

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 -Thursday
8:00am-7:00pm
Friday
8:00am-5:00pm
Saturday
10:00am-4:00pm
Sunday
Closed

PHONE NUMBERS

Library Services Desk
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
312-942-7214

LIBRARY DIRECTOR

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

ADDRESS

600 South Paulina Street
5th Fl. Suite 573
Chicago, Illinois 60612

HOME PAGE

<http://www.rushu.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.rushu.rush.edu/Apps/library/registerform.html>.

REMOTE ACCESS TO LIBRARY MATERIALS

Members of the Rush community may access Library resources from off campus by using a proxy account. Rush faculty and employees may login with their Rush Network ID and password. Students and other authorized Rush users should apply for an account in the Off Campus Access section of the Library web site.

INTERLIBRARY LOAN

You may request items not owned by the Library via an electronic system called ILLiad. Access this system along with instructions at <http://www.libill.rush.edu/illiad/logon.html>.

REFERENCE SERVICES

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 emailing Lib_Ref@rush.edu.

LIBRARY INSTRUCTION

Reference librarians can instruct you or your students about how to use certain Library databases and other information products including Medline, PubMed, CINAHL, and RefWorks. You can reach the reference staff by calling 312-942-5952 or emailing Lib_Ref@rush.edu. Register for Library workshops at <http://www.rushu.rush.edu/Apps/library/workshop.html>.

MEDIATED SEARCH SERVICES

More complex research questions can be answered by a database specialist. This service typically does not require a fee. To schedule a mediated search consultation, please contact Jeanne Link at Jeanne_Link@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. Contact Jonna Peterson, 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 at the request of faculty members. Learn more about our reserve procedures by visiting the Course Reserves section of the Library's homepage (located on the left side of the homepage). Item reserve forms are available at the Library Services Desk. Contact Martha Rivera, Electronic Documents Technician, at Martha_A_Rivera@rush.edu or 312-942-2107, 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/requestform.html> to request an item.

UNIVERSAL BORROWING PRIVILEGES

The Library of Rush University Medical Center is a member of a group of 76 Illinois academic libraries that allow reciprocal borrowing. Universal Borrowing (UB) is a free service offered to Rush University Medical Center faculty through our online catalog system. This can be done either 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.

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

Saturday

10:00pm-4:00pm

Closed Sundays

PHONE NUMBERS

General Information

312-942-6799

Course Reserves

312-942-1974

Computer Lab Software Requests

312-942-3611

Exam Grading

312-942-6556

Instructional Technology

312-942-6832

Media Purchases and Previews

312-942-3565

Room Reservations

312-942-3611

ADDRESS

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>. The workstations in both METC computer classrooms are frequently used for online testing. For instructors using WebCT to administer exams, Rooms 902 and 903 workstations are equipped with Secure Exam, a program which provides security while a test is in progress. For questions regarding classrooms and reservations, contact Joe Hausfeld, Computer Lab Manager, (312) 942-3611 or Joseph_S_Hausfeld@rush.edu.

INSTRUCTIONAL TECHNOLOGY

The METC houses instructional and technical support staff with specific training and experience in learning assessment, instructional development, interface design, class conferencing and course management systems. We provide demonstrations, training and group presentations for the WebCT learning management system and for the use of 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 Chris Zakrzewski at (312) 942-8304 or Ningchun Han at (312) 942-2568.

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 L. 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 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 for one-time projects. If you require a Survey Monkey account to perform ongoing, periodic data collection, we ask that you obtain a departmental account for this purpose. 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 is budgeted to support the purchase of audiovisual and educational software for course instruction. 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 at (312) 942-3565 or Sarah_L_Clark-Williams@rush.edu. Joe Hausfeld, 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 at <http://www.rushu.rush.edu/metc/forms.html>. Materials placed on reserve are only done 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.