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New Faculty Orientation Handbooks

Outreach

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Fall 8-4-2016

### 2016 New Faculty Orientation Handbook

Robert M. Lindsey

*Pittsburg State University*, [rlindsey@pittstate.edu](mailto:rlindsey@pittstate.edu)

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**PSU Library Services**

**Axe Library &  
Kansas Technology Center Library**

**Services  
And  
Collections**

**New Faculty  
Orientation**

**Fall 2016**



Pittsburg State University  
Library Services/Leonard H. Axe Library  
1701 S. Broadway, Pittsburg, KS 66762

4 August 2016

Dear Faculty:

On behalf of the Library Services faculty and staff, I want to welcome each of you to Pittsburg State University. It is a goal of Library Services to help make your teaching and research experiences at Pittsburg State as rewarding and successful as possible. We look forward to working with you in the days and years ahead.

Library Services, whether in Leonard H. Axe Library, or the Kansas Technology Center Library, is committed to providing innovative and learner-centered environments that will help our students to be successful, support the research and information needs of our campus and community library users, and enhance the overall University experience. We offer one-on-one research assistance; online reference services; remote access to our databases, e-books, and digital archives; web-based research guides; and instructional programs to support any course the University offers. Recent Library innovations include the implementation of our new online catalog; staff to support and assist with OER course content; collaborations with various faculty members on digital humanities projects; and the implementation of Digital Commons, a new institutional repository for digitized academic, scholarly, and creative materials produced by Pittsburg State faculty, staff, and students, that will give your scholarship a world-wide audience.

Library Services is also home to the Student Success Center, the Writing Center, the Gorilla Geeks help desk, and the food and beverage services provided by Sodexo at the Axe Grind coffee shop. The Library provides free access to touch-screen scanning; large screen monitors located at collaboration work stations; online reservations for group-study and collaborative rooms; interactive projection technology; and many other services.

Five additional group-study and collaboration rooms were added to Axe Library this summer that include new spaces and equipment for audio and video recording, green-screen filming, and other media production and editing projects.

We invite you to make use of Library Services and we wish for you a successful academic year.

Sincerely yours,

Randy Roberts  
Dean of Library Services  
[reroberts@pittstate.edu](mailto:reroberts@pittstate.edu)  
620-235-4878

## DEAN'S OFFICE

### CONTACT

**Randy Roberts, Dean of Library Services 235-4878** [reroberts@pittstate.edu](mailto:reroberts@pittstate.edu)  
**Betty Geier, Administrative Assistant 235-4879** [bgeier@pittstate.edu](mailto:bgeier@pittstate.edu)

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## Library Liaisons and Contacts

### Department

Accounting  
Art  
Automotive Technology  
Biology  
Chemistry  
Communication  
Computer Information Systems  
Teaching and Leadership  
Economics, Finance, and Banking  
Engineering Technology  
English  
Family and Consumer Sciences  
Graphics and Imaging Technologies  
Health, Human Performance and Recreation  
History, Philosophy, and Social Sciences  
Management and Marketing  
Mathematics and Physics  
Military Science  
Modern Languages and Literature  
Music  
Nursing  
Psychology and Counseling  
Physics  
School of Construction  
Technology and Workforce Learning

### Liaison

Susan Schreiner sschreiner@pittstate.edu  
Lindsey Taggart ltaggart@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Barbara Pope bpope@pittstate.edu  
Susan Johns-Smith sjohnssmith@pittstate.edu  
Lindsey Taggart ltaggart@pittstate.edu  
Susan Johns-Smith sjohnssmith@pittstate.edu  
Jorge Leon jleon@pittstate.edu  
Susan Schreiner sschreiner@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Morgan McCune mmccune@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Jorge Leon jleon@pittstate.edu  
Steve Cox scox@pittstate.edu  
Susan Schreiner sschreiner@pittstate.edu  
Susan Johns-Smith sjohnssmith@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Morgan McCune mmccune@pittstate.edu  
Susan Johns-Smith sjohnssmith@pittstate.edu  
Barbara Pope bpope@pittstate.edu  
Jorge Leon jleon@pittstate.edu  
Susan Johns-Smith sjohnssmith@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu  
Robert Lindsey rlindsey@pittstate.edu

## REFERENCE SERVICES

The **Reference Department 235-4894** is your first stop when you or your students have a question about any of the collections or services in the Library. Reference also provides referral to other Library or University departments, and outside resources.

