

# The Rice Library Welcomes New USI Faculty

## Faculty Library Guide 2007-2008

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/index.asp>

### CONTENTS

1. Checkout Policies and Procedures
2. Putting Course Materials on Reserve
3. Journal Finder <http://at4rn6hm3f.search.serialssolutions.com/>
4. Online Subject Guides and Research Tips for Students
5. Library Instructional Services
6. Reference Services and Database Access
7. Distance Education (DE) and Off-Campus (OC) Library Services
8. Interlibrary Loan (ILL)
9. Academic Libraries of Indiana Reciprocal Borrowing Program
10. Collection Development
11. Government Documents
12. University Archives and Special Collections
13. How to Charge Printing and Photocopying to your Departmental Account



## 1. Checkout Policies and Procedures

Full-time faculty members have an extended loan period of one year with an expiration date toward the end of the Fall semester. 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 -- 3 weeks.

The due date of library materials is displayed in Voyager, the Catalog. If another patron requests something that you have checked out, the library may "recall" the item. The expectation is that the item will be returned within 3 weeks, the typical checkout period for students.

Should you be unable to locate materials in the library that are listed in Voyager, please inquire at the Reference Desk or the Checkout Counter to have a staff member assist you. If the Catalog indicates that the item is checked out to someone else, you may place a hold or recall on the title. A staff member will notify you when it is available. The maximum wait should be three 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>

For information about checking out available software, see  
<http://www.usi.edu/compctr/hardsoft/software/index.asp>



## 2. Putting Course Materials on Reserve

Faculty wishing to place materials on Reserve should notify Debbie Clark, Library Associate, at 464-1922 or e-mail [dclark@usi.edu](mailto: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](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](mailto:rhmill@usi.edu)

Reserve materials can be made available in electronic format through Voyager, the Catalog. Faculty members are given a username and password, which they must provide to students, so that students may access reserves from a remote location. This practice is encouraged for sample exams and handouts. Full-text articles found in most of the library's databases can also be linked directly through Voyager as electronic reserves (e-reserves), or into Blackboard. To create a durable link to such an online article, accessible by students through Voyager for one semester, please notify Debbie Clark, at 464-1922 or e-mail [dclark@usi.edu](mailto:dclark@usi.edu). The library's license agreement with these databases allows for (durable) linking of information, however, any other materials will have to be evaluated against copyright guidelines before they are approved as appropriate for electronic reserve.

Personally owned copies of books and other materials may be placed on reserve. Arrangements will be made to have these returned to your office at the end of the semester or after the date you indicate to remove them from reserve.

As a service to faculty, the library staff will, upon request, collect reserve-reading material from the library stacks. To do this most effectively, the Checkout staff needs at least 2 days' notice. This gives the staff time to notify you of any selections already checked out, or not on the shelf for some other reason.

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 464-1922 or e-mail [dclark@usi.edu](mailto: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 Guides and Tutorials for Students

This Web page provides links to 150+ subject guides, several research guides, and several library instruction tutorials. These documents can be linked directly into your Blackboard site from <http://www.usi.edu/library/quickstart07.asp>



### 5. Library Instructional Services

**Can your students answer these basic library research questions?**

- How do you search the Catalog to find a book in the library?
- What are Subject Headings and what is Truncation?
- If the article is not full-text in the database you're searching, what can you do?
- Why not simply limit your search to full-text in one database? (*Because: we subscribe to 60+ databases, and in three steps one can determine if the article they need is available full-text in another database (with the link [Journal Finder](#)).*)
- What are the differences between library databases and search engines like Google?

**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 Catalog for books, DVD and other audiovisuals, reference material and more
- How to search library databases for articles
- How to take advantage of Subject Headings and Truncation 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 creating your Works Cited or References page

**In order for students to fully benefit from a library instruction session:**

- It is highly recommended that the session be assignment-based. For information on designing effective library assignments see: <http://www.usi.edu/library/designing.asp>
- Instructors are required to attend the session with their students and are encouraged to interact with the librarian during the presentation. Your presence and participation adds immensely to the effectiveness of the session. If it proves impossible for an instructor to attend, please provide a substitute to accompany your class.
- 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 at: <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

- **Reference Services – 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:

**Reference Desk** 464-1907 or Toll Free at 1-800-246-6173

**Ask-A-Reference Librarian** <http://www.usi.edu/library/reform.asp>

**Hours** <http://www.usi.edu/library/hours.asp>

- **Reference Services - Collection Development**

We welcome faculty suggestions for additions to the reference collection; contact Joanne Artz, Head of User Services, at 465-1056, or [jartz@usi.edu](mailto:jartz@usi.edu).

