We work together to connect you with technology, resources, and people.

Robert E. Kennedy Library
lib.calpoly.edu/faculty

Center for Teaching, Learning and Technology
tctl.calpoly.edu

Classroom Technologies
classtech.calpoly.edu

Information Technology Services
servicedesk.calpoly.edu

New Faculty Resources
calpoly.edu/faculty/newfaculty.html
GETTING CONNECTED: TECHNOLOGY

ITS Service Catalog
servicecatalog.calpoly.edu

Find the technical services you’re looking for in the ITS Service Catalog. Topics include:

• Accounts and Passwords
• Email and Calendar
• Desktop and Laptop Support
• Networks and Connectivity

Contact the Service Desk:
805.756.7000 / servicedesk@calpoly.edu

College Technical Support
servicedesk.calpoly.edu/depts

Every college has staff who can help you with your technical support needs. Check the list online to find your college IT staff.
Email and Calendar

servicedesk.calpoly.edu/office-365

ITS supports Office 365 at Cal Poly. Office 365 includes email, calendaring, and other collaboration and communication tools.
College Librarians
lib.calpoly.edu/teams/college-librarians

Consult with your college librarian on your teaching and research needs, including support for your GE A1–A3 courses.

Course Reserves
lib.calpoly.edu/find-and-borrow/course-reserves

Provide students with free access to assigned and supplemental course materials through Course Reserves. Course Reserves are course-specific materials set aside by Cal Poly instructors for their students.

Examples of materials that can be placed on reserve by faculty request:

- Books/eBooks
- Book/eBook chapters
- Articles
- Short stories, essays, poems
- Graphs, charts, pictures, cartoons
- Audio or video material

We will link to electronic versions of materials we subscribe to in accordance with publishers’ licensing terms.
Affordable Learning Solutions

Affordable Learning Solutions (AL$) is a CSU-wide initiative to support student savings through the adoption of lower cost, high-quality course materials. We will help you locate low-cost and open textbooks, or license e-textbooks available to your students at no cost. To learn more, look for your invitation to faculty workshops about AL$ throughout the year.

Special Collections and Archives

Special Collections and Archives works with faculty to create memorable, hands-on primary source instruction sessions at all levels. Other services include historical research support and archives-focused internships.

Plan a class visit!  Bldg. 35, Room 409
805.756.2305 / archives@calpoly.edu

Classroom Technology

Cal Poly offers both smart and multimedia classrooms, and a range of technology to support your teaching.

All classrooms include posted instructions. We highly recommend a brief classroom orientation for new users. We encourage you to bring your laptop and media for testing.
Tech Checkout
classtech.calpoly.edu/equipment-checkout

You can check out audiovisual equipment, from laptops to projectors to GoPro cameras, through the Media Resource Center or Kennedy Library (bit.ly/borrowtech). The Media Resource Centers (Buildings 2 and 10) also assist with multimedia format conversion and duplication.

Accessibility
ctlt.calpoly.edu

All instructional materials used online (web or PolyLearn) must be developed so that students who have disabilities or special needs can access the material using assistive technologies.

This includes (but is not limited to) captioning videos, creating documents that can be read by text-to-speech applications, and providing text alternatives to audio files.

The CTLT is happy to help faculty convert existing online content to accessible formats.

Media Captioning

Educational and informational content presented on campus must be accessible to all students, faculty and staff.

For example, website content must be accessible to the visually impaired and video presentations with audio must be captioned. Captions (or subtitles) must be visible “for any time-based multimedia presentation.”
Classroom Technologies can assist with closed-captioning.

Classroom Technologies
805.756.7198 / classtech@calpoly.edu

PolyLearn
polylearn@calpoly.edu

PolyLearn is Cal Poly’s learning management system built on Moodle 2.x. PolyLearn enables faculty to provide course content, assignments, quizzes, surveys, discussions, collaborative development spaces, grades, messages and mastery learning. Faculty and students access PolyLearn via My Cal Poly.

Course shells are automatically created for each credit course. Faculty are assigned as course developers and students are enrolled via PeopleSoft.

Contact the Center for Teaching, Learning and Technology for training and course development at ctlt@calpoly.edu

Peer-to-Peer Learning
libguides.calpoly.edu/libratprogram

Your students may be interested in teaching and learning with other students through one of Kennedy Library’s peer-to-peer learning programs. Students are employed as LibRATs (Library Research Assistant Technicians) and Data Studio statistics tutors, as just two examples.
GETTING CONNECTED: YOUR RESEARCH

Keeping Current
bit.ly/academicjournals

From the Chronicle of Higher Education to the best journals in your field, you’ll find more than 50,000 scholarly and academic journals online through Kennedy Library.

Finding Books, Articles and Materials
lib.calpoly.edu

• The “search everything” box on Kennedy Library’s website returns results from several sources: PolyCAT (our catalog), Link+, several databases, and the library’s website.

• PolyCAT lists books, eBooks, and other holdings at Kennedy Library.

• Link+ lists books in more than 40 other libraries. Most print materials can be sent to Cal Poly for your use and will be delivered within 2–4 days for your pick-up.

• Databases A–Z List: More than 175 library-subscribed databases serving all disciplines at Cal Poly.

• Research Guides: Online guides by subject and course, linking to the most relevant databases and resources
available at Cal Poly. Research guides are a great way to learn what resources we have for your field.

**Borrowing and Renewing Materials**

*lib.calpoly.edu/find-and-borrow/borrow-renew-request*

Your Cal Poly ID is your library card. You may renew your materials online through “My Account” in PolyCat, our online catalog.

- Faculty borrowing periods for books are generally 90 days with unlimited renewals.
- Link+ is a group of more than 40 libraries in the Western US that share their print materials. Items are swiftly delivered to Kennedy Library in 1–3 days.
- Books and print materials not available through Kennedy Library or Link+ can be requested through Interlibrary Services via the library tab on My Cal Poly.

