



Library and Information Services Guide to Computing and Services 2008-2009

More information available online at:
<http://campus.mitchell.edu/LIS>

Overview

Library and Information Services (LIS) is dedicated to:

- Vitrally supporting a learning/living environment that is respectful of ideas, individuals and scholarly pursuits;
- Developing proactive, student-centered services;
- Providing up-to-date information resources accessible in a variety of formats;
- Initiating and sustaining campus-wide partnerships.

Through a proactive and curriculum-integrated approach to Information and Communication Technology Literacy (ICT Literacy), LIS actively promotes the development of lifelong learning skills to empower individuals with the ability to find, evaluate, and use information and technology efficiently, discerningly, and ethically.

LIS provides on-site service and access to information and media resources in both the Mitchell College Library and Bingham Hall. Currently there are over 100 student-use computers available in the Library and Bingham Hall as well as laptop computer access in the Library. Although Mitchell College is primarily PC based, Apple computers are also available in both locations. In Bingham Hall there are two PC classrooms, one Apple classroom dedicated to graphic design, and an open access computer lab with both PC and Mac computers available to all students. Service hours in both facilities are specifically tailored to the needs of students and are extended during exam periods.

Service Hours

During the fall and spring semesters, the Library is open Monday – Thursday from 8:00 am – 12:30 am, Friday from 8:00 am – 8:00 pm, Saturday from noon – 6:00 pm, and Sunday from noon – 10:00 pm. The Bingham Hall labs are open Monday – Wednesday from 8:00 am – 10:00 pm, Thursday from 8:00 am – 8:00 pm, Friday from 8:00 am – 6:00 pm, and Sunday from 5:00 pm – 10:00 pm. Hours are extended leading up to and during final exam periods.

Library Online Resources

A variety of Library databases are available online, both in the Library and from anywhere on Mitchell's network. Databases and eBooks are available in a variety of subject areas in support of the curriculum.

Course Integrated Information and Communication Technology Literacy (ICT Literacy)

Beginning in the First Year Experience, students receive training on the use of library and information resources as well as communication tools essential for academic success in general education courses. Skills advance throughout the course of study with tailored instruction related in subject specific areas.

Network Account + File Folder

Each student is assigned a network account including a personal file folder on Mitchell's student server for storing and backing-up files.

Mitchell Email

E-mail accounts are provided for all registered students. Accounts are distributed to students during summer orientation sessions and at school opening. The Microsoft Outlook web interface is accessible worldwide with an Internet connection and web browser.

All Mitchell College email addresses use the following format:
LastName_FirstInitial@mitchell.edu

Wireless Internet/Network Access

Wireless access is currently available in the Library, Clarke Center, Yarnall Athletic Center, Bingham Hall, Mitchell Hall, Thames Academy, and will soon be available in residence lounges and additional classrooms. Look for the Wireless Zone signs for additional locations.

ResNet

The Mitchell College Residential Network (ResNet) provides each student with a connection to the Internet from his/her room. Students will need to have an installed Ethernet card as well as an Ethernet cable (i.e. RJ-45 cable) in order to successfully connect to the ResNet.

Dell Purchasing Program

Mitchell College students may purchase discounted computer packages through the Dell Premier website. Detailed information is available at <http://campus.mitchell.edu/LIS>.

Hardware Repairs and Support

Mitchell College is committed to providing user support that promotes successful use of technology and information resources on campus. With this in mind, it is highly recommended that each student purchase a laptop with full warranty to cover hardware repairs. The laptop bundles offered through the Dell Purchasing Program include four-year next business day on-site warranties as well as CompleteCare, insuring your laptop against damages due to drops and spills. Students who do not have warranty coverage on their personal laptops may utilize a variety of local service providers for hardware repairs. Please consult with LIS staff for further information.

Library Main Desk

The Library main desk is the primary service desk for all questions and support relating to Library and Information Services including student computing support, software assistance, and research guidance.

Support Center

The Support Center provides students with telephone and email technical support. Support Center consultants assist the Mitchell community with questions, problems, and requests for a variety of Mitchell-supported technologies including ResNet, the phone system, lab computers, and user accounts.

Bingham Hall Service Desk

The Bingham Hall Service Desk is a student-staffed service point providing computer lab support, answers to questions about computing services, and directional assistance for making the most of Mitchell College's information resources.

One-on-One Consultation

Support from Mitchell professional staff is available for students who would like individualized assistance in exploring different information resources and technology-based learning and presentation tools. Visit the Library main desk or email us at askLIS@mitchell.edu for more information.

askLIS@mitchell.edu

Email us directly if you have additional questions not answered here. Professional staff will be happy to guide you to the information you need.