

FIC / Training Room / Recording

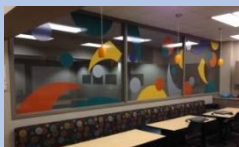
Located on the **2nd floor of the Timberwolf Learning Commons (TLC)**, the Faculty Innovation Center (FIC), Staff Training Room, and the Recording Room are available for staff/faculty use only.

Room amenities include: SmartBoard, whiteboard, a dedicated recording station, laptops for in-room use, movable furniture, & group seating.

Walk-in room use is available during Timberwolf Learning Commons open hours, **unless reserved**. Present your Employee ID at the library's service desk to obtain the key.

To check room availability, open up the respective room calendar in Outlook (C201, C202A, C202B)

To reserve the room send an email request to OrganizationalDevelopment@ntc.edu or call 715-803-1642. .



Library Support for Faculty

Go to: www.ntc.edu/library
Click "Faculty Resources" located under the Logins section.

Library Services

- ◆ Accreditation Reviews —Library Resource List in Support of Program
- ◆ Class Research Instruction & Library Tours
- ◆ Copyright Permission Requests
- ◆ Course Reserves
- ◆ Library Resource Handouts for Classes/Programs
- ◆ Interlibrary Loan
- ◆ Team Time Library Visits

Collection

- ◆ **24/7 online** collection featuring:
76 databases with over 55,000 titles (Academic journals, magazines, newspapers, published reports, and peer-reviewed articles)
- ◆ Books, DVDs, & print periodicals
- ◆ **E-Books:** 125,000+ available online
- ◆ Reference: dictionaries, encyclopedias, program related resources (print & online)
- ◆ **Streaming videos:** 40,000+ available (Films on Demand, INTELECOM, Kanopy, Lynda.com, SME, & MedCom Training)

Personal Copying/Printing

NTC Staff may use a temporary print/copy pass to make **personal** copies. Refunds of unused balance will be given if requested upon return of the print/copy pass. Color copying is available.

Borrowing Resources

NTC Instructors may borrow a variety of items from the library including: Print materials, DVDs, laptops, easels, poster frames, data projectors, webcams, and Course Reserve materials.

NTC Employee ID = Library Card

Present your NTC ID card at the library service desk to borrow materials.

You are responsible for all materials checked out on your account.

Equipment should be returned directly to the NTC Library. Please do not send equipment through Campus Delivery.

Most materials may be borrowed for one month, with renewal options.

Staff laptops are often reserved for specific dates. Renewals may not automatically be granted.

Materials may be requested online up to a week in advance of pick-up. We will set these items aside for you at our front desk.

Visit us on Facebook and Pinterest!

<https://www.facebook.com/NTCLibrary>
<http://www.pinterest.com/NTCLibrary/>

Course Reserves

Course reserves are materials set aside, at an instructor's request, for the use of students to support class instruction.

Submitting Materials to Reserve:

Materials will be processed in the order they are received. Please allow 3 days for processing. An email confirmation will be sent when your materials are available for student use.

Fill out one Course Reserve Form for each title submitted. You may print copies of the completed form to include with your materials or to keep for your own records.

Deliver reserve materials to the library in person or send them via campus delivery. Completed forms should be placed inside materials. Please indicate your name/mailstop with all materials.

Send materials to:

Attn: Library— Course Reserves
Mailstop: C178

Online Course Reserves form:

https://ntcforms.formstack.com/forms/course_reserve_request_form

1000 W. Campus Drive, Wausau, WI 54401

Interlibrary Loan

Request materials from other libraries

Interlibrary Loan services are available for titles not held in our collection. You may borrow books, DVDs, magazine/journal articles, and other materials.

Article requests are usually filled in 5-7 days.

Allow 1-2 weeks for shipment of books/DVDs.

Request online at:

<https://www.ntc.edu/library/services-support/interlibrary-loan>

A current NTC employee ID must be presented in order to borrow materials.

NTC Library Hours

Fall & Spring Semester:

Monday – Thursday: 7:30 am – 9:00 pm

Friday: 7:30 am – 5:00 pm

Saturday – Sunday: 9am – 3 pm

Summer & Winterim

Monday – Thursday: 7:30 am – 7:00 pm

Friday: 7:30 am – 5:00 pm

Saturday: 9am – Noon

Sunday: Closed

Contact us: 715.803.1115 | Library@ntc.edu

www.ntc.edu/library



NTC Library Resources for Instructors



library@ntc.edu