

# Hartness Library

*Serving Vermont Tech and the Community College of Vermont*

## Library Essentials

Faculty, staff, and registered students have access to all Hartness Library resources through the library website. The Vermont State College library catalog is used to find and request books, which are delivered to home addresses free of charge.

The library's periodical, streaming video, and eBook collections are available online, and are accessed using your Web Services/Moodle username and password.

## Our Collection

**42,000+ books**

**200,000+ eBooks**

**24,000+ online films & documentaries**

**6,000+ audio materials & DVDs**

**58,000+ periodical subscriptions**

## Student Research Help

Students can get individualized research help through the 1-800 number, email, text, or chat. Each CCV Academic Center also has a Learning Center that provides one-on-one help with computer skills and basic library research.

## Faculty Services

### Tutorials & Research Guides

The library provides various video tutorials, research guides, and handouts to supplement information literacy instruction throughout the curriculum.

### Canvas Integration

The Library provides resources and services to help students learn library skills, research strategies, and information literacy concepts in your Canvas course. Canvas integration includes automatic Hartness Library Resources available in all classes, library-created learning objects and resources that can be added to your classes, as well as our Embedded Librarians program where faculty can sign up for a dedicated Class Librarian.

### Faculty Consultations & Assignments

Librarians are available to consult with faculty on integrating information literacy into courses and designing research assignments. Contact the librarian in your program area for more information and assistance.

### Arts, Communication, & Humanities;

#### Social Science & Profession

Mary Albee, mary.albee@ccv.edu  
(802) 828-0132

### Arts, Communication, & Humanities – General Education Program;

#### Business & Math

Larraby Fellows, larraby.fellows@ccv.edu  
(802) 828-0122

### Science & Allied Health,

#### Technology

Michael Hamilton, michael.braunhamilton@ccv.edu  
(802) 828-0125

# Accessing Materials

## Print Books & DVDs

Library materials are delivered directly to a faculty member, staff or student's home address and can be returned to any CCV location for FREE. Books, audio books, and DVDs can be found and requested through the library catalog from the Hartness Library website.

## eBooks & Streaming Video

A large collection of eBooks and films are available to view online through the Hartness Library website. You can also link to these materials in a course and use them to supplement the course readings or textbook.

## Newspapers, Magazines, & Journals

The majority of the library's periodical publications are available through online subscription databases. Each database contains many individual newspaper, magazine, and journal titles. Recommended databases are listed by subject on the Hartness Library website. You can also link to these materials and use them to supplement the course readings or textbook.

*For step-by-step instructions or to watch videos about these resources, visit the **Guides & Help** section of the Hartness Library website.*

# Contact Us

**Web:** [hartness.vsc.edu](http://hartness.vsc.edu)

**Facebook:** [www.facebook.com/HartnessLibrary](http://www.facebook.com/HartnessLibrary)

**Text:** 802-778-9584

**Phone:** 1-800-431-0025

**email:** [hartness@vsc.edu](mailto:hartness@vsc.edu)

# Borrowing

## Loan Periods

- Books & audio materials - 4 weeks
- DVD & VHS items - 2 weeks
- Interlibrary loan items - (varies)

## Arrival Time for Materials

- Hartness Library - 3 to 5 business days
- VSC libraries - 5 to 10 business days
- Interlibrary Loan - 10 to 14 business days

## Interlibrary Loan

Items not owned by VSC libraries may be requested through interlibrary loan (ILL). Requests are made through the library catalog by using the **Search Other Libraries** tab or by filling out an interlibrary loan request form on the library website.

## Faculty Borrowing Outside the VSC

Faculty have walk-in borrowing access to academic libraries outside of the Vermont State College system. Contact Library Director Jane Kearns for more information (802) 728-1231 or [jkearns@vsc.edu](mailto:jkearns@vsc.edu).

## Textbooks

The library does not lend textbooks and is not able to order them through interlibrary loan.

## Renewals

- Renew VSC items online through the **"My Account"** link in the library catalog
- DVDs & VHS items are not renewable
- Interlibrary loan materials may not be renewable

## Returning Items

Return library materials FOR FREE your local CCV Academic Center (include original packaging materials, when possible). You can also opt to return items by USPS mail - return shipping is approx. \$2.00 per item with library return label.