



ACADEMIC SUPPORT SERVICES

LIBRARY SERVICES

Hours

The library is open seven days, ninety hours a week. Hours are as follows:

Monday-Thursday	8:00 a.m. to midnight
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.
Sunday	2:00 p.m. to 11:00 p.m.

During final exam periods the library is open 24 hours for study purposes only.

Books

The Salem State College Library provides a core collection of over 200,000 volumes of print materials to support the academic programs offered by the college. In addition to its own collection, the library provides access to other library collections electronically and through membership in several consortia. Students, faculty and staff of Salem State College with a current validated ID may borrow library materials from Salem State or through interlibrary loan. Salem State College Library materials circulate for three weeks and may be renewed a total of two times.

Periodicals

The library has a collection of over 3,000 electronic journals and 1,400 print journals with backfiles for most of these. The Periodicals List is available on the SSC Library Web page.

Reference Services

Reference librarians are available for assistance with research needs seven days a week, including evenings and weekends. Students in need of reference assistance should inquire at the reference desk on the first floor. For in-depth research assistance, an appointment may be scheduled with a reference librarian.

ELECTRONIC RESOURCES

Library Web Page

The Library Web Page lists all the available databases and provides direct links to most databases as well as the library catalog, staff and departmental information, directions to the library and Internet resources. The address of the SSC Library Web page is <http://saalem.mass.edu/library>.

Most databases are available from any networked computer on campus. For databases available from home or from the library only, check the SSC Library Web page and note symbols which indicate these options.

Library Catalog

The library's online catalog accesses over two and a half million items in the NOBLE database. NOBLE (North of Boston Library Exchange) is a consortium of ten academic and seventeen public libraries located north of Boston. The NOBLE catalog and the Library Web page serve as a gateway to the Internet and World Wide Web.



Interlibrary Loan

In addition to reciprocal borrowing privileges in NOBLE, NECCUM and the Massachusetts state colleges, universities and community colleges, SSC Library offers interlibrary loan for materials available in other libraries. ILL forms are available at the circulation desk upon presentation of a current validated Salem State ID. ILL requests may also be made electronically from the SSC Library Web Page, FirstSearch or by e-mail to "moreland@noblenet.org". NOBLE requests are delivered by courier usually within a few days. Requests for materials outside of NOBLE may take from one to two weeks. Students should plan ahead so that there is enough time to fill these requests before research projects are due.

Dissertation Express

In addition to providing dissertations on interlibrary loan whenever possible, the library now offers low-cost printed copies of doctoral dissertations from University Microfilm. The interlibrary loan department transmits orders to UMI's Web page and these requests are digitized, shrink-wrapped and sent to interlibrary loan by express carrier.

Pathfinders

The reference staff has compiled numerous guides to instruct students in the use of electronic resources and the reference and periodical collections. The pathfinders are available in the reference area.

Reserves

Items placed on course reserve are available at the circulation desk. A current validated ID or library card is necessary to borrow materials. Students may borrow two items at any one time. Items circulate for two hours, twenty-four hours or seven days as requested by the instructor.

Users with Disabilities

The library offers reasonable accommodations to users with disabilities. For the visually impaired the library offers an Optelec print enlarger, audio books and Zoom, a program which enlarges computer type, on most workstations, as well as Jaws, a screen reading/voice output software on one workstation. The library also offers e-mail reference from its Web page to assist hearing impaired users. Users who require intensive assistance should call the reference desk and make an appointment with a reference librarian.

CENTER FOR INTERNATIONAL EDUCATION

The Center for International Education services for international students include: orientation, personal counseling, re-entry training, forums, workshops and individual advice on immigration, taxes, employment options, travel, and maintaining legal status. Advising on opportunities for study/travel abroad and an extensive overseas resource library are available. The Center administers the Institutional TOEFL test several times a year and offers an English as a Second language Program which prepares students for academic study and professional work. Students in the college's graduate teaching programs often observe classes or complete practicum teaching within the program. The International Students Association and the CIE organize international dinners, cultural nights, speakers and other events for the college community. A newsletter is distributed.

For more information and assistance, contact the Center between 9:00 a.m. and 5:00 p.m. Monday through Friday, except holidays. The Center is located at 8 Harrison Road,



South Campus, and the phone number is 978-542-6351; FAX number 978-542-7104.

LEARNING CENTER

The Learning Center is a multi-media resource facility housing academic, counseling, developmental and support programs, as well as tutorial and high school programs. These programs are designed to meet the students' individual needs in areas such as reading, writing, math, computers, science, study skills and counseling. Support services work in coordination with content area courses, in addition to academic and counseling workshops. Students work alone, in small groups or on a one-to-one basis with professional Learning Center staff or peer tutors. Students are encouraged to enhance their own progress by use of a variety of instructional tools including computerized software programs.

The Learning Center is located on the fourth floor of the Library Building and is open Monday through Friday, 8:30 a.m. until 5:00 p.m. and Saturday mornings for the Upward Bound Program. Services are available to full and part-time students, and Graduate Internships are available. Evening hours may be arranged by appointment. For more information, please contact the Learning Center at 978-542-6215.

