

Welcome!

On behalf of Information Technology (IT) and the Libraries, I would like to welcome you to St. Olaf College. I am CIO of Libraries and IT. Together we provide the St. Olaf community with computing, A/V technologies, and library services.

The information below should be helpful as a general orientation. A great deal more information is available on our websites:

IT: stolaf.edu/it/

Libraries: stolaf.edu/library/

Technology Assistance

If you are experiencing computer problems, contact the IT Helpdesk at extension 3830, by emailing helpdesk@stolaf.edu, or filling out a trouble ticket at help.stolaf.edu. During the academic year the Helpdesk is staffed during regular business hours, and Sunday through Thursday evenings. For more information you should refer to Helpdesk web pages at stolaf.edu/it/helpdesk/

Google G Suite

St. Olaf has adopted Google's G Suite for Education for our campus email, calendaring, personal and some departmental storage, mailing lists/aliases, and more. Gmail and the integrated programs can be accessed at gmail.stolaf.edu

Computing Policies

The St. Olaf computing systems and campus network support the academic mission and business functions of the college. As a member of the St. Olaf community, you are expected to know and abide by the campus computing policies, as well as all applicable State and Federal laws that pertain to information technology use. Please familiarize yourself with the campus policies at stolaf.edu/it/policies/

Please be aware that any individual using the St. Olaf College systems and networks from any computer automatically consents to the monitoring of their activities in the course of systems maintenance or security related work and investigations.

Employees should note that all information on St. Olaf servers, St. Olaf contracted cloud servers, desktop computers, or on computer storage medias, including electronic mail, is considered college property. As set forth in the Faculty Handbook, Intellectual Property Ownership statement, faculty "will own the copyrights in works that result from a faculty member's pursuit of traditional teaching, research and scholarly activities, including the creation of books, articles and other literary works..." The full statement on faculty ownership can be found at stolaf.edu/facultyhandbook/intellectual-property-ownership/

Recreational uses of the campus network and Internet by employees is highly discouraged. Individual supervisors may prohibit all forms of recreational computing (personal email, web surfing, Facebook, Instagram, etc.) and all new employees are encouraged to consult with their supervisor regarding individual office policies.

Library Catalog

The St. Olaf Libraries provide a variety of carefully selected resources that mirror the breadth and depth of the undergraduate curriculum. These resources are housed in two branches: Rølvaag Library (the "main" library) and Halvorson Music Library. The libraries subscribe to thousands of print and electronic periodicals, core disciplinary journals, and hundreds of scholarly online databases and archival collections to support academic and curricular research. Additionally, our Special Collections and Archives collections are magnified through our partnership with the Carleton College Library via the Bridge consortium. The consortium offers a joint catalog of over 1.3 million items, including physical and online video and audio recordings and digital resources. You can search through our collection from the library homepage at stolaf.edu/library/

Library Instruction and Research Assistance

The St. Olaf Libraries offer a course-integrated instruction program that teaches students to conduct research in a wide range of disciplines. In a typical academic week, the libraries provide 60 hours of research assistance at the reference desk. The libraries are open 110 hours per week when class is in session, with extended hours late in the semester and during exams. Twenty-six staff and more than 100 students purchase, organize, and provide access to a rich blend of materials and service points.

Teaching Support

St. Olaf supports Moodle as our official course management system. All courses are automatically set up in Moodle; all you have to do is add your content. See stolaf.edu/it/moodle-documentation/

The Digital Scholarship Center at St. Olaf (DiSCO) represents a unique partnership between IT and Library staff, St. Olaf faculty, and students to promote creativity and innovative practice in higher education. The DiSCO offers an active learning classroom, workshops set up with media production and design software, a production lab equipped with large-format and 3D printing, virtual reality equipment, audio and video recording lab, and more.

Computer Skills Development

You can find a great deal of information about software used at St. Olaf through the IT web site (stolaf.edu/it/) St. Olaf also maintains a subscription to lynda.com that you can find at go.stolaf.edu/lynda

Again, welcome to St. Olaf.

Sincerely,

Roberta Lembke