

Pittsburg State University

Pittsburg State University Digital Commons

New Faculty Handbooks

Outreach

8-2018

2018 New Faculty Handbook

Robert M. Lindsey

Pittsburg State University, rlindsey@pittstate.edu

Follow this and additional works at: <https://digitalcommons.pittstate.edu/nfh>



Part of the [Library and Information Science Commons](#)

Recommended Citation

Lindsey, Robert M., "2018 New Faculty Handbook" (2018). *New Faculty Handbooks*. 3.
<https://digitalcommons.pittstate.edu/nfh/3>

This Book is brought to you for free and open access by the Outreach at Pittsburg State University Digital Commons. It has been accepted for inclusion in New Faculty Handbooks by an authorized administrator of Pittsburg State University Digital Commons. For more information, please contact mmccune@pittstate.edu, jmauk@pittstate.edu.

PSU Library Services

Axe Library & Kansas Technology Center Library

Services And Collections

New Faculty Orientation

Fall 2018



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

4 August 2018

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 and the Summon web-scale Discovery interface that links you to resources world-wide; 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, a center for Women and Gender Studies programs, 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; audio and video recording equipment; and many other services.

In the Summer of 2016 five group-study and collaboration rooms were added to Axe Library that included new spaces and equipment for audio and video recording, green-screen filming, and other media production and editing projects. In the Fall of 2017 we reopened a completely remodeled third floor of Axe Library, including eight additional study rooms and nearly 100 additional seats for Library users. Additional remodeling to Axe Library will be ongoing this Fall. We hope you will like the changes and we welcome your input about our services and facilities. 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
620-235-4878

DEAN'S OFFICE

CONTACT

Randy Roberts, Dean of Library Services 235-4878 reroberts@pittstate.edu
Betty Geier, Senior Administrative Specialist 235-4879 bgeier@pittstate.edu

Table of Contents

Library Liaisons and Contacts	4
Reference Services	5
Library Instruction Services	5
Learning Outreach	5
Interlibrary Loan Services	6
Circulation Services	7
Periodicals Services	8
Government Documents Services	9
Collection Development Services	10
Cataloging Services	10
Special Collections & Archives	11
Axe Digital	13
Open Education Resources (OER)	13
Systems Services	14
Kansas Technology Center Library	15
Library Services Calendar	16

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
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
Morgan McCune mmccune@pittstate.edu
Robert Lindsey rlindsey@pittstate.edu
Barbara Pope bpope@pittstate.edu
Susan Johns-Smith sjohnssmith@pittstate.edu
Morgan McCune mmccune@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

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 partners with academic departments and campus partners to publicize and implement programs, services and events for students and the broader campus community. These partnerships help engage users in library resources, research services, and raise awareness of ongoing campus activities and services. The Outreach department also established partnerships with campus stakeholders, student organizations and departments to promote and showcase their own services, research, art, and creative works within the library spaces for other users to discover.

CONTACT

Jorge A. Leon, Learning Outreach Librarian 235-4892 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 & Lending Services 235-4890 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. Please bring your PSU ID.
- 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 or print.
- 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 cannot be obtained on Interlibrary Loan.

CIRCULATION SERVICES

CIRCULATION SERVICES provides physical access to over 350,000 titles housed in Axe Library.

CONTACT

Susan Schreiner, Access Services Librarian 235-4888 sschreiner@pittstate.edu

Marsha Blalock, Circulation Assistant 235-4870 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, DVDs, copies of exams, and personal copies of materials 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

Janet Davis, Periodicals Assistant 235-4893 jdavis@pittstate.edu

COLLECTION The Periodicals Department receives over 400 journal and newspaper titles in print. Issues of journals and magazines are located in the basement periodicals area. Current newspapers are between room 115 (Axe classroom) and 114 (Student Success classroom). Some newspapers and journals are kept on microfilm on the first floor.

