AMERICAN UNIVERSITY
LIBRARY

Dear Faculty Member,

As we approach the beginning of a new semester, we wanted to make sure that you are aware of the many ways in which the Library supports your research and instruction, and the myriad services we provide for you and your students.

The Library Services for Faculty guide features:

- **Research and Instructional Services for Faculty**

- **Submitting Course Reserves**

- **Digital Scholarship**

- **Library FAQs and more!**

Additionally, you will find contact information for your librarian subject specialist. They would love to hear from you if you have any questions, concerns, or just want a personalized introduction to the Library!

For additional information on faculty services, please visit:
www.american.edu/library/services/faculty.cfm

For updates on library services for the Fall semester, please visit:
www.american.edu/library/about/contingency.cfm

Sincerely,

The American University Library Team

Library Overview

AMERICAN UNIVERSITY COLLECTIONS

The Library is home to an extensive collection of both physical and online materials including books, scholarly journals, and databases including both media and sound recordings! Bender Library is also a member of the Washington Research Library Consortium which allows AU students to borrow books from all other member libraries – giving additional access to over 12 million items!

ACCESS TO COLLECTIONS

Many of our collections are available online. For access to the physical collections—books, media and technology—users may request materials through My Library Account and staff will digitize selections (if it is within the limits established by copyright), or pull the items and make them available through our Curbside Pickup service in the front-door vestibule. Items on Electronic Reserve can be found through the Blackboard page for your course.

For access to physical books, media, and technology, users may request items for **Curbside Pickup**. Staff can also digitize certain requests if they fall within established copyright limits (1 chapter or 10% of a requested book). Course readings can be found through the Blackboard or Canvas page for your course.

CURBSIDE PICKUP
AMERICAN UNIVERSITY
LIBRARY
FOR YOUR SAFETY AND CONVENIENCE

MASKS AND SOCIAL DISTANCING WILL BE REQUIRED

USE THE RIGHT-HAND SET OF DOORS TO ENTER THE LIBRARY'S FRONT VESTIBULE

YOUR ITEMS WILL BE WAITING ON A TABLE INSIDE

STUDY SPACE

Students will be allowed to reserve a space in the library for 2-3 hours Everyone must swipe into the Library for entry. Visit the **Library website** for more details. The stacks will remain closed to all library users.

PRINTING

The Library will offer mediated student printing this semester. Students can send their print jobs to a Library printer and staff will be in touch with them about arranging a pick up time.

SUBJECT GUIDES AND TUTORIALS

Our librarian-created subject guides take the guesswork out of finding resources (article databases, catalogs, websites, and more) for your topic. If you are feeling overwhelmed by the research process you can schedule an online appointment with a Librarian or use our 24/7 Ask a Librarian online chat service. Visit: **bit.ly/aulibguides** for more information.

FAQs...

Where is the Library?
Bender Library is on the quad between SIS and SOC.

Can I bring food?
Snacks are allowed. Greasy or messy foods are prohibited.

Are masks required?
Yes, masks are required in the Library. Masks may be removed while actively eating or drinking.

What are the noise levels?

Interactive Zone
Low-Level Talking
No Calls
First Floor & Lower Level

What are the hours?
Hours vary throughout the semester. Visit: **bit.ly/aulibhours** for updates.

How can I get help with my research?

ASK A **LIBRARIAN**

Research Assistance will be available remotely through 24/7 online chat from the Library's main page. Additionally, Librarians are available for in-depth research consultations through Zoom. Visit **bit.ly/askaulib** for more information.

RESEARCH COMMONS

THE WRITING CENTER at AMERICAN UNIVERSITY

The Writing Center offers free, writing assistance to all American University students. Writing Consultants meet to discuss your writing and give feedback on ways to improve your writing. The Writing Center also assists Graduate Students who may need more consecutive appointments for longer projects. Visit **WCOnline** and select "Writing Center" to schedule an appointment with a consultant.

Statistical Software Support

Statistical Software Support provides help with SPSS, SAS, and other statistical software. Guidance is provided by expert graduate student consultants. Visit **WCOnline** and select "Quant Support Schedule" to schedule an appointment with a consultant.

