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# Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>7 a.m. – 10 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>noon – 6 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>noon – 8 p.m.</td>
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</tbody>
</table>

- During intersession the library will be open Monday – Friday, 8 a.m. - 4:30 p.m.
- The library will be closed the weekend of any national holiday (and Easter) that falls on a Friday or Monday.
- During final exams and other schedule changes, special hours will be posted on the library’s [hours page](#).

## Contact Information

### Address

Building Y, NW Campus  
3000 NW 83rd Street  
Gainesville, FL 32606

### Service Points

- **Circulation Desk**: 352-395-5412  
- **Reference Desk**: 352-395-5409  
- **Technical Services**: 352-395-5417  
- **Interlibrary Loan**: 352-395-5414

### Questions?

2nd floor Reference Desk  
352-395-5409  
[reference@sfcollege.edu](mailto:reference@sfcollege.edu)
## Library Staff

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pat Profeta</td>
<td>Y-238</td>
<td>352-395-5150</td>
<td><a href="mailto:pat.profeta@sfcollege.edu">pat.profeta@sfcollege.edu</a></td>
</tr>
<tr>
<td>Library Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leanna Fitzgerald</td>
<td>Y-209</td>
<td>352-395-5415</td>
<td><a href="mailto:leanna.fitzgerald@sfcollege.edu">leanna.fitzgerald@sfcollege.edu</a></td>
</tr>
<tr>
<td>Part-Time Librarian</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Liz Greaser</td>
<td>Y-230</td>
<td>352-395-5415</td>
<td><a href="mailto:liz.greaser@sfcollege.edu">liz.greaser@sfcollege.edu</a></td>
</tr>
<tr>
<td>Part-Time Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Holland</td>
<td>Y-124</td>
<td>352-395-5403</td>
<td><a href="mailto:tom.holland@sfcollege.edu">tom.holland@sfcollege.edu</a></td>
</tr>
<tr>
<td>Technical Services Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nance Lempinen-Leedy</td>
<td>Y-229</td>
<td>352-395-5256</td>
<td><a href="mailto:nance.lempinen-leedy@sfcollege.edu">nance.lempinen-leedy@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Librarian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dana Linnens</td>
<td>Y-237</td>
<td>352-381-3638</td>
<td><a href="mailto:dana.linnens@sfcollege.edu">dana.linnens@sfcollege.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td></td>
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<tr>
<td>Diana Matthews</td>
<td>Y-227</td>
<td>352-395-5408</td>
<td><a href="mailto:diana.matthews@sfcollege.edu">diana.matthews@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Librarian</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Jenna Miller</td>
<td>Y-228</td>
<td>352-395-5329</td>
<td><a href="mailto:jenna.miller@sfcollege.edu">jenna.miller@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Librarian</td>
<td></td>
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</tr>
<tr>
<td>Ramona Miller-Ridlon</td>
<td>Y-225</td>
<td>352-381-3637</td>
<td><a href="mailto:ramona.miller-ridlon@sfcollege.edu">ramona.miller-ridlon@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Librarian</td>
<td></td>
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</tr>
<tr>
<td>Patty Moore</td>
<td>Y-124</td>
<td>352-395-5414</td>
<td><a href="mailto:patty.moore@sfcollege.edu">patty.moore@sfcollege.edu</a></td>
</tr>
<tr>
<td>Technical Services Assistant</td>
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<tr>
<td>Amanda Mosley</td>
<td>Y-209</td>
<td>352-395-5436</td>
<td><a href="mailto:amanda.mosley@sfcollege.edu">amanda.mosley@sfcollege.edu</a></td>
</tr>
<tr>
<td>Part-Time Librarian</td>
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<tr>
<td>Mike Muhlhauser</td>
<td>Y-108</td>
<td>352-395-5937</td>
<td><a href="mailto:mike.muhlhauser@sfcollege.edu">mike.muhlhauser@sfcollege.edu</a></td>
</tr>
<tr>
<td>Evening Circulation Supervisor</td>
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<tr>
<td>Antonio Quesada</td>
<td>Y-231</td>
<td>352-395-5397</td>
<td><a href="mailto:antonio.quesada@sfcollege.edu">antonio.quesada@sfcollege.edu</a></td>
</tr>
<tr>
<td>Library Specialist</td>
<td></td>
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<tr>
<td>Peter Sokol</td>
<td>Y-108</td>
<td>352-395-5411</td>
<td><a href="mailto:peter.sokol@sfcollege.edu">peter.sokol@sfcollege.edu</a></td>
</tr>
<tr>
<td>Circulation Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Tarbox</td>
<td>Y-226</td>
<td>352-395-5233</td>
<td><a href="mailto:scott.tarbox@sfcollege.edu">scott.tarbox@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Librarian</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Trenita White</td>
<td>Y-125</td>
<td>352-395-5771</td>
<td><a href="mailto:trenita.white@sfcollege.edu">trenita.white@sfcollege.edu</a></td>
</tr>
<tr>
<td>Professor, Technical Services Librarian</td>
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</table>
The Library Building

