Harrison College Digital Library

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IUPUI

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Digital Libraries

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Administrative Aspects
This digital library was created to provide information and resources to the students, staff and faculty of Harrison College.

MISSION
Building on a legacy of service since 1902, we are advocates of education dedicated to excellence in higher learning. We collaborate with students, staff, faculty, and our community to deliver student-centered education, and prepare students for careers that positively impact society, both locally and globally.

GUIDING OBJECTIVES
Our students gain requisite knowledge and skills through general education within career focused curricula.
Our graduates achieve career goals and demonstrate a commitment to lifelong learning.
Our graduates demonstrate strong character and integrity in their life and work, and add value to the world they live in.

Harrison College Library Mission Statement
The Library is committed to supporting the mission of Harrison College by providing user-centered resources and services necessary to produce excellent higher learning outcomes.

The mission of Library is accomplished by the following goals:
- Provide a welcoming environment for on-site and virtual users focusing on student, faculty, and staff informational needs.
- Develop and maintain up-to-date collections and Library technologies which support the programs and curriculum of Harrison College.
- Deliver formal and informal instruction that fosters self-reliant and critical users of information leading to success in career and quality of life.
- Build mutually beneficial partnerships with other libraries, library consortia, other educational institutions, and Harrison College staff and operating units.
- Improve user services through ongoing student and faculty assessments, marketing efforts and Library strategic planning.

The digital library provides services and resources to ground students, staff and faculty at each campus and online students, staff and faculty in those areas, outside of those areas and in other states. Some students, even though they are close to a campus, decide that they want to take all of their classes online. Also, because of the programs or certain classes, students might have to take some or all of their classes online. Most of the campuses are in Indiana, but there is one Harrison College campus in Columbus, Ohio, and one Chef’s Academy campus in North Carolina. The users are mostly students, but faculty and staff also use the digital library. The Harrison College librarians own, manage and run the digital library. There is one librarian at
each of the physical campuses. They are responsible for upkeeping, changing and maintaining the site. Some of the material has been created by the librarians to assist the students and faculty. Some of the information has been created and approved by the College’s Curriculum Committee.

The librarians have a partnership with the Harrison College Instructional Design team. The librarians partner up with ID team members on course creation and help the ID team members locate resources to put into the courses. This helps the librarians know what items might be good to purchase for the digital library. Also, the librarians are also looking into free resources with the help of the ID team and the Curriculum Committee. The Librarians are also partnering with Career Services to provide information on various businesses to help students be more successful in their interviews. The digital library is funded by a part of the library budget. That budget is divided for e-books, databases, audiobooks, and videos. The current version of the website has been available for about three years. The previous version was available for about years. The Harrison College Librarians created both. There are no publications associated with this digital library.

Collection Content

The librarians have a collection development policy, they do not post it on their site. Snow (1996) believes that written collection development policies are unnecessary. He feels that they “quickly become irrelevant and outdated.” He feels that librarians can better spend their time on selection and evaluation, instead of maintenance and upkeep of the actual document. This is not always true. With the Harrison librarians spread out and not able to communicate face to face a lot, they use their policy as a guide to make sure everyone is on the same page. It is true that the document has to be updated. One of the librarians found out recently that their policy was a little out of date in parts and had to be reworked. The college is a career college and
focuses primarily on certificates and two year degrees for medical careers, business careers and criminal justice careers, but does have bachelor’s degrees also. The library focuses on getting resources that support these programs and fields. The scope of the collection focuses primarily on business, criminal justice, medical resources and cooking, but also includes general education resources, like English, speech, and math. The collection contains databases, articles, ebooks, videos, audiobooks, and libguides. The library provided access to a catalog through OCLC, which provides access to books, e-books, videos, DVDs, images, and articles. Some articles retrieved from the catalog search are pulled from the databases that the students have access to. All of the databases available to the students are subscriptions. The library also pays for access to audiobooks through Overdrive. The catalog search can pull up resources from other libraries in the system. Some of these resources can be borrowed and sometimes they can’t. That all depends on the lending policy of the other libraries. The main subjects in the library center on business, criminal justice, medical, and cooking. The database and Overdrive content comes from the companies, which created them. The libguides information was created by the Harrison College librarians. They set up the guides, created documents and videos, and added them to the pages.
**Information Organization**

The databases are arranged alphabetically. They each can be searched individually or they can be searched through the catalog. OCLC uses metadata and controlled vocabulary in The Overdrive content can be searched or browsed. Overdrive does not show any metadata. They just show the items and some information about each. The libguides can be searched by title or browsed by main topic alphabetically. There does not seem to be any metadata standard used for the content in the libguides. It seems that the information is organized for easy navigation and access. The libguides are organized by category and alphabetically. They are separated into Technical, Program, and Audience guides. However a library sets up their searching, they need to take into account the users of that library and their information (Zavalina & Vassilieva, 2014). Harrison College has taken into account their students and has tried to simplify the searching in the LibGuides to help the students in locating the information.
Collection Storage and Preservation