TECH SUPPORT

Tech Support provides help with configuring and troubleshooting your IT devices and software. Visit the **OIT Service Portal** for assistance.

MEDIA SERVICES & TECHNOLOGY CENTER

Our expansive video collection ranges from classic vintage cinema such as silent and foreign language films to new releases. Visit **bit.ly/aulibvideo** to stream thousands of films and documentaries online.

Technology Services has Chromebooks, computer accessories and AV equipment for loan. All Media/Tech items are available through **Curbside Pickup**. Call same day, 202-885-3229.

MUSIC LIBRARY

The Music Library houses library collections supporting the coursework of AU academic programs in music and the performing arts. The collections represent a broad spectrum of subjects, periods, and styles, including classical music, musical theatre, jazz, blues, world music, and popular music. Some highlights include streaming audio/video databases, historic sheet music, cd collections, and dvd collections. Patrons in need of assistance from the Music Library should contact Amanda Steadman at ajstead@american.edu

ARCHIVES AND SPECIAL COLLECTIONS

Archives and Special Collections acquires, preserves and makes available to researchers unique materials of enduring value to support research and teaching. American University Library offers a variety of digital repositories and collections online: **bit.ly/auarchivesdigital**. Those who have reference or donation inquiries should send an email to archives@american.edu.

O8172O

Digital Scholarship

Digital scholarship entails the use of digital evidence, methods of inquiry, research, publication and preservation to achieve scholarly and research goals. AU Library offers several services to assist in Digital Scholarship including:

DIGITAL SCHOLARSHIP ASSISTANCE

DATA SERVICES
Help with sharing and archiving data to increase research exposure, purchasing datasets, and reviewing data management plans for grant applications.
CONTACT: Stefan Kramer, skramer@american.edu

RESEARCH DATA SERVICES

RESEARCH TOOLS AND METHODS

LINKEDIN LEARNING
Tutorials including: R, Data Visualization, NVIVO, SPSS, Python, Final Cut Pro, InDesign, 3D printing, and much, much more. Available through the Library Website.

LinkedIn Learning WITH **Lynda.com** CONTENT

ORCID, the Open Researcher and Contributor Identifier
Why and how to establish your researcher identity with ORCID.
CONTACT: Stefan Kramer, skramer@american.edu

ORCID

AUDRA
Publications, pre-prints, etc. in AUDRA
The American University Digital Research Archive (AUDRA) is an ideal host for your research outputs - including articles, book chapters, reports, white papers, conference presentations, software, recordings, and more. The archive is open-access and discoverable in Google Scholar. The Library will handle the uploading and cataloging of your submissions.
CONTACT: Chris Lewis, clewis@american.edu

AUDRA

Datasets in AUDRA
Help with creating Digital Object Identifiers (DOIs) and metadata for research datasets in AU's Digital Research Archive (DRA.american.edu)
CONTACT: Stefan Kramer, skramer@american.edu

EQUIPMENT BORROWING

Faculty members are able to reserve and checkout Chromebooks, A/V and classroom technology using Curbside Pickup.

CONTACT: techservices@american.edu

RESEARCH IMPACT SUPPORT

Help with selecting the best metrics and methods to demonstrate scholarly impact, making strategic high-impact publication decisions and maximizing the reach of scholarship

CONTACT: Rachel Borchardt, borchard@american.edu

BIBLIOGRAPHIC MANAGER SUPPORT/ RESEARCH NETWORKS

Description: Help with troubleshooting and advanced support for Zotero and Mendeley

CONTACT: George Koors, gkoors@american.edu (Zotero); Rachel Borchardt, borchard@american. edu (Mendeley)

AUTHOR RIGHTS CONSULTATIONS

Before signing a copyright transfer agreement with a publisher, you are welcome to contact the library to discuss the agreement's implications and possible alternatives.

CONTACT: Chris Lewis, clewis@american.edu

COPYRIGHT FAIR USE CONSULTATIONS

Unsure if quoting or reproducing someone else's work in your article is covered by the fair use exemption? Our copyright specialist will help you decide and seek a legal opinion if needed.