Axe Library also has access to over 200 databases and more than 80,000 online journals, magazines, and newspapers, many of which are available online only. To search for a journal, click on *Search for Specific Journal Titles* on the library's home page at axe.pittstate.edu for the location and holdings of journals in print, microfilm, and online. To access databases, go to the *Browse Databases A to Z* 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 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 floor and in the basement
- Microfilm/microfiche reader/printers to produce copies
- Scan microfilm or microfiche and print copies or save to flash drive 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. While most are online, many paper documents and maps in Government Documents are temporarily in closed stacks, however most do check out. Just ask for assistance and we will retrieve them for you.

CONTACT

Stephanie Willis, Government Documents Assistant 235-4891

swillis@pittstate.edu

HOURS Call from 7:30 a.m. to 4:15 p.m., Monday – Friday for reference assistance for government documents.

COLLECTIONS Axe Library is a selective depository for United States government publications and a complete depository for Kansas state publications.

FORMATS Many Government Publications are now available online. We have links to 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 year. Some reference materials, older materials, and highly statistical materials are for library use only.

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
Linda Grotheer, Cataloging Assistant 235-4881, 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 under the *Services* drop down at axe.pittstate.edu.

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

Janette Mauk, Special Collections Assistant 235-4883 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 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 16th century. Also included are over 400 collections of personal papers, university and regional photographs, organizational records, maps, and other materials. For more information, visit the Special Collections and University Archives website at: <http://axe.pittstate.edu/spcoll/>.

NOTEWORTHY 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 Charles Reitz Collection; and the Stanley Rosen collection.

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 20th century.

Other collections of note 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

Axe Digital. 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. 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 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 PSU Library Services and the PSU Library Consortium.

CONTACT

systems@library.pittstate.edu

Susan Johns-Smith, Systems Librarian, 235-4115 sjohnssmith@pittstate.edu
David Nance, Systems Manager, 235-4087 dnance@pittstate.edu

SUMMON DISCOVERY INTERFACE The Summon discovery interface provides access to books, periodicals, collections from our digital repositories and repositories around the world, as well as full-text articles and citations from our licensed databases. Summon allows access to these resources in a Google-like single search box, an easier way to identify material across databases and multiple digital and print sources. Summon uses “facets” to easily limit, exclude, and include large data sets of material and output to bibliographies, downloadable pdfs, and other formats as available. To schedule Summon training for your classes, contact Reference librarians or your liaison librarian directly; for technical questions, contact Systems as noted above.

ONLINE CATALOG Encore, <http://encore.pittstate.edu>, is our online catalog. Encore is a keyword- and facet-based interface like Summon, but contains only the local print holdings of Axe Library and KTC, as well as direct access to ebooks licensed to the library. Encore does not include the subscription and citation level access to databases that Summon does. Encore does include print and other material held by the PSU Library Consortia, much of which can be requested from area libraries by placing a request (hold) from within Encore. Sites that are a part of the consortia include Axe, KTC, and Career Resource Library in Horace Mann; Pittsburg Public Library, Pittsburg USD250 Public Schools; also Parsons Public Library, Eureka Public Library, and Fort Scott Community College.

MOBILE INTERFACE A smartphone mobile interface, <http://library.pittstate.edu/m> can be used for access to key library technology resources. It's simple and a lightweight way to navigate through hosted library services.

WEB IDENTITY AUTHENTICATION FOR OFF-CAMPUS USE Licensed electronic journals and ebook content require authentication. For faculty, your key to successful authentication is your active directory login and unified password. Students in your classes will authenticate using their PSU ID and their GUS PIN, obtained through the Office of Information Services. Assistance with library database and ebook access can be obtained from the Systems contact above; assistance with campus identity authentication is provided by OIS and campus Gorilla Geeks, 109 Whitesitt Hall, 620-235-4600, <http://www.pittstate.edu/geeks>

KANSAS TECHNOLOGY CENTER LIBRARY

The **KTC Library** 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

Robert Lindsey, Library Instruction Coordinator 235-4887 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 Programming)
- Faculty Reserve Collection
- Portrait Photography Student Showcases

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