The library is Building Y on the Northwest Campus, located by the Fine Arts Hall, at the corner of 83rd Street and North Road.

The library building has three stories, with different collections on each floor.

1st Floor
- Circulation Desk
- Course Reserves
- Classroom Collection
- Display
- New Books
- Conference Room (Y-102)
- Library Classrooms (Y-109 and Y-130)
- Technical Services
- Coffee 101

2nd Floor
- Reference Desk
- Reference Collection
- Magazines & Newspapers
- Media Collection
- Youth Collection
- Group Study Rooms
- Administration
- Librarian Offices

3rd Floor
- Information Desk
- Circulating Collection
Library Card and Borrower ID

Library Card

Your library card is your Santa Fe College ID card. You must have this in order to check out any materials in the library.

You may obtain an SF ID card in the lobby of Building S.

Borrower ID

For online resources, such as databases and eBooks, your Borrower ID is your 8-digit SF ID number without the hyphen. Your PIN is the last 4 digits of your SF ID number.

If you need help with your Borrower ID/PIN, please contact the Reference Desk at 352-395-5409.

Check Out Materials

Current Santa Fe faculty, staff, and students are eligible for library privileges. All collections may check out with the exception of periodicals and reference materials.

A valid SF ID card is required to check out library materials. Faculty may check out books for the entire semester and media for two weeks. Items may be renewed if there are no holds placed on them. Renewals may be requested in person at the Circulation Desk, by phone at 352-395-5412, or by using the My Account feature available in the library catalog, once you have logged in.

Books may be returned to the Circulation Desk, the drop box outside the library, or the drop box on the street near X Building.
What the Library Has

Materials that may be checked out of the library include:

- Books (nonfiction and fiction)
- Videos (VHS and DVD)
- Music CDs
- Audiobooks
- Kindle Fires
- Umbrellas

Items that may be used within the library include:

- Reference books
- Newspapers, magazines, and journals
- Computers
- Printers, copiers, and scanners
- Headphones
- Laptops
- Adaptive technologies
- Dry-erase boards

Online resources (that require log in) include:

- Library databases
- Electronic journals
- eBooks
- Streaming videos
Reserves

The reserve collection is located behind the Circulation Desk on the library’s first floor. Faculty and departments may place items in this collection to make the materials accessible to students on a first come first served basis. Faculty and departments may put personal copies as well as existing items from the library’s Circulating, Youth, and Media collections on reserve. The library does not purchase materials specifically for the reserves collection. The faculty member or department placing an item on reserve selects the loan period.

Due to copyright law, the following materials may not be placed on reserve:

- Standardized tests
- Course packs
- Workbooks
- Any materials not intended for sale (e.g., review or instructor copies)

The instructor or department placing materials on reserve is responsible for ensuring copyright compliance.

Photocopies may be placed on reserve for a period of one semester. All other eligible materials may be placed on reserve for a period of two years.

