

Rice Library Welcomes New USI Faculty

Faculty Library Guide 2010-2011

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>.

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1. Research Assistance / Government Publications



Research Assistance

The library's reference librarians provide reference and instruction in support of the curricula and other information needs of USI students, faculty, and staff. Combining the resources of a traditional print reference collection, online reference works, and over 60 databases, we offer one-on-one help with immediate information needs as well as long-term faculty research.

As your students' research advocates, we help them develop lifelong information fluency skills. One of our major goals is to enable successful navigation of increasingly complex information sources. We assist with:

- Topic choice and search strategies
- Identifying and accessing books and articles, using the catalog and databases
- Understanding the different attributes and purposes of scholarly and popular information
- Making good web site choices
- Proper citation of materials

We encourage incorporation of print and online reference materials in assignments requiring outside sources. Either stand-alone searchable encyclopedias, or searchable collections of individual book titles, these include:

- Hundreds of subject specific encyclopedias in print format
- *CREDO Reference* (over 450 digitized reference titles)
- *Encyclopedia of Social Work* online
- *Social Issues in America* online
- *Encyclopedia of Health Services Research*
- *Literature Online (LION* - offers eight literary reference titles)and many more!

We welcome faculty suggestions for additions to the reference collections; to do this or just get more information about our resources and services, contact Joanne Artz, Head of User Services, at 465-1056, or e-mail jartz@usi.edu. You can also call the Reference Desk, (812-464-1907; 1-800-246-6173), or [e-mail \(libref@usi.edu\)](mailto:libref@usi.edu) We're hoping to hear from you!

Government Publications

Through participation in the Federal Depository Library Program, the library supplements its research materials with U.S. government publications in print and electronic format, chosen to match the needs of faculty and students. These publications or their partner Web sites are often the best sources for research statistics. Representative items include *Statistical Abstract of the U.S.*, *Budget of the United States Government*, *Uniform Crime Reports*, *Country Commercial Guides*, Census data, U.S.G.S. publications and maps, Congressional hearings, Defense Department histories, and Surgeon Generals' reports.

While most new titles are now in the library's General Collection, many are in Reference or Maps; Census and Commerce publications are in Gov Doc Reference, and older items from other agencies and the USGS are in Gov Doc Circulating. Documents in microform or CD are located in Audiovisual Materials. Most titles are listed in the catalog, with any online links included in the catalog record. We encourage faculty to consider inclusion of government publications in sources required for student work; the reference librarians are able to help make specific recommendations. New categories of federal publications may be selected once a year; if there are agency publications you would like to use but that we do not currently receive, please contact Mona Meyer, Government Documents Technical Services Librarian, 464-1920, or mmeyer@usi.edu.



2. Databases, E-Books, and Journals

Faculty have access through the library's Web site to a wide variety of citation and full-text databases, journal collections, and digital book collections. All are available on library PCs; most are accessible from faculty offices, and most offer remote access using MyUSI login credentials. These resources are available through the library's Databases page, <http://www.usi.edu/library/dbases2/DLRLibraryDatabases.asp>, and include:

- ❖ Multidisciplinary/Newspapers: Academic Search Premier; Biography Resource Center; Chicago Tribune 1849-1987; CQ Researcher; New York Times Historical 1851-2006; ProQuest Research Library; Facts on File; Newspaper Source
- ❖ Arts/Humanities/History: America: History and Life; ARTstor; Historical Abstracts; JSTOR; Literature Online; MLA International Bibliography; North American Theatre Online; Project Muse; LitFinder; Contemporary Authors
- ❖ Business: ABI/Inform Complete; ABI Inform Trade and Industry; Business Source Premier; Hoover's Company Records; Lexis-Nexis Academic; Regional Business News; Value Line; Small Business Resource Center
- ❖ Education/Human Services: Education Full-Text; ERIC; Social Work Abstracts; Professional Development Collection; SPORTDiscus with Full-Text; Encyclopedia of Social Work; Testing and Education Reference Center
- ❖ Social Sciences: Communication and Mass Media; Criminal Justice Abstracts and Full Text; PsycARTICLES; PsycINFO; Socindex with Full-Text ; Social Theory; International Encyclopedia of Social Sciences
- ❖ Nursing/Allied Health: CINAHL; Health Business; Health Source: Nursing/Academic; MEDLINE, ProQuest Health and Medical; PubMed Central; Medical Evidence Matters; Encyclopedia of Health Services Research

