LIBRARY SERVICES for Faculty
THE LIBRARY OF RUSH UNIVERSITY MEDICAL CENTER

ACCESS TO LIBRARY MATERIALS
All registered users of the Library can check out materials and use the Library’s online resources. To register, stop by the Library Services Desk or fill out a form at http://www.libsurveys.com/loader.php?id=ba7ae60a771986ac17590d719f067be9.

REMOTE ACCESS TO LIBRARY MATERIALS
Members of the Rush community may access Library resources from off campus via a proxy account. Rush faculty and employees may login with their Rush Network ID and password. Students are assigned usernames and password for off campus access.

INTERLIBRARY LOAN
You may request items not owned by the Library via an electronic system called ILLiad. Access this system along with instructions at https://rush.illiad.oclc.org/illiad/logon.html.

I-SHARE BORROWING PRIVILEGES
The Library of Rush University Medical Center is a member of a group of 86 Illinois academic libraries that allow reciprocal borrowing. This is a free service offered to Rush University Medical Center faculty through our online catalog system. Borrowing requests can be made online, via the online catalog, or in person at any I-Share library. Libraries that participate in this reciprocal agreement include UIC, UIUC, DePaul, and IIT.

PURCHASE REQUESTS
The Library accepts book and journal purchase recommendations from faculty. Visit http://www.libsurveys.com/loader.php?id=1fe8d4b3885d52a5bb5a7db8eb20ed5c to request an item.

RESERVE MATERIALS
Print and Electronic Materials: The Library places books and reprints (articles/book chapters) on physical or electronic reserve at the request of faculty members. To submit a reserve request or learn more about our reserve procedures, visit http://rushu.libguides.com/reserves. Please contact Jamel Darling, Electronic Documents Technician, with any questions at Jamel_Darling@rush.edu or 312-942-2107.

Multimedia: The METC offers multimedia reserves. To submit a reserve request, select Multimedia Course Reserves from the METC menu tab on our library homepage. METC materials are placed on reserve for the quarter requested. Due to space considerations, items cannot be placed on “permanent reserve.” For questions regarding placing audiovisuals on reserve in the METC, please contact Sarah Clark-Williams, Media Cataloger, at (312) 942-3565 or sarah_l_clark-williams@rush.edu.

REFERENCE SERVICES
Reference librarians are available to answer both ready reference and detailed research questions. Reach the reference staff by calling 312-942-5950 or emailing Lib_Ref@rush.edu.

http://rushu.libguides.com/

Questions?
(312) 942-5950
Lib_Ref@rush.edu
INDIVIDUAL AND GROUP INSTRUCTION
Reference librarians can meet with you or your students in individual, small group, and classroom settings to provide instruction on Library services, the research process, online searching, or any other topic you specify. To schedule a session, contact the reference staff by calling 312-942-5950 or emailing Lib_Ref@rush.edu.

LIBRARIAN ASSISTED SEARCHES
Our librarians provide comprehensive literature searches. To request a literature search, please fill out the form at http://www.libsurveys.com/loader.php?id=ef52e9ef573b789c8a008122239e7615 or call 312-942-5950.

COMPUTER CLASSROOMS
The METC is home to three computer classrooms. Room 902 (capacity: 10), Room 908 (capacity: 16) and Room 903 (capacity: 40) can be reserved by faculty by contacting the Office of the Registrar at registrar_scheduling@rush.edu. For instructors using BlackBoard to administer exams, all computer classrooms and labs are equipped with a lockdown browser which provides security while a test is in progress.

INSTRUCTIONAL DESIGN SERVICES & TECHNOLOGY SUPPORT
The METC provides learning assessment, instructional development, interface design, class conferencing and course management systems. We provide demonstrations, training and group presentations for the Blackboard learning management system and for educational software and hardware that support teaching and learning. We offer one-on-one consultations, workshops and group training on best practices in instructional design: defining learning objectives, planning and designing instructional activities, developing curricular projects with technology integration and assessing the learning outcomes. For more information contact Heidy Zhao at (312) 942-8304 or Lei_Zhao@rush.edu, or Lynette Washington at (312) 942-3152 or Lynette_Washington@rush.edu.

EXAM GRADING
The METC provides grading for Scantron (paper based) exams. Instructors are asked to schedule appointments to drop off exams for grading. For security reasons, exams can only be accepted or disbursed by METC full-time employees from 8am-5pm, Monday-Friday. Scheduled exams are guaranteed a 24-hour turnaround time. To obtain testing forms, to schedule exam grading, or to ask questions, please contact Rochelle L. Dean, Computer Scanning Coordinator, at (312) 942-6556 or Rochelle_L_Dean@rush.edu. We also support ExamSoft, which is a way to deliver exams via desktop computer, iPad and Scantron.

EVALUATIONS/SURVEYS
The METC provides support for both print and online evaluations and surveys for University courses. Generic OMR (bubble) forms are available for course evaluations which can be tailored to your needs and scanned just like exams. If evaluations are scheduled in advance, the guaranteed turn around time is two weeks.

The METC also provides support and training for faculty and students needing to collect data using Survey Monkey, an online survey and evaluation tool. The METC has Survey Monkey accounts which can be used by Rush faculty and students. If you require a Survey Monkey account to perform ongoing, periodic data collection, we ask that you obtain a departmental account. For more information on both print and online assessment options, please contact Rochelle Dean at (312) 942-6556 or Rochelle_L_Dean@rush.edu.

AUDIOVISUAL/SOFTWARE PREVIEW AND SELECTION
The METC supports the purchase of audiovisual and educational software for course instruction. Contact Frank Tomsic, METC Director, at (312) 942-6832 or Frank_Tomsic@rush.edu to determine the types of audiovisual/software programs available for the type of topics you wish to cover. Contact Sarah Clark-Williams at (312) 942-3565 or Sarah_L_Clark-Williams@rush.edu, to arrange items for preview. Contact Joe Hausfeld at (312) 942-3611 or Joseph_S_Hausfeld@rush.edu, to determine whether your requested software will work well with the current network configuration of our lab.