OFFICE FOR STUDENTS WITH DISABILITIES

The College is committed to providing appropriate services and accommodations that allow self-identified students with disabilities to access all programs and activities at the college. Students are responsible for identifying themselves to the Office for Students with Disabilities' staff and informing them of the need for specific services and accommodations.

The Office for Students with Disabilities provides academic support to students with all types of disability including: learning disability LD; mobility impairments; medical disability; blindness and visual impairments; deafness; psychiatric disability and traumatic brain injury TBI. For further information or to make an appointment, please call 978-542-6217, Voice or 978-542-7146 TTY.

WRITING CENTER

The Writing Center provides students with individualized assistance in writing.

Tutors in the Center will focus on the student's own particular writing needs, which can range from basic grammatical problems to broader concerns, such as planning a format or developing an approach to a particular writing task. The Center operates on a walk-in basis; no prior appointment is needed. If a tutor is not immediately available, arrangements will be made for a tutoring conference as soon as possible.

Students who confront writing problems in any of their courses or who anticipate difficulties with required written work are urged to make use of the Writing Center. The Center will also assist students who simply wish direction in developing their writing skills more fully. Word processing facilities are available in the Center. For further information contact the Writing Center at 978-542-6455.

INFORMATION TECHNOLOGY – ACADEMIC COMPUTING

Information Technology – Academic Computing has four general purpose open access computer labs located in Meier Hall room 210, Sullivan Building room 109C, Harrington Building room 100 (South Campus), and Ellison Campus Center Lab and internet kiosks. All are networked with Windows 98 and in MH210 there are five G3 Macs in addition to the



PC's. Lab hours are posted outside each lab. A current college ID is required for admittance. Open lab hours are based on the schedules of other college services, such as the library. Additional hours on holidays will be posted. The labs are usually closed when the college is closed for inclement weather.

The e-mail package in use on campus is Exec mail. It is a graphical user interface IMAP package that allows the user to organize the mail, use the mouse as well as the keyboard to navigate, and customize each individual's account. The browser most commonly used on campus is Netscape. The college also supports MS Office '97-00 for word processing and spreadsheets.

Computer Technology is widespread throughout the campus. Check the Salem State College web site at <http://www.salemstate.edu/infotech> for further information on Information Technology or to find more information about our open access and departmental computer labs.

To contact Information Technology for general information call 978-542-6871. Help is provided to students and faculty on the supported hardware and software platforms. For assistance call the Help Desk at 978-542-2036. To contact the Lab Coordinator call 978-542-6871. To contact labs directly to confirm lab hours and software, call the following numbers:

MH210	978-542-7059	Ellison CC	978-542-8144
SB109C	978-542-6750	HB100	978-542-6663

INSTRUCTIONAL MEDIA CENTER

The service departments within the Instructional Media Center are located on the first floor of Meier Hall, and the second and third floors of the Library on the North Campus. The Center consists of an equipment loan service, and preview area for films and video tapes (LI312), a media materials production laboratory (LI207), three large group screening rooms for media presentations (SB105, MH120, HB223), a video production and editing department (MH103/114), a media repair service (MH126), and the administrative office (MH105).

The Media Center has been deeply involved in the production of print and non-print instructional materials in cooperation with students, faculty, and administration. The Television Studio is fully equipped to produce instructional tapes designed and directed by students for credit in all areas of academic study. Faculty members can develop their own instructional videotapes in the studio or on location with the Media Center staff assistance. Satellite programming can be received, and interactive teleconferencing is available in five locations at the north campus.

Facilities are available for the production of audio programs, transparencies, graphics, photography, and slide/tape programs. Many types of audiovisual equipment are available for students for use on or off campus. All areas have full time experienced staff persons, who provide assistance and training as needed.

The Media Center has a large collection of 16mm films and videotapes. These materials are directly available to faculty and students for individual study and to supplement classroom presentations. Assistance is provided in the rental of films and videos from commercial distributors.

**The Media Center's hours of operation are:****Media Services**

Monday-Thursday 8:30 a.m. - 9:00 p.m.
Friday 8:30 a.m. - 4:30 p.m.

Video Services

Monday-Thursday 9:00 a.m. - 9:30 p.m.
Friday 9:00 a.m. - 5:00 p.m.

All other areas

Monday-Friday 8:30 a.m. - 5:00 p.m.

BOOKSTORE

The College Bookstore is located at Central Campus. Students may purchase textbooks, reference material, school supplies, and a host of merchandise, including imprinted clothing and gifts, greeting cards, snack food and other personal items.

Hours of operation:

Regular hours

Monday & Tuesday 8:00 a.m. - 7:00 p.m.
Wednesday & Thursday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. - 4:00 p.m.

Extended hours for start of semester (first two weeks)

Monday - Thursday 8:00 a.m. - 7:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 9:00 a.m. - 2:00 p.m.

Hours vary during winter, spring and summer break.

www.salem.bkstr.com