
LEVERAGING THE LIBRARY INTRANET AS A PROFESSIONAL COMMUNICATION TOOL DURING COVID-19

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BRYANT & STRATTON COLLEGE



FROM LINK LIBRARY TO COMMUNICATION TOOL

- Began in 2015 as a centralized link library designed on the LibGuides platform for librarians over four states
- Incorporated additional productivity tools as they were adopted by the College (Office 365, Microsoft Teams)
- During Covid-19 it has become a tool for organizing remote work as classes and positions shift from campus-based to virtual



- A-Z Databases
- ATI Testing
- ALCTS Webinars
- Bibliographic Framework Initiative (BIBFRAME)
- BLUEcloud Central
- BSC LibGuides : By Owner
- BSC Virtual Reference Schedule
- Canned Virtual Ref Scripts
- Cataloging Periodicals
- CLE / SOL Student Employees
- CollegeSuccess Login
- Constitution Day
- Creating a Research Poster
- Easy RDA
- EBSCO Collection Manager
- EBSCO Connect
- EBSCOnet
- Email, Call, or Visit a Librarian
- Enterprise Admin

Intranet Tools

- Library Tools
- Cataloging Tools
- Collection Development
- Databases
- LIS eBooks
- LIS eJournals
- Webinars

- * [Academic Library Association of Ohio \(ALAO\) \(WEB\)](#)
ALAO is the Ohio chapter of ACRL (ALA ACRL). We strive to advance academic library services in Ohio by identifying, studying and promoting the interests of academic librarianship and the personnel of academic libraries, and to provide opportunities for education and growth for library personnel.
- * [ACRL/NY \(WEB\)](#)
ACRL/NY is the Greater New York Metropolitan Chapter of the Association of College & Research Libraries. The Chapter promotes professional standards, mentors librarians, and enhances professional development through a variety of educational programs.
- * [Virginia Library Association-College and Research Libraries Chapter \(VLACRL\)\(WEB\)](#)
Purpose: To provide a forum for the exchange of information and ideas to promote service to the academic community.
- * [Wisconsin Association of Academic Librarians \(WAAL\) \(WEB\)](#)
WAAL is dedicated to the improvement of library services to Wisconsin's academic and research community. [...] As the academic library division of WLA, WAAL is also a state chapter of the Association of College & Research Libraries.
- ** [ARTICLE: "We aren't just the kids that sit at the front": Rethinking student employee training \(e JOURNAL ARTICLE\)](#)
College & Research Libraries News Vol 76, N
[more...](#)
- ** [CovidTracker Health Screen Dashboard \(C\)](#)
<https://www.covidtracker.org/login>
[more...](#)
- ** [LibApps Login @ Bryant & Stratton Colleg](#)
URL: <https://bryantstratton.libapps.com/libap>
- [ACRL Pandemic Resources for Academic Libraries \(WEB\)](#)
URL : <https://acr1.libguides.com/pandemic/home>
[more...](#)
- [ACRL Project Outcome for Academic Libraries \(WEB\)](#)
This free toolkit is designed to help academic libraries understand and share the impact of essential library programs and services by providing

The main area of the Library tools tab includes many of the original links from the first version.

The sidebar includes tools that have been added over time, such as the library's virtual reference schedule and SirsiDynix Symphony Web.

COMMUNICATION AND COLLABORATION

A link to Microsoft Teams allows instant chat and virtual team meetings.

A link to Office 365 allows document creation and sharing, and cloud storage


LibGuides pages can be generated on the fly to manage and monitor student employee projects




- [A-Z Databases](#)
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- [ALCTS Webinars](#)
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- [BSC LibGuides : By Owner](#)
- [BSC Virtual Reference Schedule](#)
- [Canned Virtual Ref Scripts](#)
- [Cataloging Periodicals](#)
- [CLE / SOL Student Employees](#)
- [CollegeSuccess Login](#)
- [Constitution Day](#)
- [Creating a Research Poster](#)
- [Easy RDA](#)
- [EB](#)
- [EB](#)
- [EB](#)
- [Email, Call, or Visit a Librarian](#)
- [Enterprise Admin](#)

Cleveland Library Work / Study Hours – Spring 2021							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Deveau, John	11a - 2p (3)		11a - 2:30p (3.5)				6.5


Online Tools

 [iorad - the tutorial builder \(ONLINE TOOL\)](#)
 "Instantly make guided, step-by-step directions for any website directly in the browser. Iorad is the quickest and easiest tutorial creator on the web."


