

LIBRARY SERVICES FOR FACULTY

THE LIBRARY OF RUSH UNIVERSITY MEDICAL CENTER

LIBRARY HOURS

Monday-Thursday
7:00am-12:00am
Friday
7:00am-8:00pm
Saturday
9:00am-6:00pm
Sunday
1:00pm-12:00am

SUMMER HOURS

Monday, Tuesday, Thursday
8:00am-7:00pm
Wednesday
8:00am-9:00pm
Friday
8:00am-5:00pm
Saturday
10:00am-4:00pm
Sunday
Closed

PHONE NUMBERS

Circulation
312-942-5950
Reference
312-942-5952
Education
312-942-2274
Outreach
312-942-6784
Interlibrary Loan
312-942-5220
Electronic Reserves
312-942-2107
Medical Center Archives

LIBRARY DIRECTOR

Christine Frank
312-942-8735
Christine_Frank@rush.edu

ADDRESS

Library of Rush University
Medical Center
Rush University Medical Center
600 South Paulina Street, 5th Fl.
Chicago, Illinois 60612

HOME PAGE

<http://www.lib.rush.edu/library>

EMAIL ADDRESS

Lib_Ref@rush.edu

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.lib.rush.edu/library/updateform.html>.

REMOTE ACCESS TO LIBRARY MATERIALS

Once registered, you can obtain a special account called "proxy" to access the Library's electronic resources from an off-campus location. Visit <http://www.lib.rush.edu/library/connect.html> to apply for a proxy or to find out more information. To request a proxy account from off-campus, please contact the Rush Information Services Help Desk at 312-942-HELP.

INTERLIBRARY LOAN

You may request items not owned by the Library via an electronic system called ILLiad, available at <http://www.lib.rush.edu/library/updateform.html>. To view an instruction handout on ILLiad and its use, visit <http://www.lib.rush.edu/library/pdf/illiad.pdf>.

REFERENCE

Reference librarians are available to answer both ready reference and detailed research questions. You can reach the reference staff by calling 312-942-5952 or email Lib_Ref@rush.edu. Reference staff will respond to emailed queries within two business days.

MEDIATED SEARCH SERVICES

More complex research questions can be answered by a database specialist. This service does not normally require a fee. If your request requires a service fee, the librarian will notify you before research is started. To schedule a mediated search consultation, please contact Ely Anderson, Reference Librarian/Online Search Services and Outreach Coordinator, at Ely_M_Anderson@rush.edu or 312-942-6784.

CLASSROOM VISITS

Librarians can meet with your class to provide an introduction to Library services, the research process, online searching, and/or any other topic that you specify. Classroom sessions can also be tailored to fit your student's needs and course assignments. Library tours are also available. Contact Jonna Peterson, Reference Librarian/Education Coordinator, at Jonna_Peterson@rush.edu or 312-942-2274.

RESERVES

The Library places books and reprints (articles/book chapters) on physical or electronic reserve for classes at the request of faculty members. Learn more about our reserve procedures by visiting <http://www.lib.rush.edu/library/reserve-policy.html>. Item reserve forms are available at the Library Services Desk, or you can fill out our online form by visiting <http://www.lib.rush.edu/library/reserveform.html>. Contact Martha Rivera, Electronic Documents Technician, at Martha_Rivera@rush.edu or 312-942-5950, to learn about the Library's reserve procedures.

PURCHASE REQUESTS

The Library accepts book and journal purchase recommendations from faculty. Visit <http://www.lib.rush.edu/library/lizform.html> to request an item or to read our collection development policy. Please read "FAQ's About Use of Copyrighted Materials for Rush University Courses" at <http://www.rushu.rush.edu/univ/rucopyrighted.html>.

MEDICAL DISTRICT BORROWING PRIVILEGES

The libraries at the Rush University Medical Center, the University of Illinois at Chicago (UIC), and Cook County Hospital have agreed to extend borrowing privileges to faculty at all three institutions with a valid ID. Before visiting other Medical District libraries, please visit Rush's Library Services Desk to obtain a faculty sticker.