CONTACT: Chris Lewis, clewis@american.edu

METADATA CREATION

Need help designing a metadata strategy for your project? Contact one of our experts for a consultation.

CONTACT: Alayne Mundt, mundt@american.edu

ORGANIZE YOUR RESEARCH IMAGES WITH TROPY

Do you have research images (photographs, including of archival documents) that you use in your research? Tropy can help you keep the metadata and rights information with your image.

CONTACT: Gwendolyn Reece, greece@american.edu

ONLINE EXHIBITIONS WITH OMEKA S CONSULTATION

Interested in designing an online exhibit to share your work with the public? We can help you design your own Omeka site.

CONTACT: Melissa Becher, mbecher@american.edu

081720

Library Services for Faculty

ANDERSON COMPUTING COMPLEX

General Contact: x**2561**

Manager: Vanja Djemidzic, vanja@american.edu, x**6442**

The Anderson Computing Complex (ACC) will be closed for the Fall 2020 term. We have contacted faculty who teach in that space regarding alternate accommodations. If your class would typically run in the labs and you have not been contacted, please email: **lib.acc@american.edu**.

AUDIO VISUAL SERVICES

General Contact: av@american.edu, x**2296**

Spring Valley Contact: svbav@american.edu, x**8205**

Manager: Bob Brownlee, bbrownlee@american.edu, x**2297**

AV at American University supports faculty and the campus community at large for classes and events in most buildings across campus. Faculty members may consult Audio Visual Services staff for assistance with built-in classroom and event technology, arrange AV equipment delivery for non-equipped spaces, or ask for assistance for such needs as Skype and lecture capture. AV asks for at least 24 hours advance notice for most services. Equipment and technical services are offered on a first-come, first served basis. Please consult the AV website or call for more details about services. Please note that the Spring Valley Building has on-site staffing and support.

CIRCULATION

General Contact: circulation@american.edu, x**3221**

Manager: Matthew Smith, mtsmith@american.edu, x**3325**

Faculty members can contact Circulation to arrange for contactless/curbside pickup of books, to get help with account issues, for assistance accessing resources, or to designate a proxy. Faculty loan periods for books from general collections at AU and from across the Washington Research Library Consortium (WRLC) utilize one of three fixed due dates per year (Jan 31, May 31, and Sep 30).

AU Library Search, electronic resources, and My Library Account can be accessed through the Library's website using your AU email address and password. By completing the included proxy form in this folder and submitting it to Circulation, faculty members can authorize research/teaching assistants to borrow items in their name at the AU Library.

COURSE RESERVES

General Contact: reserves@american.edu, x**3231**

Manager: Donna Femenella, dfem@american.edu, x**3230**

Instructors can request articles, book chapters, and textbooks for their courses by using the Course Reserves button found in their Blackboard or Canvas course pages. We are strongly encouraging faculty to take into consideration whether texts are available electronically when requiring them.

For textbooks that are available as ebooks with a license for institution-wide use, the Library will purchase those materials and make them available to students through Blackboard, Canvas or AU Library Search. For course readings that are only available in print, those will be accessible through our Loaning Digital Reserve Textbook service. Once we've digitized any required readings, a student may borrow the restricted digital readings (can't download, print, or share) for 3 hours at a time, mimicking as closely as possible our print reserves process.

Due to the nature of digitizing full texts, there may be many titles not available for students immediately and may be delays in processing times. Reserves materials must adhere to the University's copyright policies and no more than one chapter or 10% of a book can be scanned and posted to Blackboard or Canvas.

GEOSPATIAL RESEARCH SUPPORT AND RESEARCH DATA SERVICES

Contact: Stefan Kramer
skramer@american.edu, x3844

Provision of access to the ArcGIS Online portal, from where user licenses for ArcGIS Pro desktop software can be issued to AU faculty and students who need it for research or coursework. For online training resources for ArcGIS software, visit: **https://subjectguides.library.american.edu/gis/arcgispro**

Research Data Services can aid faculty with the sharing and archiving of data to meet publisher and funder requirements and increase research exposure, creating digital object identifiers (DOIs) and metadata for research datasets in AU's Digital Research Archive, and reviewing data management plans for grant applications.