- ❖ Science/Engineering/Tech: American Chemical Society Journals; Bentham Open Access journal collection; BioOne; Compendex; GeoRef; GeoScience World; Sci-Finder

Other database services

- ❖ INSPIRE, Indiana’s virtual library, is freely-accessible to all Indiana residents at www.inspire.in.gov
- ❖ **DIALOG**, with over 600 databases, provides access to thousands of authoritative business, scientific, intellectual property, and technical publications. Faculty favorites are SciSearch and Social SciSearch.
For password, contact Joanne Artz, 465-1056, or jartz@usi.edu.

Another superior research tool is **WorldCat**, a worldwide library catalog of books and other materials (e.g., maps, proceedings, manuscripts, musical scores, archival newspapers, audiovisual materials.) Want to know if a research trip to another library would be fruitful? WorldCat can be used to find out if books or journals are held elsewhere. WorldCat is accessible through the Databases A-Z page.

E-Books (titles are listed in the catalog, and accessible through collection name on Databases A-Z page)

- ❖ **NetLibrary** over 3075 e-books across the curriculum
- ❖ **CREDO Reference** over 450 general and subject encyclopedias, dictionaries, handbooks, guides, almanacs
- ❖ **Safari Books Online** over 3100 interactive technology, business, and management titles
Over, please

While the library’s journal holdings are primarily electronic (over 32,000 titles offered in databases and online collections), current and back issues of print subscriptions are located in Periodicals on the 2nd floor, while many titles are showcased in the Browsing Periodicals area on the 1st floor. In the same area are the newspapers.

Some Browsing Periodical Titles

American Cinematographer	Forbes
American Scholar	Harvard Business Review
Archaeology	Magazine of History
Business Week	Nature
Christianity Today	New England Journal of Medicine
Consumer Reports	New Republic
CQ Weekly	Utne Reader

Newspapers

Barron's	Le Monde
Chicago Tribune	National Law Journal
Chronicle of Higher Education	New York Times
Evansville Courier and Press	Wall Street Journal
Indianapolis Star	Washington Post

Journal Finder is the tool used to determine if the library subscribes to particular journals, either electronically, or in print. The link to Journal Finder, <http://at4rn6hm3f.search.serialssolutions.com/>, is available through the library's front page, or through the Databases page. You can search by specific journal title, browse through all titles alphabetically, or browse by subject area. Click on the database name representing the holdings you need to access and link to specific date, volume, and issue.

Is the journal you need available full-text?

Enter **Journal Title** below (Example: Newsweek). **Do not** enter journal **article titles**.

[0-9](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Title begins with

-- Please select a subject category --

1 record retrieved for the search: Title begins with "Chronicle of Higher Education"

Chronicle of higher education (0009-5982)

from 01/06/1988 to 1 month ago in [ProQuest Research Library](#)
from 09/01/1997 to present in [LexisNexis Academic](#)
from 01/08/1999 to 1 month ago in [MasterFILE Premier](#)
from 01/08/1999 to 1 month ago in [Professional Development Collection](#)
from 01/08/1999 to 2 months ago in [Academic Search Premier](#)
from 01/05/2001 to 1 month ago in [Education Full Text](#)
from 08/01/2004 to present in [Rice Library \[microform or print holdings\]](#)

3. Borrowing from Other Libraries



Rice Library borrows materials from other libraries for USI faculty, staff, and currently-enrolled students, a service known as Interlibrary Loan (ILL). Materials we borrow include books, DVDs, CDs, theses, dissertations, articles from periodicals, microforms, and book chapters. The library's lenders include libraries and institutions in Indiana, the U.S., Canada, and other countries.