CLE Fall 2020 Library Inventory

 [CLE Fall 2020 Library Inventory \(EXCEL FILE\)](#)
 This spreadsheet contains title and standard number data for all non-reference holdings in the CLE library collection.

CLE Medical Historical Collection

 [CLE Medical Historical Collection \(EXCEL FILE\)](#)
 This spreadsheet contains titles and ISBN numbers for books in the Cleveland campus library's medical historical collection.

Student employee project files are created in Office 365 and can be edited by student workers and monitored remotely by supervisors.

 [RD FILE\)](#)

Use this template to create spine labels for print books and other physical library materials. When opened, the template contains two example labels that should be deleted before entering new call number information.

LIBRARY TECHNICAL SERVICES

The Cataloging Tools tab includes links to several resources, including

- Cheat sheet for weeding items in Symphony
- Cheat sheet for processing vendor-supplied MARC records with MARCEdit
- Emerging Issues in Academic Library Cataloging & Technical Services (eBOOK)

The Collection Development tab includes links to several resources, including












- GOBI Library Solutions
- ALA Collection Development Resources
- Collection Development and Management for 21st Century Library Collections (eBOOK)



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-  [A Beginners Guide to MarcEdit and Beyond the Editor: Advanced Tools and Techniques for Working with Metadata \(PDF\)](#)
URL : https://ir.uiowa.edu/cgi/viewcontent.cgi?article=1330&context=lib_pubs
-  [Cataloging Workflow \(ONEDRIVE DOC\)](#)
BSC Cleveland / Solon Campus Libraries
-  [Cheat Sheat for Weeding Items in Symphony \(PDF\)](#)
** DISCARD report will be run on the 17th of each month.
-  [System Cataloging Standards \(ONEDRIVE DOC\)](#)
Bryant & Stratton College Libraries
-  [Understanding MARC Holdings Records \(WEB\)](#)
URL : <https://www.loc.gov/marc/umh/index.html>
-  [Using MARCEdit to Process Vendor-Supplied eBook Records \(ONEDRIVE DOC\)](#)
Cheat sheet for processing and loading vendor-supplied MARC records.
-  [Weeding Items \(PDF\)](#)
Weeding Items from SirsiDynix
-  [Cataloger's Reference Shelf \(WEB\)](#)
A variety of cataloging reference tools.
-  [The Cataloging Calculator \(WEB\)](#)
"Cataloging tool that finds variable and fixed MA
Classification."
-  [Easy RDA \(ONLINE TOOL\)](#)
Easy implementation of RDA cataloging for books.
-  [Emerging Issues in Academic Library Cataloging & Technical Services \(eBOOK\)](#)

The Cataloging Tools tab includes a number of internally created and web-based reference tools for cataloging administration and collection management.





MANAGING VIRTUAL REFERENCE

- The Virtual Reference page includes
 - BSC's Virtual Reference Schedule
 - Directions for clocking in/out
 - Directions for dropping a shift
 - Directions for taking a replacement shift
 - Links to the 1-hour course "Online Reference Basics" (for new chatting librarians)

- Home
- Office 365 Login
- MS Teams Login
- BSC Library Catalog
- EBSCO Discover Service for BSC
- A-Z Databases
- ATI Testing
- ALCTS Webinars
- Bibliographic Framework Initiative (BIBFRAME)
- BLUEcloud Central
- BSC LibGuides : By Owner
- BSC Virtual Reference Schedule**
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- EBSCOnet

SPRING 2021 BSC VIRTUAL REFERENCE SCHEDULE						
	Monday	Tuesday	Wednesday	Thursday	Friday	Confirmed
8am						
9am						
10am						
11am						
12pm						
1pm	David Lewis			Julie Zhu		JZ DL
2pm	Julie Zhu					JZ
3pm			Kady Fortier			KF
4pm				Kevin Breen		KB
5pm						
6pm	Grace Morrison		Peter Marshall			GM PM
7pm						
8pm						
9pm						

When you connect to LibChat you should see a link to LibStaffer

The schedule and administrative links are maintained in a Word 365 document for ease of updating and the live document is linked into the intranet.