INTERLIBRARY SERVICES

General Contact:
auill@american.edu, x3260

Manager: Shane Hickey,
shickey@american.edu, x2779

AU faculty can use the Consortium Loan Service (CLS) and Interlibrary Loan (ILL) to request chapter/article scans, materials in off campus storage or those not owned by the library. The Interlibrary Services staff will work with you to locate and retrieve books, journal articles, visual media, theses, newspapers, and more for your instructional and research needs. Additionally, AU faculty can make use of the ILL fast track faculty purchase program to request books be purchased and added to the collection.

For the Fall 2020 semester, we anticipate processing and delivery times to take longer than normal due to COVID-19 disruptions. Please account for potential delays when making requests for materials not owned by the AU Library. Curbside pickup will be available for all CLS and ILL requests.

MEDIA/TECHNOLOGY SERVICES

General Contact:
mediaservices@american.edu, x3229

Manager: Sean Casey
seanc@american.edu, x3251

Media Services can assist faculty in the identification and location of visual media and can suggest suitable media titles for particular subject needs. We can steam video to your class through Blackboard Course Reserves. If your class needs to use a video that isn't currenty available streaming in the AU catalog, please let us know what you need ASAP. We may be able to license the film. If we can't license a film but it's available to an individual for an inexpensive rental for Amazon, Youtube, or Vudu, you will need to refer your students to that service if it's absolutely necessary for the class. Due to the limitations on fair use and the TEACH Act, we are unable to digitize DVDs if low-cost streaming versions are commercially available. If a DVD isn't available to stream, either institutionally or individually, we will digitize the DVD under the guidelines included in the TEACH Act.

Technology Services has Chromebooks, computer accessories and AV equipment for loan. We have no faculty laptops to loan as the collection is being used by University departments to support online learning.

All Media/Tech items are available through curbside pickup. Call same day, (202)885-3229.

MUSIC LIBRARY

General Contact: x3264

Manager: Amanda Steadman,
ajstead@american.edu, x3524

Located in Katzen Arts Center Room 150, the music library provides an array of services for AU faculty members. Materials relevant to coursework may be placed on reserve in Katzen for easy access. Streaming digital audio can be made available via Blackboard for AU classes with required listening assignments. Faculty can also turn to the Music Library for instruction sessions tailored to specific research topics or assignments and to borrow technology such as camcorders and digital voice recorders for classes.

O8172O

Submitting Course Reserves

Each semester more than 10,000 requests are processed by Reserves, Media Services, and Music Library staff. In response to online teaching, our physical Course Reserves collection will be made available either as an ebook with a license for institution-wide use. If, however, the book cannot be purchased electronically, with an institutional license, we will make it available through our Loaning Digital Reserves textbook service by digitizing required readings from the print book and provide restricted access (can't download, print, share) to a student for 3 hours at a time, mimicking as closely as possible our print reserves process.

USEFUL TIPS:

- The quickest way to have a course reserve processed is to submit the request through Blackboard or Canvas.

- We are strongly encouraging faculty to take into consideration whether texts are available electronically when requiring them.

- Please submit requests 2+ weeks prior to when they are needed to ensure they are available for that day's reading as there may be delays to processing times.

- Some requests may be prioritized by designating that they are needed for the first month of classes. We will process prioritized requests first.

- When providing Course Reserves staff with a syllabus, to ensure items are available on time, please emailor drop off the syllabus no later than the semester deadline:

FALL: JULY 24   **SPRING:** DECEMBER 1   **SUMMER:** 5 WEEKS BEFORE THE START OF THE SESSION

- To use a previously used course reserve item, please email reserves@american.edu with: the title of the item, course number, semester, and professor for which the item was previously used.

- Please contact the Katzen Music Library with help placing music books and CDs on reserve.