Fast Fact: Rice Library borrowed 4,259 items and loaned 2,919 last year through ILL.

Your Personal ILL Account (ILLiad Account)

Go to <http://lib-illiad.usi.edu/illiad/logon.html> to set up your free, personal ILL account, using the library's ILLiad software. After you create your account, you can submit ILL requests; check ILL due dates; request renewals; pick up requested PDF articles; and see your ILL request history.

Points to Remember about ILL

- ILL requests generally take 3-21 days to arrive.
- You will be notified via your USI email account when an item arrives.
- Loan periods are generally 2-4 weeks, decided by the lending library.
- You can request a renewal through ILLiad.
- Most transactions are no-cost, but faculty will be asked to pay upfront for any charges imposed by the lending library.

Campus Express

This service delivers requested ILL materials to university-wide offices via campus mail. Items are delivered within 2 days of their arrival at Rice Library to the campus mailbox. Faculty can return materials via campus mail or at the Library Checkout counter. Faculty interested in this service should contact Brad Reel at bnreel@usi.edu to fill out a sign-up form or for more information.

OpenURL Linking

Open URL linking allows users to have ILL request forms automatically populated with the necessary information. Follow these quick steps in *WorldCat* and the Library's research databases to have the ILL request forms automatically filled out for you. In a *WorldCat* record, click on "Request Interlibrary Loan." In any research database, click on "Article Linker/Check for Availability." If Rice Library does not subscribe to the needed journal ("no holdings found"), click on "Interlibrary Loan." Feel free to contact Brad Reel, Interlibrary Loan Librarian, for a demonstration of OpenURL Linking: bnreel@usi.edu or (812)465-1638.

Questions about ILL?

- Go to <http://www.usi.edu/library/ill07.asp> for policies and procedures.
- View an Interlibrary Loan tutorial at http://www.usi.edu/library/documents/Interlibrary_Loan_Tutorial.wmv
- Contact Interlibrary Loan: libill@usi.edu, (812) 465-1683.

Academic Libraries of Indiana (ALI) Reciprocal Borrowing Program

In-person borrowing privileges are available for USI faculty, staff, and students at other Indiana academic libraries through the Academic Libraries of Indiana (ALI) Reciprocal Borrowing Program. To participate, the borrower needs a signed ALI Borrowers Card from the home library, campus identification, and a photo ID with a current address, such as a driver's license. Inquire at the Checkout Desk, 1st floor. For a list of participating libraries, see <http://ali.bsu.edu/members.html>

4. University Archives and Special Collections

The University Archives and Special Collections (UASC), located on the third floor of Rice Library, features five areas of collections: University Archives, Special Collections and Rare Books, Regional History, Communal Studies, and the Rice Library Digital Collections.



- **University Archives** contains university records and materials related to the development and growth of USI.
- **Special Collections & Rare Books** consists of personal collections, family papers, local government documents, and photographs, as well as rare books from the 18th and 19th centuries.
- **Regional History** focuses on publications about Indiana and the tri-state area's local history, including local authors. The Archives has over 600 oral histories from members of the community with a range of topics and interests.
- The **Communal Studies Collection** reflects the interest of the research conducted by the Center for Communal Studies. The collection has materials, publications, photographs, and general information on intentional communities around the world.
- The **Rice Library Digital Collections** has two primary galleries. The Rice Library Image Collection has photographs and documents from Evansville and the surrounding area, including Hew Harmony, from the late 1800s to the present. The Communal Studies Image Collection consists of images from intentional communities across the United States spanning 40 years. To access the Rice Library Digital Collections visit the website at http://www.usi.edu/library/Rice_Library_Image_Collections.asp

For more about the collections held by the University Archives & Special collections visit our website at <http://www.usi.edu/library/archives.asp>

5. Distance Education and Off-Campus Support



The mission of Rice Library's Distance Learning services is to provide resources and services to students and faculty involved in the university's distance education (DE) and off-campus (OC) courses and programs. The goal is that these resources and services be provided as fully and equitably to the student or faculty member learning or teaching online or from a remote location as to those on campus.

