Faculty are encouraged to make specific materials purchase requests to the Library Director. Please consult the library’s catalog prior to requesting materials to ensure the item is not already in the library’s collection. The library collection strives to be sufficient and useful for all programs at the college; therefore, it will not attempt to build a comprehensive research collection in one specific area or at the graduate level.

**RESERVE COLLECTION**

Faculty may contact the Library Director to put materials in the Reserve Collection for in-library use only by students. Please allow a one week notice prior to student use to accommodate requests. Whenever possible, the library prefers to put original copies of copyrighted works on reserve. If needed, a photocopy of a copyrighted work may be on reserve for one semester. Additional semesters require purchase of copyright permission through the Copyright Clearance Center or the copyright holder.

**INTERLIBRARY LOAN (ILL)**

InterLibrary Loan requests for books and articles are made using the physical form located in the library or the electronic form at: http://www1.youseemore.com/uaccm/comment.asp?loc=5

**LIBRARY DATABASES**

Library databases provide access to eBooks, streaming videos, and articles while on campus or at home.

Full list of all UACCM databases: http://uaccm.libguides.com/az.php

Students and faculty are required to enter their Computer Services Username and Password combination to access databases off campus.

When sharing an article, video, or eBook with students, use a deep link to facilitate off campus access by students. Each database may refer to deep links by different names—look for “Perma Link,” “Record URL,” “Share,” or “Permanent Link.” Refrain from using the URL that appears in the internet browser’s address bar.
RESEARCH INSTRUCTION

Please contact the Library Director prior to assigning a research project to verify that the library materials available meet the students’ research needs.

At faculty request the Library Director provides group information literacy instruction that meets the Association of College and Research Libraries standards. Research instruction is customized to meet the requirements of the assignment and the research skill level of the participants. Online research instruction is conducted through online research guides and customized research videos (if needed).

ACADEMIC COMMONS ORIENTATION

Encourage your students to learn what they need to know to use the Academic Commons by assigning the Academic Commons Orientation:

http://uaccm.libguides.com/Academic_Commons_Orientation

If assigning the included quiz, contact the Library Director beforehand to add your name to the Instructor list.

TUTORING SERVICES

The goal of Tutoring Services is to help UACCM students learn critical skills that can help them achieve classroom success. Tutoring Services is designed to provide assistance to students in various courses based on need and demand. Tutoring Services is funded by UACCM and free to all currently enrolled UACCM students.

On campus and online tutoring is available. For more information about tutor availability, subjects, and online tutoring, visit Tutoring Services at:

http://uaccm.libguides.com/Tutoring_Services
COPYRIGHT BASICS

COPYRIGHT LAW & POLICY

The Copyright Act ([www.copyright.gov](http://www.copyright.gov)) details what works are eligible for copyright protection, the rights of the copyright holder, exceptions to the rights of the copyright holder, and consequences of copyright violation. The TEACH Act ([http://www.ala.org/advocacy/copyright/teachact/distanceeducation](http://www.ala.org/advocacy/copyright/teachact/distanceeducation)) allows limited uses by educators of copyrighted materials in distance education.

UACCM Copyright Policy: See Policy Manual

RIGHTS AND FAIR USE

Rights of the Copyright Holder:

- The right to reproduce the work in copies.
- The right to distribute the work publically.
- The right to make derivative works.
- The right to display the work publicly.
- The right to perform the work publicly.

Whenever an educator wants to perform one of these rights with copyrighted materials, the use should meet an exception as detailed in the copyright law or the educator should purchase permission from the copyright holder to avoid copyright violation.

**Fair Use Exception** (from Section 107 of The Copyright Act):

“In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include—

1. The purpose and character of the use, whether the use is for non-profit educational purposes or commercial;
2. The nature of the copyright work, whether the work is nonfiction or fiction;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.”
HELPFUL GUIDELINES

- UACCM Copyright Guide: http://uaccm.libguides.com/copyright
- Guidelines for Educational Uses of Music: https://copyright.lib.utexas.edu/ccmcguid.html
- Fair Use guidelines for Educational Multimedia: https://copyright.lib.utexas.edu/ccmcguid.html
- Know your Copy Rights: http://www.knowyourcopyrights.org/

LIBRARY RESOURCES & PUBLIC DOMAIN

Resources found in UACCM library databases have already been licensed for use in the classroom.
Public Domain: works that are eligible for use without copyright restrictions due to the work’s:
- Expired copyright or
- Creation by the U.S. Government.
Creative Commons: works which the copyright holder has allowed certain uses without the user needing to obtain permission.
Open Educational Resources (OER) are educational materials (such as textbooks, videos, PowerPoints, etc) that the creator intended for educational purposes without requiring copyright permission.

Needing to decrease costs of their education, some UACCM students try to avoid paying for textbooks by:

- sharing a textbook among a group of students,
- waiting until several weeks in the semester to evaluate whether the textbook is needed,
- making due with in-library use only copies for the whole semester,
- using a previous edition, or
- making academic schedule decisions based on textbook costs.

UACCM OER Guide:
http://uaccm.libguides.com/Open_Educational_Resources

Using OER

Arkansas colleges using OER:
- eVersity—100% OER
- Phillips Community College—35% OER

Comments from faculty using OER:
- OER allows instructors to teach the course without the constraints of following a textbook.
- Instructors are content experts with the ability to review OER for accuracy.
- OER are more ADA compliant than traditional resources.
- Converting a course to OER is best done over a period of time by replacing content piece by piece.
- OER are readily available for general studies courses.
FINDING OER

- Open STAX College: https://openstax.org/subjects
- OER Commons: http://www.oercommons.org/
- Open Textbook Library: http://open.umn.edu/opentextbooks/
- Boundless: https://www.boundless.com/

OER TIPS

1. Do not limit yourself to one textbook! Use certain chapters from different OER textbooks to create a custom textbook.
2. Having trouble finding sources? Contact the Library Director.
3. Remember library resources! Database content is already licensed for classroom use.
4. Ask instructors using OER in your field for the content they are using.
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