- **Databases**

As a faculty member, you 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 on library PCs; most are accessible from faculty offices, and most offer remote access using MyUSI login credentials. For the complete list of databases and information on remote access, please see <http://www.usi.edu/library/dbases2/DLRLibraryDatabases.htm>

### Sample list of databases:

#### Multidisciplinary

Academic Search Premier  
Biography Resource Center  
Chicago Tribune 1890-1982  
CQ Researcher  
NetLibrary (e-books)  
NY Times-Historical 1851-2003  
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  
ARTstor  
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 Books Online (e-books for IT professionals)

#### Social Sciences

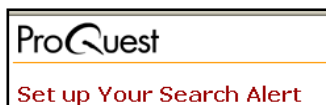
Communication and Mass Media  
PsycARTICLES  
PsycINFO (automatically searches and links to PsycARTICLES)  
Sociological Abstracts  
SocIndex with Fulltext  
Social Theory

- **First Search**



**FirstSearch** is a family of approximately 25 databases. Of particular interest to faculty are ArticleFirst, PapersFirst, Proceedings, and Dissertation Abstracts. **An authorization number and password** will enable you to use FirstSearch from your office or home. **Contact Phil Orr**, Distance Learning Librarian, at 461-5328 or [porr@usi.edu](mailto:porr@usi.edu).

- **Table of Contents Alerting Services through EBSCOhost, ProQuest and several other databases (explore also the ACM, ACS, ASM, BioOne, and Education databases)**



Tables of contents and alerts on established search strategies are available in a number of databases.

In the EBSCOhost databases, users must create a personal account and log in using the "Sign In" link located near the upper right-hand corner of the screen.

In the ProQuest databases, conduct your search and from the search result screen, in the center of the screen, select "Set Up Alert." **Contact Phil Orr**, Distance Learning Librarian, at 461-5328 or [porr@usi.edu](mailto:porr@usi.edu).

## 7. 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.



DAVID L. RICE LIBRARY - UNIVERSITY OF SOUTHERN INDIANA

**InterLibrary Loan (ILL)**

## 8. Interlibrary Loan <http://www.usi.edu/library/ill07.asp>

Rice Library routinely borrows materials from other libraries for USI faculty, staff, and students, a service known as "ILL" or Interlibrary Loan. Materials we borrow include books, theses and dissertations, videos, articles from periodicals, microforms, and book chapters. The library's lenders include libraries and institutions in Indiana, the U.S., and other countries. **Fast Fact:** Rice Library borrowed 1,919 items and loaned 2,209 items during fiscal year 2007.

### Personal ILL account ("ILLiad" account)

Any patron who has a MyUSI account (USI faculty, students, and staff – on campus and off) can create a free, personal ILLiad account, available through the "ILL" link on the library home page. ILLiad allows interlibrary loan users to manage their own ILL account online. In ILLiad, you can:

- Submit ILL requests via the "copy" and "loan" forms.
- Track the status/progress of each request, and cancel if necessary.
- Check the due date of each item, and renew items.
- Re-submit cancelled requests.

### Things to know about ILL

- ILL is for everyone (students, faculty, and staff), including distance education students.
- ILL requests generally take 3-21 days to arrive.
- There is no processing fee, but patrons are occasionally asked to split high lending and copyright fees.
- You will be notified via your USI email account when an item arrives.
- Loan periods are generally 2-4 weeks, decided by lending library.
- You can renew your books through ILLiad.
- Email ([libill@usi.edu](mailto:libill@usi.edu)) or call (#1683) the ILL unit with questions.

For assistance verifying whether Rice Library owns the needed item, contact the Reference Desk (464-1907). More information about ILL, and a link to ILLiad, is available under the "ILL" link at [www.usi.edu/library](http://www.usi.edu/library). ILLiad instructions are available at: [www.usi.edu/library/Documents/ILLiad%20Instructions.pdf](http://www.usi.edu/library/Documents/ILLiad%20Instructions.pdf).

## 9. Academic Libraries of Indiana Reciprocal Borrowing Program

### Introduction

The Academic Libraries of Indiana (ALI) agree to extend in-person borrowing privileges to faculty, staff, and students of member institutions. For more information on ALI services and a list of member libraries, see [http://ali.bsu.edu/about\\_ali.html](http://ali.bsu.edu/about_ali.html). To participate, the borrower needs a signed ALI Borrowers Card from the home institution library, campus identification, and a photo ID with a current address, such as a driver's license. The ALI Borrowers card grants privileges for up to one year, expiring on or before June 30<sup>th</sup>.