This link is used for:

- [Clocking in/out](#) at the start of your shift
- Viewing posted information
- [Dropping](#) a shift you can't work
- [Taking](#) a replacement shift
- Using the [Workflow Forms](#) for specific situations (see the Message Wall on the right-hand sidebar of the Dashboard for instructions)

If you need to access LibStaffer outside of chat, you can do so directly by going to <https://247cooperative.libstaffer.com>.

Please let us know if there's anything else we can help with.



MANAGING PUBLISHER CONTACTS

- The Publisher Reps page includes contact information for a number of publishers that are used each semester



- EBSCO Discover Service for BSC
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TEXTBOOK PUBLISHER REPRESENTATIVES

TEXTBOOK PUBLISHER REPRESENTATIVES

PUBLISHER	ACCTREP	PHONE/FAX	E-MAIL
Cengage	Ed Diamond		ed.diamond@cengage.com
F.A. Davis	Greg Spradly	800-235-7538 x 7722	tgs@fadavis.com
Elsevier	Hans Fritsch	346-305-8345	hans.fritsch@elsevier.com
Jones & Bartlett Learning	Keri Goldberg, National Account Manager	802-881-6883	kgoldberg@jblearning.com
Keir Educational Resources	Mary Grace Caudill		mcaudill@keirsuccess.com
McGraw-Hill	Sharon Kobelak	330-348-3757	Sharon.Kobelak@mheducation.com
	VB: Cindy Faison, National Account Manager	757-408-1353	cindy.faison@mheducation.com
Pearson	Vicki Galloway		vicki.galloway@pearson.com
Sage Publishing	Karen Winkle	312-576-7533	karen.winkle@sagepub.com
SLACK Inc	For Desk Copies: https://www.slackbooks.com/desk-adoption-copies/		educomps@slackinc.com
Taylor & Francis/ Routledge	For Desk Copies: https://www.routledge.com/resources/deskcopy		
Wiley Business Solutions Group	Stacy Corso, Account Manager		scorso@wiley.com
Human Kinetics	Jessica Wright, Higher Education		
Wolters Kluwer (incl. Lippincott & Aspen Legal)	Martha Veldhuizen, Manager, Health		
	Kim Claassen, Care		

Publisher contact info is also maintained in a Word 365 file linked to the intranet, and all librarians are encouraged to edit and update as new information becomes available.

Publisher Representatives.docx

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EBOOKS FOR PROFESSIONAL DEVELOPMENT










- The eBooks tab includes several LIS titles, including
 - Copyright law for librarians and educators
 - Innovative LibGuides applications
 - Reimagining reference in the 21st century



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-  [Academic Librarianship \(eBOOK\)](#)
Second edition. Chicago : ALA Neal-Schuman. 2018
Academic librarians
-  [Bite-sized Marketing : Realistic Solutions for the Overworked Librarian \(eBOOK\)](#)
Chicago : ALA Editions. 2010
Libraries--Marketing
-  [Building and Managing E-book Collections : A How-to-do-it Manual for Librarians \(eBOOK\)](#)
Chicago, IL : ALA Neal-Schuman. 2012
Libraries and electronic publishing
-  [Collection Development and Management for 21st Century Library Collections : An Introduction \(eBOOK\)](#)
Second edition. Chicago : ALA Neal-Schuman. 2019
Collection development (Libraries)
-  [Conducting the Reference Interview \(eBOOK\)](#)
Third edition. Chicago : ALA Neal-Schuman. 2019
Reference services (Libraries)
-  [Copyright Law for Librarians and Educators : Creative Strategies and Practical Solutions \(eBOOK\)](#)
Fourth edition. Chicago : ALA Editions. 2020
Librarians--United States--Handbooks, manuals, etc.
-  [E-books in Libraries : A Practical Guide](#)
London : Facet Publishing. 2011
Electronic books
-  [Faculty-Librarian Collaborations: Inter](#)
Chicago, Illinois : Association of College and Research Libraries. 2020
Academic librarians--Professional relationships
-  [EBPP: Before and After: A Look at Our Bibliographic Models \(eBOOK\)](#)

The professional development collection is kept current by the recommendation of new titles by all BSC librarians.