**Contact Interlibrary Services**

805.756.1222 / ils@calpoly.edu
Access from Off Campus

There are two options for accessing the library’s databases from off campus:

**Option 1:** Via my.calpoly.edu. Click on the “Library” tab to find links to services and materials.

**Option 2:** Via Kennedy Library website. You will be prompted for your Cal Poly username and password when you click on the link for a database, journal, or eBook.

Get Help With Your Research

Your college librarian can provide expert support with the resources in your discipline.

If you need immediate help or assistance finding materials, contact:

**Research Help Desk:** Bldg. 35, Rm 111
805.756.2649 / researchhelp@calpoly.edu
Chat widget on library website
Data and GIS Services

lib.calpoly.edu/data

The Data Services program offers expert support to students in using GIS and other data and statistics resources. The Data Studio (111C) is at the center of the Data Services program. This open lab offers an ideal environment for peer support services including access to important software tools and large format displays.

Other services and programs include data management planning for grant-writers, networking with other GIS and data users, and special events and speakers in our Data Studio Presents series.

Special Collections and Archives

lib.calpoly.edu/sca
digital.lib.calpoly.edu

Special Collections and Archives provides primary source research collections and instruction related to those collections. Browse our new and improved online archive of letters, drawings, oral histories, photographs and other items from our manuscript collections and the university archives. Strengths include California architecture (Julia Morgan, William F. Cody, Mark Mills), fine printing and the graphic arts, environmentalism on the Central Coast, campus and local history.
GETTING CONNECTED: SHARING YOUR WORK

Digital Commons at Cal Poly

digitalcommons.calpoly.edu
lib.calpoly.edu/scholarship

You’re invited to contribute to DigitalCommons@CalPoly, an online digital archive that shares and preserves our community’s research, scholarship and campus publications.

It’s a great way for others to find and cite your work.

For tenure-track and tenured faculty, Kennedy Library can assist with locating, digitizing, clearing copyright and depositing eligible published scholarship in DigitalCommons.

In addition to faculty scholarship, DigitalCommons is a platform for sharing senior projects and master’s theses, as well as campus publications and documents.

Kennedy Library also provides digital publishing services for faculty and student peer-reviewed journals, and consults on digital scholarly publishing questions.
Learn by Doing Scholars Award

This award for scholarship about Cal Poly's Learn by Doing pedagogy is in its second year in 2015–2016. Awards are given in two categories: in-progress and published research.

Exhibits and Events

Many library exhibits and events are developed and produced in collaboration with Cal Poly faculty. See our calendar and follow our blog at lib.calpoly.edu/outloud for the latest on news and events.
Among your opportunities to share your work or others’ work:

**Conversations with Cal Poly Authors**

lib.calpoly.edu/events-and-exhibits/events/cp-authors

Celebrate the publication of a new book in a casual conversation over coffee. There’s usually a book signing after the Q and A, and most conversations are recorded as podcasts. Listen at soundcloud.com/kennedylibrary
Exhibits

*lib.calpoly.edu/events-and-exhibits/exhibits*

Kennedy Library produces exhibits in the Gallery at the Commons on the second floor, an 880 square feet open gallery space. This space also hosts traveling exhibits that support the campus curriculum.

Past exhibits have featured work by students and faculty from architecture to fine arts and biology to planetary science. Event openings and related events have featured demonstrations, guest talks, and hands-on workshops.

Gallery Spaces

*lib.calpoly.edu/visit-and-rooms/other-areas/galleries*

We have several gallery spaces that you can reserve. These spaces offer current and former faculty, students and staff a place to share projects and artwork in an informal setting. These spaces are ideal for display of two-dimensional creative works, informational displays relating to Cal Poly research, and similar projects that are relatively limited in scope.

To learn more about exhibits and gallery spaces, contact Catherine Trujillo, *ctrujill@calpoly.edu*
Cal Poly Science Café

Everyone is invited to hear stories, see demos, play hands-on and explore new ideas with an expert. This experiential learning series is not just about science.

To learn more about Conversations with Cal Poly Authors and Cal Poly Science Café, contact Karen Lauritsen, klaurits@calpoly.edu
GETTING CONNECTED: PEOPLE

Center for Teaching, Learning and Technology
cctl.calpoly.edu/learning-communities
Join a CTLT Learning Community to explore professional issues with fellow faculty and staff.

Faculty and Staff Associations
diversity.calpoly.edu/content/faculty-and-staff
Find community through Cal Poly’s Faculty and Staff Associations.

Faculty First Fishbowls
Reserve a glass meeting room or “fishbowl” for your meetings and conferences with students or fellow faculty at Kennedy Library. Faculty have priority in using these new glass rooms, located on the second floor near Julian’s Bistro.

Julian’s Bistro
Grab a cup of coffee and fresh-baked pastry at Julian’s Bistro on the second floor of Kennedy Library. While you’re waiting for your espresso, browse the library’s new books.
STAYING CONNECTED: PARTNERS

Kennedy Library is home to many partners in supporting teaching, learning and research at Cal Poly:

• Academic Skills Center: Room 112
• Cal Poly Print & Copy: 1st floor in 24-hour study space
• Center for Teaching, Learning & Technology: Room 209
• Honors Program: Room 510
• Research Scholars in Residence: Room 512
• Student Ombuds Services: Room 113
• University Writing and Rhetoric Center: Erhart Agriculture Building (Bldg. 10), Room 138; Drop-in hours in Kennedy Library Room 202B, Sun–Wed, 5–8pm
Please share your feedback and questions with us:

805.756.2345 / lib-com@calpoly.edu