### Eligibility: Faculty, Staff, Students

Currently employed faculty and staff and currently enrolled students in good standing may be granted borrowing privileges at participating libraries by obtaining a signed ALI Borrowers Card from the home library (i.e. Rice Library). The library has final authority to issue or deny this privilege and determines the expiration date on the ALI Borrowers Card. Debbie Clark, Dave O'Grady, or Ruth Miller, who issue the ALI Borrowers Card, will verify eligibility and make certain that the borrower's home library account is not delinquent.

### Materials Available for Onsite Loan

Borrowing privileges are determined by each lending (host) library which may provide shorter or different loan periods from those available at the individual's home library. Other restrictions may also apply. Some library materials such as periodicals, videos and other media, reference works, archival and special collections, and books on course reserve may not be available for loan.

## **Borrower Responsibilities**

Borrowers are subject to the rules and regulations of the lending library and are responsible for knowing and observing these rules. Borrowers must present the lending library with a valid, current ALI Borrowers Card issued by the home institution, campus identification, and a photo ID with a current address. Some lending libraries may issue an additional borrowers card. Borrowers are responsible for the safe and timely return of materials to the lending library. Borrowers may return items via their home institution's INCOLSA Wheels service, but they are responsible for any overdue charges incurred. Borrowers are responsible for all financial obligations incurred at the lending library. Failure to receive notification does not absolve borrowers of library obligations. Borrowers are responsible for supplying a current mailing address to the lending library.

## **Loan Periods, Recalls, Penalties**

The lending library's regulations related to loan periods, renewal and recall procedures, and fines apply to all loans. Borrowers should report lost or damaged materials to the library from which the item was borrowed. Borrowers are responsible for paying any fines, lost/damaged book charges or processing charges incurred. Checkout privileges may be withdrawn if borrowed materials are not returned by the due date or if library fines and charges are not paid.

Borrowing from another institution is a privilege and not a right. Failure to comply with the loan policies of the lending institution may result in a penalty appropriate to the non-compliance. Problems that cannot be resolved simply between the borrower and the lending library will be referred to the home library. In issuing an ALI Borrowers Card, the home library assumes ultimate responsibility for lost or damaged materials. Revision of this policy may be considered at any time, but at least initially, the policy will have an annual review by the ALI Executive Committee or a group they select for that purpose.

## **10. Collection Development**

### **Collection Development, Library Liaison Contacts and Purchase Request Forms**

Collection Development in the David L. Rice Library provides for the selection and acquisition of the library's materials. The major focus of Collection Development is the selection of materials to support campus instructional needs. This is a shared responsibility of librarians and faculty with each college having a liaison librarian to work with faculty and recommend resources:

Business	Dianne Grayson, 464-1905 or e-mail <a href="mailto:dgrayson@usi.edu">dgrayson@usi.edu</a>
Education	Margie Ruppel, 464-1638 or e-mail <a href="mailto:mdruppel@usi.edu">mdruppel@usi.edu</a>
Engineering	Martha Niemeier, 464-1834, or e-mail <a href="mailto:mniemeier@usi.edu">mniemeier@usi.edu</a>
Human Services	Peter Whiting, 465-1280 or e-mail <a href="mailto:pwhiting@usi.edu">pwhiting@usi.edu</a>
Liberal Arts-Humanities	Susan Metcalf, 465-1277 or e-mail <a href="mailto:smetcalf@usi.edu">smetcalf@usi.edu</a>
Liberal Arts-Social Sciences	Phil Orr, 461-5328, or e-mail <a href="mailto:porr@usi.edu">porr@usi.edu</a>
Nursing / Health Professions	Joanne Artz, 465-1056 or e-mail <a href="mailto:jartz@usi.edu">jartz@usi.edu</a>
Science	Ruth Miller, 464-1824 or e-mail <a href="mailto:rhmillier@usi.edu">rhmillier@usi.edu</a>

Other areas of the collection receive attention as well.

Current Topics & General Topics	Mona Meyer, 464-1920 or e-mail <a href="mailto:mmeyer@usi.edu">mmeyer@usi.edu</a>
Reference	Joanne Artz, 465-1056 or e-mail <a href="mailto:jartz@usi.edu">jartz@usi.edu</a>

Martha Niemeier, Collection Development Librarian, coordinates and supports the work of the liaisons. Please check your department's internal procedures for making book and journal purchase recommendations, whether through the Chair, a committee, or otherwise. Requests are sent initially to the library liaison. After review by the Collection Development Librarian, orders are submitted to Acquisitions for further action. An online purchase request form is available on the Web at: [http://www.usi.edu/library/purchase\\_request.asp](http://www.usi.edu/library/purchase_request.asp) or you may call or e-mail the college's liaison to obtain print forms (an example of the print form is included in your folder).