A small Reference Collection is located on the first floor, with the majority of the reference works located in the stacks with other books on the topic. There are many online collections of reference works which can be access by using the *Databases A-Z* link from the homepage.

## LIBRARY INSTRUCTION SERVICES

**Library Instruction** classes help students become comfortable and proficient in finding, selecting, and using many kinds of resources. Instruction can be given anytime your class meets including weekends and evenings.

### CONTACT

**Robert Lindsey, Library Instruction Coordinator 235-4887** [rlindsey@pittstate.edu](mailto:rlindsey@pittstate.edu)

SCHEDULING OF INSTRUCTION with two weeks in advance allows for creating exercises and handouts for the class. The Axe classroom schedule is online.

## LEARNING OUTREACH

**The Learning Outreach Department** works with academic departments and campus partners to publicize and implement programs, services and events for new and transfer students. These partnerships help further engage users in library resources, research services, and raise awareness of campus and partner services. The Outreach department establishes collaborative partnerships with campus stakeholders, student organizations and departments to promote and showcase their services, research, art, and creative work to users visiting the space.

### CONTACT

**Jorge A. Leon, Learning Outreach Librarian 235-4892** [jleon@pittstate.edu](mailto:jleon@pittstate.edu)

Types of partnerships through the Outreach dept. may include:

- Partnerships displaying faculty or student work, art, and creative activities
- Exhibits encouraging users to discover and use specific resources
- Library participation and promotion in faculty and campus activities and events
- Programs and events to promote campus conversations and social issues
- Exhibit space for student organizations to showcase and promote their group

## INTERLIBRARY LOAN SERVICES

**Interlibrary Loan** uses ILLiad to obtain borrowed or copied materials not available in the Axe Library collections, or not owned by another Pittsburg library.

### CONTACT

**Richard Samford, Borrowing Services 235-4890** [rsamford@pittstate.edu](mailto:rsamford@pittstate.edu)

The Interlibrary Loan desk is located on the first floor in the main corridor area.

### SERVICES

- ILLiad. All interlibrary loan activity, including electronically delivered articles, notification emails, tracking of requests, and more are viewed in your ILLiad account. Many databases will populate interlibrary loan forms in ILLiad; however, a blank form is available as well. To get started, locate the ILLiad link on the Library homepage. Call 235-4890 if you have questions.
- Pick up Interlibrary Loan books anytime the Library is open.
- Receive most Interlibrary Loan services free of charge. If materials cannot be obtained from a library for free, a fixed fee of \$10 per loan/copy covers costs up to \$50.00. Actual charges, if over \$50 are the responsibility of the borrower.
- Articles begin to arrive within a few days, and are deposited directly into your ILLiad account. Log in to view.
- Books take longer, due to shipping. Allow at least one week before they begin to arrive. Books are available for pickup in the Library during all operating hours.
- Document Delivery: Receive PDF copies of journal articles from Axe print and microfilm titles. These files are delivered directly into your ILLiad account.

**POLICIES** Fines for overdue Interlibrary Loan materials are 50 cents for the first and second days; \$1 per day for the 3rd and following days.

If a lending library grants renewals, and if the material is not already overdue, renewal requests may be made from within your ILLiad account.

Materials sold in the PSU Bookstore for PSU classes are not obtained on Interlibrary Loan.

## CIRCULATION SERVICES

**CIRCULATION SERVICES** provides physical access to over 500,000 titles housed in Axe Library.

### CONTACT

**Susan Schreiner, Access Services Librarian, 235-4888** [sschreiner@pittstate.edu](mailto:sschreiner@pittstate.edu)  
**Marsha Blalock, Circulation Assistant, 235-4870** [mblalock@pittstate.edu](mailto:mblalock@pittstate.edu)

**HOURS.** Staff and circulation services are available Monday through Friday, 7:30 a.m.- 5 p.m. Additional hours on nights and weekends are staffed by student assistants. Check the last page for a complete list of hours.