The library's Distance Learning web page serves as a convenient portal to many of these resources and services. To access this page from the library's home page (www.usi.edu/library/index.asp), click on **Distance Learning**. There, under **Services to Faculty**, you will find links to six major categories of service, including access to the library's resources, distance education Web sites, general faculty assistance, interlibrary loan, library instruction, and reference. Each of these is briefly described below.

- **Access Library's Resources** – Here DE and OC faculty members can find quick links to searching for and establishing course reserves for their classes. Links to the library's electronic databases as well as its electronic book collections are also available. Finally, this section provides access to an alphabetical title listing of electronic journals available through USI (Journal Finder) as well as a link to the library's catalog.
- **Distance Education Web sites** – This link provides an easily-accessed directory of Web sites devoted to distance education issues within Indiana as well as nationally and internationally.
- **Faculty Services** – Here you will find several links to information important to all faculty members. Among the topics of particular interest to DE and OC faculty are copyright information, collection development policies, interlibrary loan and reserve request forms, and purchase recommendation forms. The latter might include the recommendation of electronic books that would be easily accessible to DE and OC students. To discuss the selection of these resources contact the Distance Learning Librarian (812/461-5328).
- **Interlibrary Loan** – Here you will find information concerning Rice Library's Interlibrary Loan Services which seeks to borrow from other libraries resources not owned by the library on behalf of students and faculty. The link takes you to a page which, among other things, describes the service, details its policies and guidelines, presents an online tutorial for creating a personal ILLiad (interlibrary loan) account, and provides a link to the ILLiad login screen.
- **Library Instruction** – Although providing library instruction in an online or off-campus teaching environment may present some challenges, it should not be

impossible. Here you will find links to requesting this service for your class. A consultation with the Instructional Services Librarian (812/465-1277) and/or Distance Learning Librarian (812/461-5328) is recommended if this is the first time library instruction has been requested for a class.

- **Reference** – Reference services for the DE or OC faculty member are provided in a variety of ways, and this page provides links to several of these. Reference questions may be submitted to the Library staff by:
 - Telephone (812/465-1907); Toll Free (1-800-246-6173)
 - Fax (812/465-1693)
 - Email through the **“Need Help? Ask-a-Librarian. Email”** Quick Link or the **“Contact Us”** link available on most of the library’s Web pages

Finally, the Distance Learning Librarian (812/461-5328) is available to consult with faculty members in the design of their distance education course or the incorporation of library instruction and resources.

6. Instructional Services, LibGuides, and Online Tutorials

Library Instructional Services



What can students learn in library sessions?

- Effective library catalog and database searching techniques
- Evaluation of websites and other resources
- Differences between scholarly and popular publications
- Broad v. narrow keywords
- How to convert research questions into manageable concepts
- Interlibrary loan
- Differences between library databases and the “free Web” or Google
- Proper way to cite sources using the appropriate style

We try to tailor all library sessions to the needs of each individual class. Feel free to email the library instructor ahead of time about your class’ specific research/information needs.

Scheduling Library Instruction:

- Complete the online Request for Library Instruction at <http://www.usi.edu/library/forms/form2.asp>.
- Please schedule library sessions at least two weeks in advance.
- Faculty must accompany their students to the class session.
- For more information on Instructional Services, go to <http://www.usi.edu/library/libinstruc07.asp>.

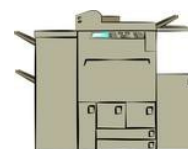
LibGuides

Rice Library offers over 180 LibGuides. These online research guides, utilizing sources including videos, tutorials, RSS feeds, and podcasts, offer users numerous ways to learn about conducting scholarly research. LibGuides also includes subject-specific guidance providing lists and online links to a variety of resources that focus on a particular topic. To learn more about LibGuides watch this short online tutorial at <http://www.usi.edu/library/documents/LibGuides.wmv> and visit the LibGuides homepage at <http://usi.libguides.com/>

