

PARTNERSHIPS

WORKING TOGETHER



Library Instruction

Class

AiFL librarians are experts at all levels of research conducted on our campus. In addition, they are experienced at teaching research skills. Like any learning, research skill building requires project specific, objective and outcome based teaching.

AiFL librarians can help you develop and deliver effective lessons that are assessed according to the national standards for Information Literacy published by the Association of College and Research Libraries (ACRL).

Individual Referrals

One-on-One consultation with a librarian often gives students an edge. This focused assistance can speed up a student's grasp of the information gathering process.

Please follow these two practices whenever you refer a student to a librarian:

1. Tell the student to make an appointment with their Department Librarian.
2. Email or phone your Department Librarian about the Referral

Online

The librarians have created online demonstrations for many of the Library's resources, such as our subscription web resources and how to use the library's catalog. These can be found 24/7 on the library's website.

Library Introduction Visits

A department specific, 5-15 minute introduction to what the library has to offer your students. If you have students who are new to the school or have never been to the library, the pop-in is a quick way to acquaint them with the library.

Collection Recommendation

Visual Materials

We know that locating visual materials to show to your class is challenging! Visual materials that you show to a class must have Public Performance Rights (PPR). We have compiled a **list of vendors**, whose materials come with those rights, on our website.

Textbooks

If you want your textbook in the library, please request a copy to be sent to the library through your department chair.

Print Materials

Is there a must-know-about resource in your industry that you share with your students? Does the library own it? Students actively seek out your recommendations for further investigation, so please be sure to let us know about it, too. If we don't have it, we will do our best to get it.

Library-Syllabi Alignment Project

The librarians, in the interest of supporting student success, have launched an on-going project in which we meet with all faculty, one-on-one, to discuss projects and assignments given to students. Our goal is to ensure that we have materials to support all coursework. In order for this initiative to be successful, we ask for your on-going communication with us. Please notify your department librarian of any changes made to textbook selection, recommending readings, assignments, etc.

COLLECTION & RESOURCES



WHAT DOES THE LIBRARY HAVE?

We offer students, faculty, and staff access to:

Daily Newspapers
Books
Magazines (we have **over 200** titles,
including many industry trade journals!)
CD-ROMS
DVDs (we have over 2000!)
VHS
Slides (we have over 5000!)

Motion CDs
Stock Photography
Stock Footage
Royalty-free music
Reference Materials
Textbook Collection
Subscription Web Resources
Texture library

...and more!

Subscription Web Resources

Our subscription web resources can be accessed 24/7 through our website. You will gain access to general magazine and newspaper articles, marketing and demographic reports as well as industry specific information such as fashion forecasting and building green design to name a few. Usernames and passwords are available at the library and are emailed to all faculty each break when the passwords change. A pdf of the password sheet can also be found on myaicampus.com.

Other Resources

Xerox copiers (color & black & white)
Computer lab with free printing & a scanner
Wireless internet access
Faxing

SEFLIN card
Quiet Study Room
InterLibrary Loan

eNewsletters

An eNewsletter is sent to subscribers announcing selected new items that have recently been added to the Library's collection. To access current issues, simply visit the "What's New" page on our website and click the link of the department in which you are interested.

Want to receive the newsletters in your email inbox? Sign up with your department librarian or via our website.

1600 SE 17th Street * Fort Lauderdale, FL 33316-3000 * (954) 308-2631
Hours Monday – Thursday 7:45am – 9:30 pm * Friday 7:45 am – 8:00 pm * Saturday 11:00 am – 4:00 pm
Website: <http://aifl.library.com>

ACCESS

WE ARE HERE FOR YOU...



Regular hours:

Monday – Thursday : 7:45am – 9:30 pm
Friday : 7:45 am – 8:00 pm
Saturday : 11:00 am – 4:00 pm

Break hours: (March & September breaks and week 3 only of June & December breaks)

Monday – Friday : 10:00 am – 2:00pm

Call us at (954) 308 – 2631

OR...

Text us at (954) 667-9092

OR...

Send us an instant message. Add **libraryaifl** to your contact/buddy list

OR...

If you can't come to the library, visit our website at <http://aiflLibrary.com> or send us an email at aifl_library@aii.edu. Our website connects you to our library catalog, which can be searched remotely, and all of our subscription web resources, and much more.

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SPECIAL SERVICES

WE OFFER MORE THAN JUST BOOKS...



Faculty Reserves

As Instructors at the Art Institute of Fort Lauderdale, you may want your students to have access to materials that supplement your teaching. You may place books, articles, videos, DVDs and lecture notes or handouts in a Faculty Reserve Box with your name on it behind the main desk in the library. These materials may be from the library's collection or may be your own personal copies. Students must present their student IDs in order to use the materials in the library. Students are not allowed to leave the Library with anything from a Faculty Reserve Box. Faculty reserve boxes are established on a quarterly basis.

Interlibrary Loan (ILL)

When you need an item that is not in our collection and cannot be found in another local library, ask for your item to be inter-library loaned. Through the library's inter-library loan networks, items can be borrowed for you from all over the United States. For more information, visit our **InterLibrary Loan** page.

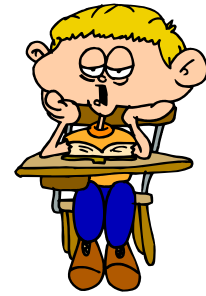
Courier Service

In order to serve faculty who are not able to get to the library, we offer a courier service. Simply call or email us with the titles of the items you want and we will send them to you via Interoffice mail. Look for the teal-colored bag(s) in your faculty box in HW or the Main Building! ***Please allow 48 hours for delivery.***

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RULES & POLICIES

FOR MORE INFORMATION



Tours & Scheduling

We encourage tours to be restricted to the first week of each quarter in order to minimize the impact on students using the library. If you wish to bring your class into the library to conduct research at any point during the quarter, please call ahead to schedule with us. Classes that schedule have priority if more than one class comes to the library in a given time.

General

Please do not bring a class into the Library to:

- Distribute grades
- Meet with students one-on-one during a class period with the rest of the class waiting in the Library
- Meet with a student one-on-one to discuss anything confidential in nature
- Hold office hours because of the issue of the expectation of privacy (there isn't any in the Library)
- Teach. We have to balance the student who is studying with the energy that a class can bring into the library.
- Use the computer lab for a group. Seating is limited.

Checkout Policies

- Student IDs are required in order to check out library materials. If you plan to bring in your class, please be sure to remind them to bring their ID.
- CD-ROMs, DVDs, VHS tapes, magazines can be checked out – 2 each at a time for 1 week
- Six books can be checked out for three weeks.
- Reference, Reserve, and textbook materials may not be checked out. Student IDs are required to use these materials as well.
- Complete Library policies are posted on our website.

Copyright

Not sure what the rules are? Stop by and we will be happy to provide you with a copy of EDMC's copyright guidelines.