Instructors or departments who would like to place materials on reserve should complete and sign the online Reserve Request Form. Hard copies are available at the Circulation Desk. Please deliver the completed and signed form along with all materials to the Circulation Desk. Please allow one week for processing.
Reciprocal Borrowing

Current Santa Fe College students, faculty, and staff may borrow materials from any of the 27 other public college libraries and any of the 12 public university libraries in Florida. A valid SF ID is required for check out.

To borrow items from the University of Florida, students, faculty, and staff should fill out a Request for Reciprocal Privileges online at least one business day prior to visiting. This will allow users to check out items from all UF Libraries.

Borrowing of certain materials such as periodicals, interlibrary loan services, and remote access to proprietary databases are restricted to current students, faculty and staff of the educational institution with which they are affiliated.

Interlibrary Loan (ILL)

Interlibrary Loan (ILL) is the process of requesting books or articles that the library does not own from other libraries. The Lawrence W. Tyree Library provides this service at no charge. Books are usually received within 4-10 days, depending on the location of the lending library. Photocopies/scans of articles may be received sooner. For assistance, contact the Reference Desk at 352-395-5409, or simply fill out the request form available from the library’s website under Faculty Services.

You may also use the UBorrow service to quickly request materials from the statewide union catalog, which searches all 40 Florida public colleges and universities. When searching in the library catalog, you can expand your search to the union catalog by clicking the UBorrow link above the search results on the right:

You may request any item with the UBorrow icon by clicking it, logging in, and selecting the location to send the item:
Request Materials for Purchase

Instructors may request titles for purchase by the Lawrence. W. Tyree Library. Simply fill out the online Collection Addition Request form located under Faculty Services on our website or contact your library liaison (please see page 16 for a listing of liaisons). Please include all the publication information and let us know how the title will be of value to Santa Fe College. Please note that the library does not generally purchase textbooks.

Classroom Collection

The library has a Classroom Collection with videos in DVD and VHS format, which are searchable through the library catalog. Items from this collection may be requested by faculty members to show in the classroom. These items do not circulate to students, but may be viewed in the library.

Requests for Classroom Collection titles must be made via the online Classroom Collection Request form, allowing 2 days delivery time. Circulating media items may also be requested via this form.

All AV equipment must be checked out through Information Technology Services. You can do so online with their Audio/Visual Services Request form. The library does not check out AV equipment or provide AV support.
Group Study Rooms and Conference Room

The library has group study rooms available for use by SF students, faculty, and staff for educational purposes. These rooms must be reserved up to two weeks in advance through the online room reservation system at sfcollege.libcal.com.

After making a reservation, please go to the second floor Reference Desk to check in.

There are eight small group study rooms that seat 2-4 people and three large group study rooms that seat 5-16 people. A minimum of 2 people for the small study rooms and 5 people for the large study rooms are required to make a reservation.

The library also has a conference/meeting room. This room is available for faculty and staff as scheduling permits and must be reserved by using the conference room online form. The conference room is available to conduct Santa Fe business only.
Technology at the Library

Computers are available for all SF faculty, staff, and students to use. When accessing the Internet, log in with your eStaff log in information (8-digit SF ID number and eStaff password). Please see the Reference Desk if you are unable to log in. All computers run Windows 10, have Internet access, and have the Microsoft Office 2016 suite.

Headphones (including noise-cancelling headphones) may be checked out at the Circulation or Reference Desks.

Printers are available on the first and second floor. To print, use any library computer to send documents to the BW_FollowMe printer (for black and white) or Color_FollowMe printer (for color). Then pay for your documents at the printer/copier. Black and white printing is 10 cents a page, and color printing is 25 cents a page. You may pay using credit cards, $1 or $5 bills, or silver coins.

Scanners are available on the second floor of the library. Scanning is free, and documents may be sent to email, a flash drive, or to Google Drive.

Televisions with DVD/VHS players are on the second floor for video viewing. All group study rooms also have televisions with DVD/VHS players.