**BORROWING.** A PSU photo ID card is required to check out material. The undergraduate student loan period is three weeks on most items. The graduate student loan period is one semester for most items. Faculty loan period is until end of school year in May for books, three weeks for periodicals and newspapers. All items are subject to recall at any time if needed by another scholar.

**SPECIAL STATUS ITEMS.** Circulation staff will assist with items that have various statuses (checked out, on hold, in processing, on order) or with items having courier services (located at the KTC Library, the Pittsburg Public Library, or USD 250 school libraries).

**EMAIL NOTIFICATION.** Email notification for holds, pre-overdue reminders, and overdue notices is a courtesy service offered to all faculty, staff, and students.

**FACULTY RESERVE** is a closed-stack area for specific course-related material. Books, copies of exams, and personal copies of material can be placed on reserve for shortened loan periods ranging from 2 hours to 1 week. Specific information for placing materials on reserve, including copyright guidelines, is available at the circulation desk. A PSU ID is required to check out all material. Contact Susan at x4888 or Marsha at x4870 if you have additional questions about placing items on Reserve.

**ONE CARD PHOTOCOPY SERVICE** ("Banana Bucks") requires the PSU ID as a photocopy and print debit card. Money can be credited to the ID card at the Cash Value Center across from the Circulation Desk. The library does not accept cash for any transaction.

**ADA SERVICES.** If you need help physically obtaining material from shelves, please contact the staff at the Circulation Desk. Additional services for adaptive equipment and/or web interface issues should be referred to the Reference Librarian on duty.

**FINES/LOST FEES.** Fines on overdue material are 25 cents per day. Reserve material fines are 25 cents per hour. Lost books are assessed a \$5.00 processing fee plus overdue fees and replacement cost.

**CONFIDENTIALITY.** Your library record at Axe Library and Pittsburg State University is confidential. Appropriate IDs are required at all times to protect your privacy.



## PERIODICALS

The **Periodicals Department** strives to provide a balanced collection of databases, journals and magazines in print and online formats to support the curriculum, research, and reading interests of PSU faculty and students. Please do not hesitate to contact the Periodicals Librarian for questions regarding periodicals or databases.

### CONTACT

**Barbara Pope, Reference/Periodicals Librarian 235-4884** [bpope@pittstate.edu](mailto:bpope@pittstate.edu)

**COLLECTION** The Periodicals Department receives over 700 journal and newspaper titles in print. Issues of journals and magazines are located in the basement periodicals area. Current newspapers are in the Browsing Area near the Axe Grind coffee bar. Some newspapers and journals are kept on microfilm on the first floor.

Axe Library also has access to over 200 databases and more than 60,000 online journals, magazines, and newspapers, many of which are available online only. To search for a journal, click on the **Journals tab** on the library's home page at <http://axe.pittstate.edu> for the location and holdings of journals in print, microfilm, and online. To access databases, go to the *Databases A to Z* link on the library's homepage.

### SERVICES AND RESOURCES

- Use Summon to search nearly all of Axe's collections at once
- Assistance in locating print and electronic journals, articles, and use of databases
- Off-campus access to most databases and all online journals with your PSU ID and GUSPIN (articles may be downloaded, printed, or emailed)
- Faculty members are encouraged to recommend journals to add to the Axe Library collection
- Faculty may check out magazines, journals, or newspapers for 3 weeks
- Photocopiers are located on the first and third floors and in the basement
- Microfilm/microfiche reader/printers to produce copies
- Scan microfilm or microfiche and print copies or save to disk or email

## GOVERNMENT DOCUMENTS SERVICES

**Government Documents** provides access to a wide variety of specialized publications from the Federal and State governments. Government Document specialists can assist you in finding the information you need. Government Documents is located on the third floor.

### CONTACT

**Stephanie Willis, Government Documents Assistant 235-4891**

[swillis@pittstate.edu](mailto:swillis@pittstate.edu)

**Dawn Armstrong, Government Documents Assistant 235-4877**

[darmstrong@pittstate.edu](mailto:darmstrong@pittstate.edu)

**HOURS** Call from 7:30 a.m. to 4:15 p.m., Monday – Friday for reference assistance for government documents. The collection is accessible all hours the library is open.

