

AISR Services to Support Faculty

This handout will acquaint you with some of the services to Faculty provided by the Academic & Instructional Support & Resources (AISR) department at Jefferson.

Education Services

AISR Education Services offers instructional design help with courses and technical assistance with **Pulse**, Jefferson's Blackboard™ course management system. Instructional designers and Education Services librarians can work with instructors to make assignments as meaningful as possible for students and instructors alike.

Education Services staff can help to identify the main learning objectives for an assignment, and supply stimulating scenarios for filling course objectives which help incorporate informatics in the curriculum. In addition, we can schedule training workshops for your class or department to learn more about the variety of knowledge-based resources offered by Scott Memorial Library.

We also encourage instructors to share copies of student assignments with the Scott Library Reference Staff, so they can help to ensure that the learning objectives are mastered.

Email Education Services at: EdServices@lists.jefferson.edu

Email Education Services Director, Dr. Tony Frisby at: [Tony Frisby@jefferson.edu](mailto:TonyFrisby@jefferson.edu)

Phone: 215-503-4990

Library Collections

Scott Library occupies 4 of the 6 floors of the Scott Building, located at 1020 Walnut Street.

The library houses more than 200,000 books and bound journals and more than 2,500 journal titles. Over 1,100 titles are available in full-text electronic format for remote access via JEFFLINE, the Library's Web presence (<http://jeffline.jefferson.edu/>) In addition, a variety of popular books and magazines, music CDs, medical education software and 3D models complement the Library's core book and journal collection.

Search for all library materials in **ThomCat**, our online catalog, from any computer with an internet connection. Access ThomCat from the JEFFLINE homepage or go directly to: <http://lis.lib.tju.edu/uhtbin/webcat>

Recommending a Purchase

New faculty members are encouraged to review our library holdings for areas they will be teaching and to recommend additional materials. **Collection Development** will make every effort to accommodate requests to support the curriculum.

If there is a book, journal, medical model or CD that you would like the library to purchase, you can let us know by filling out the **Scott Memorial Library Purchase Recommendation** form online at: http://jeffline.jefferson.edu/SML/services/purchase_rec.html

Placing Materials on Reserve

Items needed for class assignments, and other high-demand items, may be placed on Reserve. Reserve items include print, audio-visual, or electronic materials such as books, journals, papers, anatomical models, interactive videodiscs, or slides. Depending on their format, Reserve materials are available at the Scott Library Circulation Window, in the Learning Resources Centers, or online.

For copyright compliance, all Reserve requests must be accompanied by a **Reserve Request Form**, which can be printed from JEFFLINE at:

http://jeffline.jefferson.edu/SML/services/Reserve_Request_Form.doc.

Printed Materials

Printed materials are kept on **Reserve** at the Circulation Window on the 2nd floor of Scott Library. Because of high demand, physical items circulate for two hours and a charge is assessed for overdue items. Scott Library strives to place required and recommended books for classes on Reserve.

To place required or recommended books on Reserve, send the course syllabus by inter-office mail or email to:

Scott Library, Circulation
2nd Floor, Scott Building
Attn: Terri Seels or Email: Terri.Seels@jefferson.edu

Personal copies of journal articles, books, back exams or any other print material may also be placed on Reserve. Please remember to send these to the Library accompanied by a completed and signed Reserve Request form.

Audio-visual Materials

Audio-visual materials--including models, simulators, medical equipment, videocassettes, DVDs, CDs, and software--are available at the Learning Resource Centers (LRCs) on the 3rd floor of Scott Library and on the 13th floor of the Edison Building. Items may be placed on Reserve at either location (or at both LRCs simultaneously). Audio-visual materials are available for a two-hour loan period while the LRCs are open, and they may not leave the building.

To place required or recommended audiovisual materials on Reserve, complete the online request form at: <http://jeffline.jefferson.edu/LR/reserves.html>, or contact:

Learning Resources Center
3rd Floor, Scott Building
Attn: Linda Lewandosky

Personal copies of audiovisual materials may also be placed on Reserve. Please remember to send these to the LRC accompanied by a completed and signed Reserve Request form.

Electronic Reserves

Faculty may place electronic copies of material directly into their courses on Pulse. Before doing so, all faculty should become familiar with the copyright guidelines at: <http://jeffline.jefferson.edu/SML/JEFFSelects/copyright/ereserves.html>

There may be restrictions on the number of simultaneous users allowed to access electronic Reserve items.