Laptops may be checked out from the reference desk to be used within the library.

Wireless Internet is available throughout the library. Connect your device to SFCollege. Log in with your SF ID and eStaff password.

Charging stations for phones are available on all three floors of the library.

Kindle Fires with preloaded eBooks may be checked out at the circulation desk.
Library Catalog

The library catalog is an online resource that allows you to search for items in the library’s collection. To access the library’s catalog, simply go to the library’s website and use the quick search box on the front page or click the Catalog button underneath the photo of the library porch.

In the library catalog, you may search for books, eBooks, videos, streaming videos, journal titles, and other media. Use the Map It button and call numbers to locate the items within the library.

For online resources (such as eBooks or streaming videos), you can log in with your Borrower ID and view the materials online.
Library Databases

The library has access to many databases containing full-text information from journals, newspapers, magazines, and reference sources. To access this information, click the Databases button on the library’s home page.

To log in to the databases, your Borrower ID is your 8-digit SF ID number. Your PIN is the last 4 digits of your SF ID number. If you have trouble logging in, please contact the Reference Desk at 352-395-5409.

The library offers almost 90 databases, covering a variety of topics and resources. Change the All Subjects drop-down to locate relevant databases in your discipline.
Films on Demand provides access to a collection of streaming videos and clips including documentaries, educational films, and instructional videos. Featured producers include PBS, BBC, TED, and HBO. These videos can be embedded directly into Canvas.

Select the **Films on Demand** icon in a Canvas page.

Search for a video and select **Embed**.

There will be a gray box until the Canvas page is saved. Then the video should be visible.

Films on Demand can also be accessed through the **Library Databases**.
Faculty Services

The reference librarians at the Tyree Library are eager to provide assistance to all faculty. Reference librarians serve as liaisons to the various departments and communicate with members of the faculty about services available to them through the library.

In addition, a Faculty Services link is located in the left menu on the library’s website. Clicking this link will open the multi-page guide of services provided to faculty.

The first page of the guide to faculty services lists quick information and forms. Additional pages within the guide include Your Library Liaison, Library Instruction, Embed the Library in Canvas, Reserves, Classroom Collection, Copyright, and Faculty Reading.
Library Liaisons

Your library liaison serves as your specialized librarian and your first point of contact. You can contact your liaison for help, to request materials, to learn more about library instruction sessions, or for any library-related questions you have.

<table>
<thead>
<tr>
<th>Librarian</th>
<th>Liaison Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nance Lempinen-Leedy</td>
<td>• Adult Education&lt;br&gt;• Athletics&lt;br&gt;• Education Programs&lt;br&gt;• High School Dual Enrollment&lt;br&gt;• International Education</td>
</tr>
<tr>
<td>352-395-5256&lt;br&gt;<a href="mailto:nance.lempinen-leedy@sfcollege.edu">nance.lempinen-leedy@sfcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Diana Matthews</td>
<td>• Disabilities Resource Center&lt;br&gt;• English as a Second Language&lt;br&gt;• Fine Arts&lt;br&gt;• Honors Program&lt;br&gt;• Humanities &amp; Foreign Languages&lt;br&gt;• Student Development Instruction&lt;br&gt;• Veterans Affairs</td>
</tr>
<tr>
<td>352-395-5408&lt;br&gt;<a href="mailto:diana.matthews@sfcollege.edu">diana.matthews@sfcollege.edu</a></td>
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</tr>
<tr>
<td>Jenna Miller</td>
<td>• Health Sciences&lt;br&gt;• Information Technology Education&lt;br&gt;• Natural Sciences&lt;br&gt;• Sciences for Health&lt;br&gt;• Zoo Animal Technology</td>
</tr>
<tr>
<td>352-395-5329&lt;br&gt;<a href="mailto:jenna.miller@sfcollege.edu">jenna.miller@sfcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ramona Miller-Ridlon</td>
<td>• English&lt;br&gt;• Social &amp; Behavioral Sciences</td>
</tr>
<tr>
<td>352-381-3637&lt;br&gt;<a href="mailto:ramona.miller-ridlon@sfcollege.edu">ramona.miller-ridlon@sfcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Scott Tarbox</td>
<td>• Advisement&lt;br&gt;• Business Programs&lt;br&gt;• Centers&lt;br&gt;• Construction &amp; Technical Education&lt;br&gt;• Emerging Technologies&lt;br&gt;• Institute of Public Safety&lt;br&gt;• My Brother’s Keeper</td>
</tr>
<tr>
<td>352-395-5233&lt;br&gt;<a href="mailto:scott.tarbox@sfcollege.edu">scott.tarbox@sfcollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Trenita White</td>
<td>• Mathematics</td>
</tr>
<tr>
<td>352-395-5771&lt;br&gt;<a href="mailto:trenita.white@sfcollege.edu">trenita.white@sfcollege.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Library instruction is offered for any class, whether it is online, on campus, or at a Center. Faculty librarians teach library research skills using both online and print resources. These instructional sessions can include how to use the library catalog and library databases to find resources, the distinction between magazines and scholarly/peer-reviewed journals, tips for Internet searching, and resources for citations. All classes are tailored to the research needs of the class.