EJOURNALS FOR PROFESSIONAL DEVELOPMENT


- The eJournals tab includes several titles such as
 - The Journal of Academic Librarianship
 - Reference Librarian
 - Computers in Libraries


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 [American Libraries \(eJOURNAL\)](#)
 ISSN: 0002-9769
 Publisher Information: American Library Association


 [Computers in Libraries \(eJOURNAL\)](#)
 ISSN: 1041-7915
 Publisher Information: Information Today Inc.


 [Information Services & Use \(eJOURNAL\)](#)
 ISSN: 0167-5265
 Publisher Information: IOS Press

 [Information Technology & Libraries \(eJOURNAL\)](#)
 ISSN: 0730-9295
 Publisher Information: American Library Association

 [International Journal on Digital Libraries \(eJOURNAL\)](#)
 ISSN: 1432-5012
 Publisher Information: Springer Nature

 [The Journal of Academic Librarianship \(eJOURNAL\)](#)
 ISSN: 0099-1333
 Publisher Information: Elsevier Inc.

 [Journal of Library Administration \(eJOURNAL\)](#)
 ISSN: 0193-0826
 Publisher Information: Taylor & Francis Ltd

 [Knowledge Organization \(eJOURNAL\)](#)
 ISSN: 0943-7444
 Publisher Information: Ergon Verlag GmbH

EJournal titles are drawn mainly from the library's existing EBSCO subscription, with additional titles added by the library director as needed.

WEBINARS

- The Webinars tab includes links to several RAILS webinar recordings, including
 - Collection Development: The basics and beyond
 - Practical RDA for Copy Catalogers
 - Refresh your Reference Interview Skills





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-  [21st Century Librarians for 21st Century Libraries \(RAILS WEBINAR RECORDING\)](#)


"As technology evolves, patrons are turning to library staff for help using hardware, software, devices, and apps to help them navigate the digital world. To stay relevant to modern patrons, librarians need a combination of traditional library skills mixed with the ability to teach, pick up technology, collaborate across departments, generate new ideas, and adapt to change. Get ideas for developing and promoting these skills in your library in this webinar."--RAILS.
-  [Beyond MARC: BIBFRAME and the Future of Bibliographic Data \(RAILS WEBINAR RECORDING\)](#)

"The Bibliographic Framework Initiative, or BIBFRAME, is intended to provide a replacement to the MARC format as an encoding standard for library catalogs. Its aim is to move library data into a Linked Data format, allowing it to interact with other data on the Web. This session will cover the basics of BIBFRAME, describe what it can provide for users of library catalogs that MARC can't, and outline what librarians should be aware of regarding this change in the cataloging landscape."--RAILS.
-  [CHOICE Media Channel \(WEBINAR COLLECTION\)](#)

Contains a collection of ACRL/Choice webinars of interest to academic librarians on topics such as collection development and management, eBooks and electronic resources in academic libraries, special collections and resources, and Open Access resources for academic librarians.
-  [Coding for Librarians - Session One \(RAILS WEBINAR RECORDING\)](#)

This webinar will provide a gentle introduction to coding and how coding skills can be utilized in library work. Please take care about coding and how coding skills can be utilized in library work.
-  [Collection Development: The Basics and Beyond \(RAILS WEBINAR RECORDING\)](#)

"Collection development basics for libraries, including topics such as media and eBooks."--RAILS.
-  [FRBR: Functional Requirements of Bibliographic Records \(RAILS WEBINAR RECORDING\)](#)

"Functional Requirements of Bibliographic Records (FRBR) webinar will provide a brief description of how FRBR is used in library work."
-  [Introduction to Copyright \(RAILS WEBINAR RECORDING\)](#)

"This webinar offers an introduction to copyright, emphasizing both fair use and use of library resources in teaching. The webinar will be led by Becky Albitz, Associate College Librarian for Collection Management at Bates College. Becky was previously the Electronic Resources and Copyright

The webinar tab was developed as online professional development activity grew in importance during the pandemic.

In addition to RAILS, webinars are also added from WebJunction when appropriate.



https://www.flickr.com/photos/an_untrained_eye/6630719431