**COLLECTIONS** Axe Library is a selective depository for United States government publications and a complete depository for Kansas state publications. Also available are limited collections of Missouri, Oklahoma, and Arkansas documents.

**FORMATS** In addition to printed materials, we have many items on microfiche, CD, and DVD. We have a limited collection of video tapes. Many Government Publications are now available online. We have links to many of these items linked in our online catalog. There are many databases that provide access to government information including Catalog of Government Publications, FDsys, ProQuest Congressional, O'Net, Ben's Guide for Children, and Science.Gov.

**POLICIES** Most materials check out to faculty for a semester. Some reference materials, older materials, and highly statistical materials are for library use only. Some areas of the collection require assistance to access the materials.

## **TECHNICAL SERVICES: COLLECTION DEVELOPMENT & CATALOGING**

**The Cataloging Department** describes, classifies, and processes materials acquired by the Library. The Dewey Decimal classification system is used for all materials except government documents. The government documents materials are classified with the Superintendent of Documents system. "Rush" processing of library materials is available upon request and will be initiated as soon as the material is received from the publisher.

### **CONTACT**

**Morgan McCune, Cataloging Librarian/Head of Technical Services, 235-4895,**  
[mmccune@pittstate.edu](mailto:mmccune@pittstate.edu)

**Jean Winters, Cataloging Assistant, 235-4559,**  
[jwinters@pittstate.edu](mailto:jwinters@pittstate.edu)

The **Collection Development** department identifies and orders materials to support the academic and research needs of the University.

### **CONTACT**

**Lindsey Taggart, Assessment & Collection Development Librarian 235-4885**  
[ltaggart@pittstate.edu](mailto:ltaggart@pittstate.edu)

**Linda Grotheer, Acquisitions Assistant 235-4881** [lgrotheer@pittstate.edu](mailto:lgrotheer@pittstate.edu)

**SERVICES AND POLICIES** Faculty participation in the development of the collection is strongly encouraged. Faculty can communicate materials they would like to request through an online form, the return of Choice cards or contacting their Liaison.

Choice books review cards are sent to departments as an alerting service. If you would like to recommend a title from the cards please sign the card and rate from 1-4. This communication with us helps us select the best titles for each area.

**An Online Book Request** form is available at [http://library.pittstate.edu/psu-only/request\\_purchase.html](http://library.pittstate.edu/psu-only/request_purchase.html)

Faculty are notified when a requested title is available. A work slip is sent to the faculty who requested the book. New books are placed on the new book shelves for examination or to be checked out.

## SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

**Special Collections and University Archives** contains books, newspapers, manuscript collections, photographs, maps, audio-visual recordings, works of art, artifacts, music, and other materials pertaining primarily to state and regional history, Kansas authors, Pittsburg State University, and selected topics. Special Collections and University Archives are located in the north side of the basement.

### CONTACT

**Steve Cox, Curator of Special Collections and University Archivist 235-4883**

[spcox@pittstate.edu](mailto:spcox@pittstate.edu)

**Janette Mauk, Special Collections Assistant 235-4883** [jmauk@pittstate.edu](mailto:jmauk@pittstate.edu)

**HOURS.** 8:00 a.m. – 12 p.m. and 1 p.m. – 5:00 p.m. Monday through Friday, excluding University holidays. Other hours by arrangement.

**ACCESS POLICIES.** Materials in Special Collections and University Archives are kept in a closed stacks area and do not circulate. Materials may be used with the assistance of the Special Collections staff. The materials are available for use by students, faculty, staff, and the general public.