## **11. Government Documents**

The Government Printing Office (GPO) is the world's largest printer and distributor of U.S. government information. Examples of government documents are the *Budget of the United States Government*, Census data, U.S. Geological Survey maps, *Uniform Crime Reports*, *Country Commercial Guides*, *Nation's Report Card*, colorful brochures and guides from the National Park Service, zip code directories, congressional hearings, and OSHA regulations. Through the Federal Depository Library

Program (FDLP), these publications, along with many others, are made available to the public. Depository libraries may be full (receiving all government documents) or selective; our library has been a selective depository since 1969. We select 44% of the categories of available documents. Although our collection is accessible to the general public, our selections most closely match the needs of our faculty and students. New categories may be selected once a year; if there is an agency whose materials you think we need but do not currently receive, please notify Mona Meyer, Government Documents Technical Services Librarian, ext. 1920 or e-mail [mmeyer@usi.edu](mailto:mmeyer@usi.edu), and she will see about adding it at the appropriate time.

Government documents may be found throughout the library's collections. Documents housed on the first floor at the end of the Reference Collection include Census and Commerce publications in Gov Doc Reference, and various other agency publications including USGS items, in Gov Doc Circulating. Documents in microform and CD will be found in the Audiovisual Materials area on the first floor. Other government documents are incorporated into the General Collection, Pamphlet File, Periodicals, Reference, and Maps. To determine if we have a specific government document and where it is housed in the library, consult Voyager, our Catalog. This is available on the library's home page at <http://www.usi.edu/library/index.asp>. Click on **Catalog**.

In addition to being housed in different locations, government documents come in different formats – paper, microfiche, CD-ROM, or electronic via the Internet. Some titles are available in 2 formats simultaneously – i.e., in addition to being available on the Internet, the library may receive a tangible copy. In these instances, there is often a hot link on the catalog record to the electronic version. An increasing number of documents are being “distributed” in electronic format only.

Documents not integrated into the larger collections are arranged by the issuing department or agency. The classification system used is known as the Superintendent of Documents Classification System (usually referred to as SuDoc). For a fuller explanation of SuDoc classification, see <http://www.usi.edu/library/index.asp> and click on E-Resources, then Government Documents.

## **12. Special Collections and University Archives**

Located on the third floor of the David L. Rice Library, the collection consists of personal papers and business, organizational, and governmental records including diaries and journals, correspondence, literary manuscripts, art work, account books, minutes of business firms and organizations, scrapbooks and newsletters, historic and geological maps, photographs and memorabilia. The hours of Special Collections and University Archives are Monday-Friday, 8 a.m. to 12 p.m. and 1 p.m. to 4:30 p.m.

### **Regional History**

A collection of past and present materials of Indiana, Kentucky, and Illinois which include books, photographs, newspaper clippings, oral history interviews, newsletters and several USI student papers.

### **Communal Studies**

The Communal Studies Collection is a clearinghouse for information on historic and contemporary intentional communities. The purpose of the collection is to encourage and facilitate scholarship, research, preservation, and public awareness of past and present communal societies. The collection includes primary and secondary materials on many historic and contemporary communities.

### **University Archives**

The archives of the University of Southern Indiana contain the official files, records, and documents produced by the University's offices, faculty, staff, and students.

### **Rare Books**

The collection consists of children's fiction and school texts, geology and natural history, the history of the Jewish people, movies and film. Dating back to 1603, these books are first editions, signed by the author or of special interest to this region.

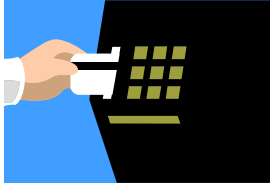
### **Oral History**

These oral history interviews with local citizens, civic and professional leaders, and business men and women discuss their lives and give personal insights into the community's history. Included is German heritage, Black history, labor history, and World War II remembrances.

## Additional Collections

Black History  
Blair Photograph Collection  
Fragile Harmony Collection  
Indiana Labor History

John Waring Doane Photograph Collection  
Local Business History  
Local Government  
Mueller Photograph Collection



## 13. 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 13-digit account number that you obtain from your department. Printing Services has entered most but not all of the total departmental account numbers into the system. In order to have an account number added, 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 save to disk, thumb drive or CD, email, 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.

### Interlibrary Loan

If you request an item via Interlibrary Loan that the library already has, the item will only be copied and sent to you if your 13-digit departmental account number is supplied.

### Course Reserves

If you request that an item be placed on reserve but do not supply the item to the library, your department will be charged the cost of copying the item.