty/>. Alternatively, you can contact your college librarian to begin the process: <http://lib.calpoly.edu/teams/college-librarians/>

15. What kind of workshops/info sessions do you offer for students/classes?
- We tailor instruction to your needs. We provide multiple research workshops in the library. For GE A1-A3 courses, contact Kaila Bussert at kbussert@calpoly.edu or fill out the request form online: <http://lib.calpoly.edu/faculty/>. For all other instruction, contact your college librarian who will work with you to set up a workshop according to your needs: <http://lib.calpoly.edu/teams/college-librarians/>
16. Are faculty able to print in the library? If so, for free?
- Faculty may print in the library, but they have to have money on their Polycard because it is not free - \$0.10 a side for B/W and \$0.20 for Color.
17. What streaming services for films/videos are available? Kanopy? Fandor? Others?
- We have access to Kanopy, which you can access from the database list: <http://guides.lib.calpoly.edu/az.php>.
18. How do we order/purchase books for the library? How long will it take to get books?
- You can fill out the suggest new materials form accessed from the faculty tab on the library website: <http://lib.calpoly.edu/faculty/>. Alternatively, you can contact your college librarian to begin the process: <http://lib.calpoly.edu/teams/college-librarians/>
19. Other libraries we can borrow from? How long does it take to get those books here?
- You can get books in three days or less if they're available on Link+: <http://lib.calpoly.edu/search-and-find/borrow-renew-request/link/>. Books that are not in Link+ can be requested through interlibrary services: <http://lib.calpoly.edu/search-and-find/borrow-renew-request/interlibrary-services/>
20. What kind of research workshops do you provide for undergraduate classes and how do I set them up for each of my sections?
- We provide multiple research workshops in the library. For GE A1-A3 courses, contact Kaila Bussert at kbussert@calpoly.edu or fill out the request form online: <http://lib.calpoly.edu/faculty/>. For all other instruction, contact your college librarian who will work with you to set up a workshop according to your needs: <http://lib.calpoly.edu/teams/college-librarians/>
21. How do I get journal articles not available through the library/website?
- You can search our databases to find the citation to specific articles within a journal and then link out to full text in other databases or to "We'll get it for you!", which is interlibrary services. The same can be done from Google Scholar if you are logged into your portal on the same browser.
22. Do we have full access to journal article databases such as PubMed and Web of Science?
- Yes, look under the Databases: <http://guides.lib.calpoly.edu/az.php>
23. Can I get access to a book on Safari Books for my students through the library?
- Yes, look under the Databases: <http://guides.lib.calpoly.edu/az.php>
24. How to gain access to journals not subscribed by the Cal Poly Library?
- You can search our databases to find the citation to specific articles within a journal and then link out to full text in other databases or to "We'll get it for you!",

which is interlibrary services. The same can be done from Google Scholar if you are logged into your portal on the same browser.

25. I am concerned about doing my own research through this library. How extensive is the ILL system? Is there a good number of databases? Is there a willingness or ability to add more?
- a. The ILL system is robust and you can get practically get any book/article from it if Kennedy Library does not have it. We have the paid version of Link+ and the free version of WorldCat. We currently have 179 databases. There is a willingness to add more databases but there is also a financial disability. Some may even be cut because of this disability. Database List is here: <http://guides.lib.calpoly.edu/az.php>
26. Who should we talk to if we want to use a copyrighted material?
- a. When you sign/click your Netflix agreement it precludes use for public viewing such as in a class. For printed or electronic articles, you can check with Cathe Olson, who heads up Course Reserves. Her email is colson05@calpoly.edu. For other copyright information Michele Wyngard of the Digital Commons may be able to help. mywngard@calpoly.edu
27. Does Cal Poly have membership for IEEE or ACM?
- a. Kennedy Library has licensed access to both IEEE and ACM databases.. Look for them on the Databases: <http://guides.lib.calpoly.edu/az.php>

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