FACULTY GUIDE:
GETTING CONNECTED
2016 – 2017
Partnering to help faculty make connections at Cal Poly.

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

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

Information Technology Services
servicedesk.calpoly.edu

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

USE YOUR DEVICES AT KENNEDY LIBRARY
wireless.calpoly.edu

MustangWireless, a secure high-speed wireless network, is available throughout the library. Authenticate using your Portal login and password. Do you have a guest visiting? CalPoly guest wireless access is available. For more information, see: servicedesk.calpoly.edu/guestwifi

KENNEDY LIBRARY WORKSTATIONS
lib.calpoly.edu/study-spaces-and-tech/computers

Over 300 computers are available to students and faculty throughout the library, in open computing areas and in four computer labs (1 Mac, 3 PC). All PC workstations are loaded with engineering-class software, available through our innovative cloud-paging service. All workstations in Hub24 (the 24/7 wing of the first floor) offer dual monitors.

BORROW TECHNOLOGY AT KENNEDY LIBRARY
lib.calpoly.edu/tech

We lend laptops, iPads, cameras and many other tech devices in our Poly Connect Lab on the first floor to the right of the library’s main entrance.
OFF-CAMPUS ACCESS
lib.calpoly.edu/need-help/off-campus-access

There are three 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’s website: lib.calpoly.edu. You will be prompted for your Cal Poly username and password when you click on the link for a database, journal, or eBook.

Option 3: Via the library’s proxy server. A bookmarklet will enable you to access resources as if you are on-campus: lib.calpoly.edu/proxy
ACCESSIBILITY
cctl.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.

AFFORDABLE LEARNING SOLUTIONS
guides.lib.calpoly.edu/open

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.
COLLEGE LIBRARIANS
lib.calpoly.edu/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.

PEER-TO-PEER LEARNING
guides.lib.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 statistics tutors, as just two examples.
POLYLEARN
polylearnsupport.calpoly.edu

PolyLearn is Cal Poly’s learning management system built on Moodle 3.1. 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 automatically assigned as course developers and students are enrolled via PeopleSoft.

Review the PolyLearn Support Site at polylearnsupport.calpoly.edu for tutorials, support information, and to schedule a consultation. Consultants are available within the Center for Teaching, Learning & Technology.

SPECIAL COLLECTIONS AND ARCHIVES
bit.ly/sca-sessions

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

TECH CHECKOUT
bit.ly/borrowtech

You can borrow audiovisual equipment, from laptops to iPads to GoPro cameras, for free from Kennedy Library’s Tech Checkout in the PolyConnect Lab, room 114B.
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), several databases, and the library’s website.

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

- Not in PolyCat? We will borrow what you need from our partner libraries. Most will be delivered within 1–3 days for email delivery (articles and book chapters) or pick-up (books and media).

- Databases A–Z List: More than 180 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/borrow

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. We partner with dozens of libraries across California and around the world to provide you with the books, articles, and other media you need. Items are swiftly delivered to Kennedy Library, most in 1–3 days.

Books and print materials not available through Kennedy Library can be requested through Interlibrary Services via the library tab on My Cal Poly.

Contact Interlibrary Services
805.756.1222 / ils@calpoly.edu

GET HELP WITH YOUR RESEARCH

lib.calpoly.edu/librarians

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, 2nd floor
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 Open Studio located in the Hub24 on the library’s first floor, is the home 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.

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.
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. For questions related to DigitalCommons, contact Michele Wyngard, Digital Repository Coordinator, at mwyngard@calpoly.edu.

Kennedy Library also provides digital publishing services for faculty, manages student peer-reviewed journals, and consults on digital scholarly publishing questions.

Contact Dana Ospina, Open Content and Digital Publishing Librarian, at dospina@calpoly.edu to learn more about the library’s Digital Publishing Program.

LEARN BY DOING SCHOLAR AWARD

lib.calpoly.edu/faculty/learn-by-doing

This award for scholarship about Cal Poly’s Learn by Doing pedagogy is in its third year in 2016–2017. Awards are given in two categories: planned/in-progress and completed research.
COLLABORATIVE EVENTS AND PROGRAMS
lib.calpoly.edu/events-and-exhibits

Kennedy Library develops and produces many programs and events in collaboration with Cal Poly faculty. Among our interactive, cross-disciplinary event series are Cal Poly Science Café, Conversations with Cal Poly Authors, and Open Studio Presents.

To learn more about past events and programs, contact your College Librarian lib.calpoly.edu/librarians. New events are advertised on the library’s website and announced in the weekly Cal Poly Report.

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/kennedy-library.

CAL POLY SCIENCE CAFÉ
lib.calpoly.edu/events-and-exhibits/events/science-cafe

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. Watch at vimeo.com/channels/calpolysciencecafe.

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/events-and-exhibits/exhibits/community/

Display your work in a gallery at Kennedy Library. These spaces offer current and former faculty, students and staff a place to share projects and artwork in an informal setting. They 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, Exhibits and Campus Arts Curator, at ctrujill@calpoly.edu.
GETTING CONNECTED: PEOPLE

CENTER FOR TEACHING, LEARNING AND TECHNOLOGY
cttl.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-walled meeting room or “fishbowl” for your meetings and conferences with students or fellow faculty at Kennedy Library. Faculty have priority in using these glass rooms, located on the second floor near Julian’s Bistro and Café.

Reserve online: schedule.lib.calpoly.edu/booking/faculty.

JULIAN’S BISTRO AND CAFÉ

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.
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 Hub24
- **Center for Teaching, Learning & Technology**: Room 319
- **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
QUICK FACTS, 2015 – 2016

2014

ACRL Excellence in Academic Libraries Award Winner

20,944
Cal Poly Students

1,361
Cal Poly Faculty

RESOURCES

46
staff and faculty

45,333 hours

156
student assistants worked

$1.7M
annual collections budget

$1M
students savings in textbook costs with the library’s Affordable Learning Initiatives

36
group study rooms

60
laptops

58
iPads

85,452
loaned times
**VISITORS**

- **4,612** open hours per year (excluding 24-hr spaces)
- **40,029** visits to 24-hr spaces between 2–7am

**SERVICES FOR YOUR STUDENTS**

Find out how the library serves students: lib.calpoly.edu/students
Learn about our student think-tank, SLAC: lib.calpoly.edu/slac

Please share your feedback and questions with us:
805.756.2345/lib–com@calpoly.edu

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