Online Tutorials

Rice Library has over 28 online tutorials consisting of short videos discussing a variety of topics. From evaluating websites to printing and photocopying, these videos offer students and faculty a quick and easy way of navigating the library and conducting research. Tutorials can be viewed through LibGuides at <http://usi.libguides.com/cat.php?cid=17793> or through the DavidLRiceLibrary's YouTube Channel at <http://www.youtube.com/user/DavidLRiceLibrary>

7. Library Logistics (Reserves, Checkout, and Printing)



Reserves

If you would like to place materials on reserve you should contact Debbie Clark, Circulation Manager, at 464-1922 or email dclark@usi.edu, one week prior to the beginning of the semester during which the item(s) are to be assigned. Reserve requests may also be completed online through a form available at http://www.usi.edu/library/forms/reserve_materials.asp.

Copyright laws limit the type and number of items that may be duplicated. For clarification of these limits please refer to the Copyright Guidelines at http://www.usi.edu/library/Fac_serv/copyright07.asp. For more information on Copyright and Fair Use, please refer to the applicable LibGuide at <http://usi.libguides.com/copyrightandfairuse>.

Reserve materials can be made available in electronic format through Voyager, the library catalog. Most full text articles found in library databases, personally owned copies of books and other materials, sample student papers, and library-owned books can be put on reserve. Contact Debbie Clark (dclark@usi.edu or 464-1922) with any questions you have about putting items on reserve.

Checkout

Full-time faculty members have an extended, semester-long loan period with an expiration date toward the end of the next semester. Adjunct faculty have semester-long borrowing periods. Please bring your Eagle Access ID card to the library to have your barcode entered into the system.

Exceptions to the faculty loan periods are as follows: Videos, DVDs, and CDs—7 days; Popular reading—3 weeks.

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 in 3 weeks.

Renew, place holds, and check your library account by clicking the My Library Account tab on the library's online catalog.

Printing and Photocopying

To print from a library computer: You must have your Eagle Access card or a shared department card to print at the library. Print deductions will be taken only from your FLEX account. Money can be added to your card's FLEX account in the library or the Eagle Access office. Printing from library computers cannot be charged to any account number. Black and white printing is \$0.10 per page while color printing is \$.25 per page.

Photocopying: There are photocopiers on each floor of the library equipped with keypads which allow you to charge copies to your department. Using these keypads requires the 13-digit account number that you obtain from your department.

Printing Microform Materials: The library has two microform reader-scanners which allow you to print, email, or save the items. You may choose to print the items in the library or email them to yourself and print them in your office. Printing in the library requires an Eagle Access card (see above.)

8. Collection Development



Collection development at David L. Rice Library provides for the selection and acquisition of the library's materials. Collection development focuses on the instructional needs of faculty. The responsibility for developing the library's collection is shared between faculty and librarians. Each college has a liaison librarian to work with faculty.

Business	Dianne Grayson, 464-1905 or e-mail dgrayson@usi.edu
Education, Social Work	Peter Whiting, 465-1280 or e-mail pwhiting@usi.edu
Engineering	Brad Reel, 465-1638 or e-mail bnreel@usi.edu
Liberal Arts-Humanities	Jennifer Greene, 464-1832 or e-mail jagreene@usi.edu
Liberal Arts-Social Sciences	Phil Orr, 461-5328, or e-mail porr@usi.edu
Nursing and Allied Health	Joanne Artz, 465-1056 or e-mail jartz@usi.edu
Science	Ruth Miller, 464-1824 or e-mail rhmillier@usi.edu

Other areas of the collection receive attention as well.

Current Topics & General Topics	Mona Meyer, 464-1920 or e-mail mmeyer@usi.edu
Reference	Joanne Artz, 465-1056 or e-mail jartz@usi.edu

Collection Development Librarian Martha Niemeier, 464-1824 or e-mail mniemeier@usi.edu

Martha Niemeier coordinates and supports the work of the liaisons. Please check your department's internal procedures for making book and journal purchase recommendations. Library liaisons will work to familiarize you with the process of submitting purchase requests.