The digital items in this library are mix of digitized and digitally born items. Many of the items in the databases are digitized items (articles). Many of the items in the libguides are
digitally born items. The librarians have created documents and video tutorials for the libguides. For any items that the librarians have created, each librarian is responsible for storing the original item that he or she created. The documents are Word, PowerPoint, J-peg, or PDF documents. The videos that the librarians created are stored on Viddler. No information about the format of the videos in the libguides is available. There are no digitization procedures in place. Each person, group, campus, digitizes their way. There is no set way for everybody to be uniform. Items are stored in the same formats that they are digitized in. Their procedures for videos should be updated. De Stefano (2003) states that many Academic libraries have a process for preserving and conserving books and paper, but many are lacking when it comes to video. She states that video preservation and conservation is just as important and needs to be addressed. This is the case with Harrison College. Various people create various videos, but they are not housed together and there is no procedure for them. Beaney and Carpenter (1996) state that librarians are going to be increasing inundated by digital items and items that need to be made digital. They also state that librarians need to have a plan for this and be ready to handle the influx of these items. Libraries need standards, digital catalogues, the ability to catalogue and digitize, and access software to make this possible. Bradley (2007) states that to be sustainable, digital information has to have four components – support for access, an economic need, necessary resources, and a community to support and need. When one part of this is missing, there are difficulties in providing the digital content.
Finding eBooks and Audiobooks

The Library has a number of eBooks that are available through the Library catalog. Some of these eBooks may have specific circulation limits ranging from 1 to 21 days. Following are some links to different eBook collections the Library subscribes to:

- EBSCO eBooks: 16,000 titles on many subjects relevant to Harrison College students and faculty. For directions on how to access and/or download EBSCO eBooks, please continue reading below in the section "Accessing eBooks."
- Ebscohost: College Complete: Over 25,000 full-text journals, eBooks, and electronic books from a variety of top academic publishers. For directions on how to access and/or download Ebscohost eBooks, please continue reading below in the section "Accessing eBooks."
- Gale Virtual Reference Library: The fully searchable reference works from a variety of subject areas.
- JSTOR: Journals and monographs published in a variety of subject areas.
- NACS (National Center for Academic Libraries): Access to several thousand books and journals in healthcare.

Accessing eBooks

There are three databases with specific circulation limits including eBrick, EBSCO, and Overdrive. Following are directions on how to access and/or download eBooks in each of these different databases:

- **eBrick (also called ProQuest eBooks)**: These eBooks will be displayed in the Library catalog search results with an option to click on the "View Now" button, as shown above in the first picture of this document. You can search the entire collection of eBrick eBooks. All downloads of eBrick eBooks are only available on a temporary basis. For example, in the following picture you will see one of the eBooks in our Library collection. The eBook listing will display the available and how you can access the eBook. If you need to return the book, the download will simply become unreadable (think impossible self-destruct) even though the eBook remains on your device.

Top Guides:

- Return to Library Home
- Return to Info Guides Index
- APA Guide
- All Databases List
- Using Microsoft Office Word
- Using Microsoft Office Excel
- Contacting a Librarian
- Indianapolis Downtown Library

Related Guides:

Selected Info Guides related to Finding Books and eBooks:

- All Databases List by学科
- Finding eBooks and Audiobooks by discipline
- Finding Electronic Newspapers and Journals

What Are Databases?
Collection Access

The digital library uses LibGuides, OCLC WorldShare, and Springshare. Libguides helps organize the library pages, Springshare helps power Libguides. Worldshare is used to access the catalog. All of these are proprietary and cost to use. All of this software and content is housed externally. The Libguides are set up to be easy to navigate, but can be a little confusing at times. A person can search the guides by title or browse all of the guides. Sometimes it is difficult to bring up the guide searching by title. I found it easier to just browse the guides. Students can browse by Title, Subject, Librarian, or Tag. One neat feature is Related Guides. Many of the LibGuides pages have a Related Guides list that offers guides that are similar to the guide being looked at. Sometimes, the related guides help, but I noticed that they can also be a little confusing. The search results are show in a list. Once the results are displayed, a person can click on the title of a record and go to that page to see more information. Overall, I do not like the Libguides searching. I do not think the searching is effective. As stated earlier, I think Browsing
is more effective in this situation. There is a privacy statement on the Terms of Use page, which directs people to the actual Privacy Statement. The Privacy Statement is not easy to find. I also did not find about special needs accessibility. Combs (2015) states that LibGuides is an easy to use web platform. Creating the LibGuides pages is easy, but for the students, sometimes finding them was a little tricky. Combs (2015) believes the benefits outweigh any negatives with the platform.

When searching a title, the results look like this:
The Browse All Guides page looks like this:
A Related Guides list is located on the right side of the page shown below.

The Terms of Use page shows a privacy statement.
Technical and Service Aspects

There is an access policy located at the bottom of the site – Terms of Use. The collection is limited use. It is primarily for students of the college, but others can use the site with limitations. Those people can use the site if they follow the licensed digital content (must be only for personal, educational, or research purposes), copyright (People are not granted rights to use Harrison created content), trademark (people can’t use the Harrison College logo), and crediting the library. Some of the information on the site is password protected, like the databases. Only people with the appropriate log in can access this information. In this specific case, the person has to be a student, staff or faculty member. The digital content works well. Accessing the libguides is a little confusing. The searching did not work well. To find some of the guides, I had to browse instead of search. Assistance is provided to students, staff and faculty through various
means. Libguides provide tutorials created by the librarians. They can also chat with /email a librarian, call a librarian, Twitter, and use Get Answers Fast. Get Answers Fast provides three services – search already asked questions, submit a question, or chat with/email a librarian.

When the chat function is not available, the student can email a librarian. All students, staff, and faculty get a spot on the network where they can save things – documents, images, … They can store these items as long as they are a student or work for Harrison College. They can also print at the campuses. An example of this is the Anderson Campus. The two computer labs and the library have a small printer and there are two large printers in the office area. The copyright policy is wordy, a little confusing and a bit tricky to find. It is on the terms of use page. The link to the terms of use is small print located at the bottom of the page. The copyright statement is below.

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janean.ganser@harrison.edu

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Harrison College Library Terms of Use

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References


