



News from IT&S

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Cherry Li-Bugg
Sr. Dean, IT&S

Anthony Crawford
IT Supervisor

Jordan Jones
Network Specialist

Elaine Ortiz
Network Specialist

Rod Raumer
Network Specialist

Camme Benzler
Library Assistant/
Secretary

Ed Boldt
Library Dept. Chair

April Corioso
Librarian

Linda Simpson
Librarian

Lorie Butler
Sr. Library Assistant

Sherry Weikum
Library Assistant I

Emily Smith
Media Specialist II

Ken Stanton
Media Specialist II

James Stephenson
Media Specialist II



The Library building project is moving full steam ahead and we are in the throes of construction drawing. I'd like to personally invite you to provide any feedback you might have regarding

Newly Revised Library Website



Please visit our newly revised Library [website](http://www.losmedanos.edu/library) (<http://www.losmedanos.edu/library>) whereby we have added a dedicated link for faculty resources (<http://www2.losmedanos.edu/library/faculty.html>)

From the Faculty Resources link, you will have access to our

- eBook collection (where you can read/browse a collection of 3,000 volumes of books that the LMC Library does not physically own)
- collection of Internet resources targeted toward faculty use
- video collection for your instructional use
- recent acquisitions that enhance our ability to support your curriculum needs

You will also see information about "library instruction" and "placing materials on reserve". On the Reserves link, you will see our [Reserves guidelines](#) as well as an online [form](#) for you to print out and complete when placing materials on reserve. Please also visit our [Copyright Compliance Guidelines](#) link for placing items on reserve. It is important that we observe copyright law provisions when dealing with intellectual property and it is all of our responsibility to educate ourselves as well as our students about copyright compliance.

Requesting Library Materials

You will notice also on our revised Library webpage that there is a link to a form for requesting materials for the Library so that you and your students can use them. We are currently working on the form and it should be available for your use shortly. We, the Library staff, are grateful to the Foundation for working on behalf of the College in securing \$40,000 worth of funding from Soda and Calpine Foundations for expanding library resources both here on the main campus as well as for the Brentwood Center. We are also grateful to the college financial planning committee for allocating \$25,000 from Instructional Equipment and Library Materials block grant to augment our library collection. The Librarians, the Library staff and myself are extremely excited about this opportunity to update and expand our collection to fulfill your instructional and research needs. Please help us in this endeavor by utilizing the Materials Request Form to let us know what library resources are needed for your instructional and research needs. And I thank you all in advance for any assistance you may render in this process.

our new library building to me. Feel free to email anytime if you come across something that you think will enhance our new building. Many of you will also be asked to participate in designing our criteria for selecting furniture for the new building. And I thank you once again for your past and future contribution to our building project.



Fall Operating Hours:

IT

Monday thru Friday

8am – 5pm

LRC 2

Monday thru
Thursday

7:45am – 8:45pm

Friday

7:45am – 2:45pm

LRC3

Monday thru
Thursday

7:45am – 8:45pm

Friday

7:45am – 2:45pm

Reference Desk

Monday thru
Thursday

8am – 8:45pm

Friday

8am – 2:45pm

New IT Services Implemented

In an attempt to be more responsive to your needs, IT will implement telephone and email support effective August 18, 2003.

1. We request that whenever possible, go to our help desk site (<http://its/sitehelpdesk/user/log.asp>) and input a trouble ticket. The ticket system is the most effective and efficient way of requesting services from IT.
2. If you lose access to the Internet/Web but have email access, please email LMCtechsupport with a detailed description of your request including information for us to get back to you.
3. Lastly, if you lose connectivity and have no access to a networked computer whatsoever, you can now telephone IT at extension 3676 Monday through Friday from 8am to 5pm.

We hope that these two new ways of contacting IT for requesting services will reduce your frustration and enable you to be more productive.

Please feel free to use the feedback feature of our help desk site to provide us with any feed back you may have on our new support services.

Responsible Technology Use Policy

Please be reminded that the District does have a Board-approved Acceptable Technology Use Policy that stipulates that District technology resources are to be used for District-related teaching, research and administrative work; they are NOT made available for inappropriate activities such as:

1. surfing sexually explicit/gambling websites
2. attempting unauthorized access to any system (hacking)
3. disrupting or unauthorized monitoring of network traffic
4. creating viruses or intentionally spreading viruses
5. installing un-licensed software
6. creating, distributing or printing of personal materials
7. using the computer to harass someone

The policy is intended to ensure that District technology resources are used for their intended purposes. Please go to

<http://www.4cd.net/policies&procedures/technology.asp> for the full version of the policy including accompanying procedure as well as a software use policy.