IMPORTANT CONTACT INFORMATION

Course Reserves	reserves@american.edu – 202-885-3231
Media Services	mediaservices@american.edu – 202-885-3250
Music Library	202-885-3524
Reserves Coordinator	Donna Femenella, dfem@american.edu – 202-885-3230
Music Library Coordinator	Amanda Steadman, ajstead@american.edu – 202-885-352

O8172O

Technology Services for Faculty

- **Chromebooks**

- **HDMI Cables**

- **Portable Projectors**

- **Presentation Remotes**

- **Video Adapters**
  for connecting to classroom projectors

All equipment is available through Curbside Pickup. Call **202-885-3229** for same-day pickup.

INSTRUCTIONAL SERVICES

Faculty members are encouraged to consult with Tech Services to coordinate resources and needs, including:

- Equipment demonstrations and troubleshooting

- Consultations to discuss Library resources and their pedagogical uses, including equipment for video and audio assignments

For any questions, please email **techservices@american.edu**

www.american.edu/library/services/tech_services.cfm

080320

Research and Instructional Services for Faculty

Make an appointment with your subject librarian

CAS: Humanities
Martin Shapiro: mshapir@american.edu, x**3854**

CAS: Performing Arts
Nobue Matsuoka: nobue@ american.edu, x**3465**

CAS: SOE
Hannah Park: hpark@american.edu, x**3845**

CAS: Social Sciences
Nikhat Ghouse: ghouse@ american.edu, x**3841**

CAS: Sciences
Rachel Borchardt: borchard@ american.edu, x**3657**

Data Services
Stefan Kramer: skramer@ american.edu, x**3844**

E-Learning & Instructional Design
Scott Vanek: svanek@ american.edu, x**2553**

Geospatial Research Support
Vacant

Kogod
Symphony Bruce: bruce@american.edu, x**6648**

Media Librarian
Chris Lewis: clewis@ american.edu, x**3257**

SIS
Clement Ho: cho@ american.edu, x**3843**

SOC
Derrick Jefferson: derrickj@ american.edu, x**3787**

SPA
Olivia Ivey: oivey@ american.edu, x**3236**

SPExS
Hannah Park: hpark@american.edu, x**3845**

Special Collections
Leslie Nellis: lnellis@american.edu, x**3204**

Undergraduate Experience & Outreach
Mary Mintz: mmintz@ american.edu, x**3243**

Advanced research support

- Material requests
- Research impact tools
- Research partnerships
- Keeping appraised of changes in your field
- Citation management software
- Advanced technology & production software

Student support

- In-class instruction
- Personal appointments
- Information Literacy / Library research
- Tutorials and course-specific guides

For more information, visit: www.american.edu/library/fac-research

080320

UNIVERSAL DESIGN for LEARNING

WHAT IS UNIVERSAL DESIGN FOR LEARNING (UDL)?

UDL is a framework to **improve and optimize teaching and learning** based on scientific insights into how humans learn. UDL guides the design of instructional goals, assessments, methods, and materials that can be customized and adjusted to **meet individual needs**.

WHO BENEFITS?

UDL is intended to promote **success for ALL students**. By intentionally building flexibility into the course design, UDL also minimizes the need for specialized accomodations, creating a **more inclusive learning environment** for students with disabilities.

HOW CAN I LEARN MORE?

Enroll in **AU's free self-paced Blackboard training module** for an introduction to UDL principles and best practices. Additional modules will be developed in the near future to offer guidance on implementation and develop your technical skills.

Information and resources are also available online at **www.cast.org**. **CAST** | Until learning has no limits

WHAT DO AU FACULTY SAY ABOUT UDL?

A lot of instructors think about accommodations as "extra" work they have to do. UDL helps us reframe that conversation: we're improving our teaching for all students.
- Marnie Twigg, College Writing

The time spent at the forefront in incorporating the framework in various aspects of the course is efficient and a time saver at the back-end trying to make changes to accommodate students.
- Melissa Hawkins,

Health Studies

UDL can prepare faculty to work seamlessly with all students, rather than working with students on an individual basis to address needs or circumstances.
- Terra Gargano, SIS

UDL means "different paths to the same results."
- Dave Han, Kogod

UDL helps us as faculty members think in advance about ways in which we can address inclusivity and accessibility.
- Aaron Boesenecker, SIS

To enroll in AU's online training module, contact: Ashley Roccamo, roccamo@american.edu

080320