**SERVICES.** Individual researchers and class projects using Special Collections and University Archives are welcomed. Class orientation sessions to assist students in locating and using the materials are available upon request. Print and digital materials are part of the Axe Library online catalog. Collection inventories, web pages, indexes, and finding aids for manuscript collections, photographs, maps and other ephemeral materials are available. When possible, photocopying and digital scanning of materials is available. Rotating exhibits in the Special Collections reading room highlight various collections. Some primary source materials are also available online through Axe Library Digital Collections at <http://axedigital.pittstate.edu/>

**COLLECTIONS.** Extensive holdings of books, regional newspapers, and ephemeral publications focusing on southeast Kansas and Kansas authors are available. The book collection consists of over 50,000 volumes, including rare books dating from the 16<sup>th</sup> century. Also included are over 200 collections of personal papers, University and regional photographs, organizational records, maps, and other materials.

The manuscript collections include the personal papers and business records of socialist-turned-rationalist, Emanuel Haldeman-Julius, the publisher of the Little Blue Book series and other materials. Included are the publisher's books, newspapers, magazines, private library, correspondence, and publishing records. The Haldeman-Julius book collection contains one of the nation's most extensive gatherings of published materials on socialism and free thought in America. Closely related is the Julius A. Wayland and *The Appeal to Reason* Collection, consisting of correspondence, photographs, family papers, and issues of *The Appeal to Reason*, the most widely

circulated Socialist newspaper in America that was issued from Girard, Kansas, from 1896 through 1922.

Extensive contemporary collections of print and non-print materials on Libertarianism, free thought, leftist politics, philosophy, and modern culture include the John F. Welsh Collection of Libertarian and Individualist Thought; the Fred Whitehead Collection; the Chaz Bufe Papers; the Charles Reitz Collection; and the Svein Olav Nyberg Papers.

Also available is the Eva Jessye Collection, which includes personal papers and numerous publications relating to black history. Eva Jessye, a native of Coffeyville, Kansas, was the founding director of an African-American choral group, an actress, and the first choral director for the Broadway productions of Four Saints in Three Acts and Porgy and Bess.

The Picher Mining Museum Collection consists of nearly 200 linear feet of the records of the Tri-State Lead and Zinc Ore Producers Association, documenting metal mining in the region for most of the 20<sup>th</sup> century.

Other collections include the Joe Skubitz Papers, a Republican U.S. representative from southeast Kansas who served in Congress during the decades of the 1960s and 1970s; the papers of cowboy singer and songwriter Carson J. Robison; the art work and papers of sports artist, Ted Watts; the papers of novelist Anne Tedlock Brooks; and materials relating to author Harold Bell Wright; folklorist Vance Randolph; photographer and director Gordon Parks; playwright William Inge; and James Tate, a winner of the Pulitzer Prize for poetry.

University Archives includes published and unpublished materials relating to Pittsburg State University that document the activities of the University, the administration, faculty and staff, students, and alumni.

## AXE DIGITAL COLLECTIONS

Digital Collections consists of the management of digitized primary sources and born digital material from Special Collections and University Archives, and research and scholarly communication generated by Pittsburg State University.

### CONTACT

**Deborah White, Digital Resources & Initiative Manager 235-4889**

[dlwhite@pittstate.edu](mailto:dlwhite@pittstate.edu)

**Axe Digital.** <http://axedigital.pittstate.edu/> Axe Digital serves as a repository and discovery tool for digitized primary sources from Special Collections and University Archives. Axe Digital currently contains nineteen collections of rare and historical material relating to Southeast Kansas. A few examples from Special Collections include: Carson J. Robison the Cowboy Radio Singer, photographs from the filming of Gordon Parks "The Learning Tree," Carrie Nation's *The Smasher's Mail* Newspaper, the Southeast Kansas Farm History Project, and the Eva Jessye Collection.

**Digital Commons.** <http://digitalcommons.pittstate.edu/> Digital Commons is the University's institutional repository it houses research and scholarly publications produced by the PSU community. Collections housed in Digital Commons include the Electronic Theses, Student Research Colloquium, faculty publications, *The Kanza* yearbook and collections from University Archives.

**Open Educational Resources** <http://libguides.pittstate.edu/oer> The subject guide for Open Educational Resources (OER) provides information about OER, Creative Commons (CC), and a list of links to websites and databases with content for almost every discipline. Content for the OER subject guide is constantly being updated as resources are updated or added to an OER repository.