***Please visit <http://www.lib.rush.edu/library/pdf/guide.pdf> to view the Library Guide Handout for more information about the Library's general services.**

LIBRARY SERVICES FOR FACULTY - METC

THE MCCORMICK EDUCATIONAL TECHNOLOGY CENTER

METC HOURS

REGULAR HOURS

Monday-Thursday
8:00am-9:00pm
Friday
8:00am-5:00pm
Saturday
12:00pm-6:00pm
Sunday
12:00pm-8:00pm

SUMMER HOURS

Monday-Thursday
8:00am-7:00pm
Friday
8:00am-5:00pm
Closed Weekends

PHONE NUMBERS

General Information
312-942-6799
Course Reserves
312-942-1974
Computer Lab Software Requests
312-942-3611
Exam Grading
312-942-6556
Media Purchases and Previews
312-942-3565
Room Reservations
312-942-3611

ADDRESS

McCormick Educational
Technology Center
Rush University Medical Center
600 South Paulina Street
Suite 919
Chicago, Illinois 60612

HOME PAGE

<http://www.rushu.rush.edu/metc/>

EMAIL ADDRESS

Metc_Info.RushU@rush.edu

COMPUTER CLASSROOMS

The METC is home to two computer classrooms. Room 902 (capacity: 10) and Room 903 (capacity: 40) are both equipped with individual computer workstations for students as well as a computer workstation and projection/sound system for instructors. Rush faculty can reserve computer classrooms using the METC's online Meeting Room Manager system. Meeting Room Manager is available at <http://mrm.rush.edu>. For questions regarding classrooms and reservations, contact Joe Hausfeld, Computer Lab Manager, at 312-942-3611 or Joseph_S_Hausfeld@rush.edu.

TESTING

The workstations in both METC computer classrooms are used frequently for online testing. For instructors using WebCT to administer exams, the workstations in Room 902 and Room 903 are equipped with Secure Exam, a program which provides security by refusing the opening of other programs on testing workstations while a test is in progress. For more information on online testing in the METC, contact the Joe Hausfeld, Computer Lab Manager, at 312-942-3611 or Joseph_S_Hausfeld@rush.edu.

EXAM GRADING

The METC provides grading for OMR (bubble) 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 Dean, Computer Scanning Coordinator, at 312-942-6556 or Rochelle_L_Dean@rush.edu.

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 has just begun administering some course evaluations using Survey Monkey, an online survey and evaluation tool. A few departments are now using this service to send and receive course evaluations through e-mail. For more information on both print and online assessment options please contact Rochelle Dean, Computer Scanning Coordinator, at 312-942-6556 or Rochelle_L_Dean@rush.edu.

AUDIOVISUAL/SOFTWARE PREVIEW AND SELECTION

The METC is budgeted to support the purchase of audiovisual and educational software for course instruction. Expert guidance is provided to faculty in the research, evaluation, and implementation of these educational materials which are housed in the METC facility or on its network. An appointment with Bill Fleming, METC Manager, can help determine the types of audiovisual/software programs that are available for the type of topics you wish to cover. Contact Bill Fleming at 312-942-6832 or Bill_P_Fleming@rush.edu. Sarah Clark-Williams, Media Acquisitions Coordinator, can arrange to bring in items for you to preview. Contact Sarah Clark-Williams at 312-942-3565 or Sarah_L_Clark-Williams@rush.edu. Joe Hausfeld, Computer Lab Manager, can help determine whether software requested will work well with the current network configuration of our lab.

RESERVE MATERIALS

Just as with the Library, the METC can put items on Reserve for courses to make them readily available to students. An online form is available on the METC website's page of online forms (<http://www.rushu.rush.edu/metc/forms.html>). Materials placed on reserve are done only 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 Jaime Lopez, Media Cataloger, at 312-942-1974 or Jaime_C_Lopez@rush.edu.