

Faculty Adjunct Library Guide 2006-2007



The David L. Rice Library is located directly across from the LA Building and on the World Wide Web at: <http://www.usi.edu/library/library.asp>

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1. Checkout Policy and Procedures

Adjunct faculty have semester-long loan periods. Once you have your Eagle Access card, please bring it to the library to have your barcode and record entered into the automated-circulation system. Exceptions to the faculty loan periods are as follows: Videos, DVDs and CDs -- 7 days; Popular Reading books -- 3 weeks. You can renew items, place holds on items, and check your library account at: <http://library.usi.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=bbSearch>

2. Putting Course Materials on Reserve

Faculty wishing to place materials on Reserve should notify Debbie Clark, Library Associate, at 812/464-1922 or e-mail dclark@usi.edu one week prior to the beginning of the semester during which the item(s) are to be assigned. Reserve requests also may be completed online through a form available on the Web at: http://www.usi.edu/library/reserve_materials.asp

Copyright law limits the type and number of items that may be duplicated. For clarification of these limits, please refer to "Statement on Copyright Law: Photocopying for Class and Library Reserves" on the Web at: <http://www.usi.edu/library/Copyrightg.asp> or contact Ruth Miller, Library Director, at 812-464-1824 or e-mail rhmill@usi.edu

Reserve materials can be made available in electronic format through Voyager, the online catalog (e-reserves). Call Debbie Clark, at 812/464-1922 or e-mail dclark@usi.edu for details.

Sample student papers may be placed on reserve for a class if you have obtained written permission from the student. The signed permission form should be attached to the paper when it is sent to the library. Sample permission forms are available at the Checkout Desk, or call Debbie Clark at 812/464-1922 or e-mail dclark@usi.edu to have one sent to you.

3. Journal Finder <http://at4rn6hm3f.search.serialssolutions.com/>

Why is this link essential for both students and faculty conducting research? Are you looking for full-text to a particular journal? Are you wondering if an article is full-text in another one of the library's 60+ databases? Click [Journal Finder](#) and enter the title of the journal (not the title of an article) to see which database might have the full-text.

4. Online Subject Help Guides and Research Tips for Students

These Library Web pages provide links to recommended reference material and Web sites, tips on how to find journal articles, evaluate Web sites, cite sources, [FAQ](#), and more. http://www.usi.edu/library/rg_page/rg_page.htm
These documents can be linked directly into your Blackboard site.



5. Library Instructional Services

Basic library research skills need to be learned, practiced and applied. Library instructional sessions providing demonstrations and hands-on opportunities may cover:

- ❖ How to search the Online Catalog for books, videos, reference material and more
- ❖ How to search library databases for articles
- ❖ How to take advantage of Subject Headings and Truncation features when searching
- ❖ How to distinguish between scholarly and popular publications
- ❖ How to evaluate Web sites
- ❖ How to access library databases from off-campus
- ❖ How to get help citing sources

*In order for students to fully benefit from a library instruction session, it is highly recommended that the session be assignment-based. Instructors are required to attend the session with their students and are encouraged to interact with the librarian during the presentation. Please **make your request at least one week in advance** so that the assigned librarian can review the assignment and prepare for the session. No classes will be scheduled the first week of the semester or the last two weeks of the semester.*

To schedule a library instruction session:

Complete the Online Instruction Request Form: <http://www.usi.edu/library/forms/form2.asp>

Within two business days, we will notify you of the date and time of your library instruction session. If you need to reschedule, please contact Susan Metcalf ASAP at 812/465/1277. All library instruction sessions are held in the Library Computer Lab A, Rice Library unless otherwise arranged.

6. Reference Services and Database Access

▪ Research Assistance

A reference librarian is available for consultation most of the hours that the library is open. We invite you to come by the desk, call us, or fill out our online form for e-mail service:

- ❖ Hours <http://www.usi.edu/library/hours.asp>
- ❖ Ask-A-Reference Librarian <http://www.usi.edu/library/reform.asp>
- ❖ Reference Desk 464-1907 or Toll Free at 1-800-246-6173

▪ Databases

USI Faculty have access through the library's Web site to a wide variety of citation and full-text databases and digital book collections. All databases are available in the library; most are accessible from faculty offices and/or home. A select number offer remote access by password.

A subject listing of the majority of databases is listed below. For the complete list of databases, see http://www.usi.edu/library/db_menu/db_menu1.htm

Multidisciplinary

Academic Search Premier
Biography Resource Center
Chicago Tribune 1890-1982
CQ Researcher
NetLibrary (e-books)
NY Times-Historical 1851-2001
ProQuest Research Library
WorldCat

Business

ABI/Inform Complete
Business Source Premier
Hoover's: Company Profiles
Lexis-Nexis™ Academic

Education & Human Services

Education Abstracts
ERIC
Social Work Abstracts

Humanities

Academic Search Premier
America: History and Life
Historical Abstracts
JSTOR
Literature Online
MLA International Bibliography
North America Theatre Online
PLUS
Project Muse
ProQuest Research Library

Nursing & Allied Health

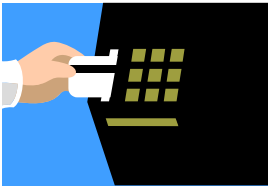
CINAHL with Fulltext
Health Business
Nursing/Academic
MEDLINE
ProQuest Health and Medical
PsycINFO

Science and Technology

ACM Digital Library (computing)
ACS Journals (chemistry)
ASM Journals (microbiology)
BioOne (biology)
Compendex (engineering)
GeoRef (geology)
Safari Tech Books Online (e-books)

Social Sciences

Communication and Mass Media
PsycARTICLES
PsycINFO (automatically searches and links to PsycARTICLES)
Sociological Abstracts
SocIndex with Fulltext
Social Theory



7. How to Charge Printing and Photocopying to your Departmental Account

Photocopying Library Materials

There are photocopiers on each floor of the library, equipped with keypads allowing you to charge copies to your department. Using these requires the 8-digit account number that you obtain from your department. Printing Services has entered most but not all of the total departmental account numbers into this copier. In order to add an account number to this copier, your department chair should submit a request to Printing Services during business hours, Monday-Friday.

Printing from Library Computers

If you wish to print while in the library, an Eagle Access card is necessary. You may use a shared card provided by your department or a personal card. The charges for printing are \$0.10 per page. Money can be added to your personal card either in the library or the Eagle Access office. The library cannot charge this type of printing to any account number.

Printing Microform Materials

The library has two digital scanners. These allow you to scan from the film, save to disk, or print directly to the library's networked printers. While there is no cost for saving to disk, printing requires payment with an Eagle Access card, either a shared card provided by your department/grant administrator, or a personal card. Printing from the scanners cannot be charged to an account.

8. Services for Distance Education (DE) and Off-Campus (OC) Courses

The Library's Distance Learning Web page <http://www.usi.edu/library/distance%20learning.ASP> serves as a convenient portal to many of these resources and services. There, under Services to Faculty, you will find links to five major categories of service, including access to the Library's resources, distance education Web sites, general faculty assistance, library instruction, and reference.

9. New Library Building

- ❖ Two state of the art computer labs
- ❖ 30 group study rooms
- ❖ Reading rooms, soft seating, rocking chairs
- ❖ Natural lighting, floor-to-ceiling windows
- ❖ Starbucks (Public Corridor)
- ❖ Classrooms and Auditorium (lower-level)
- ❖ No food; drinks in approved spill-proof containers only
- ❖ No unaccompanied children under 16

Opened July 2006