## SYSTEMS SERVICES

**SYSTEMS** provides and manages computing resources for the Axe Library and the PSU Library Consortium.

### CONTACT

[systems@library.pittstate.edu](mailto:systems@library.pittstate.edu)

**David Nance, Systems Manager, 235-4087** [dnance@pittstate.edu](mailto:dnance@pittstate.edu),

**Susan Johns-Smith, Systems Librarian, 235-4115** [sjohnssmith@pittstate.edu](mailto:sjohnssmith@pittstate.edu)

**SUMMON DISCOVERY INTERFACE** The Summon discovery interface provides access to print, digital, citation, and full-text articles as well as our local collections, open access journals, and scholarly material on the web. Summon allows you to search in a Google-like single search box as well as traditional advanced searching, using facets to easily limit and group searches and output them to bibliographies. To schedule Summon demonstrations for your students and classes, contact Reference librarians; for technical questions, contact Systems staff.

**ONLINE CATALOG** The online catalog is available at <http://encore.pittstate.edu>. Encore is a keyword- and facet-based catalog like Summon, to access local print and electronic resources of Library Services, but does not include subscription and citation level access or scholarly material available on the web like Summon does. Encore contains the print and electronic material available not only at Pittsburg State, but also material of the PSU Library Consortia: Pittsburg Public Library, Pittsburg USD #250 Public Schools, Fort Scott Community College, and several public libraries (Parsons, Eureka, Sedan) affiliated with the Southeast Kansas Library System.

**MOBILE INTERFACE** A smartphone mobile interface, <http://library.pittstate.edu/m> can be used for access to key library technology resources.

**WEB IDENTITY AUTHENTICATION FOR OFF-CAMPUS USE** Electronic journals and books require authentication. For faculty, your key to successful authentication is your PSU ID number and your active directory password. Students in your classes will need to authenticate using their PSU ID and their GUS PIN, obtained through the Office of Information Services. Assistance with identity authentication can be obtained from the systems office as well as from campus Gorilla Geeks, 109 Whitesitt Hall, 620-235-4600 <http://www.pittstate.edu/geeks>.

**TROUBLESHOOTING** Systems staff can assist with technical questions for many of the online services and products, including authentication problems, and other information technology related issues.

**WIRELESS NETWORK** Wireless connections from “GUS-Net” are available for public use throughout the Axe Library, and across campus. Wireless access will require identity authentication.

## KANSAS TECHNOLOGY CENTER LIBRARY

The **KTC Library** <http://axe.pittstate.edu/ktc/> provides services and materials for the students and faculty of the Kansas Technology Center.

### CONTACT

**Heather Winzer, Library Manager, 235-4054** [hwinzer@pittstate.edu](mailto:hwinzer@pittstate.edu)

**Robert Lindsey, Library Instruction Coordinator 235-4887** [rlindsey@pittstate.edu](mailto:rlindsey@pittstate.edu)

### COLLECTION

The Kansas Technology Center Library is an extension of Leonard H. Axe Library designed to serve the needs of the students and faculty of the College of Technology. Primarily an electronic library, the facility located in **room S221** of the KTC, houses 12 PCs and 2 Macintosh computers, all available for use during regular library operating hours. Holdings include a small collection of books, current journals, and faculty reserve materials that directly support the College of Technology curricula. For further information, see the web page.

### HOURS

Fall/Spring Semesters:

- Sunday 6pm – 10pm
- Monday – Thursday 8am – 10pm
- Friday 8am – 5pm
- Saturday – Closed

Summer Semesters:

- Monday – Friday 8am – 5pm
- Saturday – Sunday – Closed

Interims between semesters: Closed

### SERVICES

- Reference Assistance
- Class Instruction about Library resources and utilization
- Axe and Interlibrary Material Delivery, Pickup and Return
- Departmental and Class Specific Research Guides (LibGuides)
- Scanners and a Student Use Copier
- Self-Release GUSPrint, Black & White and Color Laser Printing
- Specialized Software (SPSS, Visual Programing)
- Faculty Reserve Collection
- Portrait Photography Student Showcases

To recommend titles for addition to the KTC Library collection, contact the KTC Library Manager.