We offer:

- Library instruction sessions (in Y-130 or at any of the Centers)
- Flipped instruction (where instructional materials are included in Canvas and the library visit allows for hands-on searching for resources)
- Webinars (a live webinar through Adobe Connect that can be recorded)

Request your instruction session using the online Library Instruction request form under Faculty Services from the library’s website. Due to scheduling constraints, requests must be made at least one week in advance. For flipped or online sessions, we require notification a month in advance, in order to create instructional materials.

If your class requires research, we highly recommend that you request a session!
Class Guides

All classes that schedule an instruction session have a class guide created with search strategies, recommended resources, and other important information, including the contact information to reach the librarian(s) assigned to the class. Class guides are listed under **Guides > Class Guides** on the library website.

Example class guide:
Embed a Librarian in Canvas

You can add a librarian to your Canvas class to help answer questions from students! A virtual librarian can do any of the following:

- Answer any questions
- Create and moderate a discussion board for research help
- Create a class-specific instructional module with lessons
- Create a library quiz for students to take

Example library module:

Contact your library liaison or the Reference Desk for more information.
Add Library Content to Canvas

While we are happy to create a customized library module for your assignments or class needs, there are other ways for you to bring library lessons and resources into your Canvas classes. View the Embed the Library Into Canvas page for more detailed information.

Create Reading Lists with Curriculum Builder

In any Canvas module, click Add Item, choose External Tool, and then click Library on Demand: Curriculum Builder. This tool will allow you search the vast repository of eBooks and articles available through the library. Simply click “Add to Reading List” to create a list for your students. You can also add notes, external resources, and organize your lists.

Add Premade Lessons to Create Your Own Library Module

The library provides premade lessons covering a variety of skills and resources that you can click to add to your classes. These lessons are available on Canvas Commons.

In Canvas, click the Commons link on the left navigation panel. Search for uPick Library Module:

Select the lesson you wish to import and choose Import into Course. Lessons will be updated as needed, so visit the Commons to see if any of the lessons you have imported have updates.
Support for Faculty at the Centers

The library serves students, faculty, and staff at the Centers in various ways.

Books and photocopies of journal articles are sent to the reception desk at each Center upon request. Requests can be made online within the library catalog or by phoning Technical Services at 352-395-5414.

To make a request within the catalog, click the **Place a Hold** link for the book you want:

Log in and choose the Center to which you want the book sent:

Instructors may place items on reserve at the Centers. To place items on reserve, please contact the receptionist at the Center.

**Santa Fe College librarians will go to any of the Centers to teach information literacy sessions upon request by the faculty.**
Questions?

2nd floor Reference Desk

352-395-5409

reference@sfcollege.edu