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### 2019 New Faculty Orientation Handbook

Robert M. Lindsey

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# **PSU Library Services**

**Leonard H. Axe Library &  
Kansas Technology Center Library**

## **New Faculty Orientation**

**Fall 2019**



Pittsburg State University  
Library Services  
1605 S. Joplin, Pittsburg, KS 66762



## **Table of Contents**

<b>Library Liaisons and Contacts</b>	<b>4</b>
<b>Reference Services</b>	<b>5</b>
<b>Library Instruction Services</b>	<b>5</b>
<b>Learning Outreach</b>	<b>5</b>
<b>Interlibrary Loan Services</b>	<b>6</b>
<b>Circulation Services</b>	<b>7</b>
<b>Periodicals Services</b>	<b>8</b>
<b>Government Documents Services</b>	<b>8</b>
<b>Collection Development Services</b>	<b>9</b>
<b>Cataloging Services</b>	<b>9</b>
<b>Special Collections &amp; Archives</b>	<b>10</b>
<b>Axe Digital</b>	<b>11</b>
<b>Open Education Resources (OER)</b>	<b>11</b>
<b>Systems Services</b>	<b>12</b>
<b>Kansas Technology Center Library</b>	<b>13</b>

## 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

Robert Lindsey rlindsey@pittstate.edu  
 Ruth Monnier rmonnier@pittstate.edu  
 Robert Lindsey rlindsey@pittstate.edu  
 Barbara Pope bpope@pittstate.edu  
 Susan Johns-Smith sjohnssmith@pittstate.edu  
 Ruth Monnier rmonnier@pittstate.edu  
 Susan Johns-Smith sjohnssmith@pittstate.edu  
 Jorge Leon jleon@pittstate.edu  
 Robert Lindsey rlindsey@pittstate.edu  
 Robert Lindsey rlindsey@pittstate.edu  
 Morgan McCune mmccune@pittstate.edu  
 Robert Lindsey rlindsey@pittstate.edu  
 Robert Lindsey rlindsey@pittstate.edu  
 Ruth Monnier rmonnier@pittstate.edu  
 Steve Cox scox@pittstate.edu  
 Robert Lindsey rlindsey@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

## DEAN'S OFFICE

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

## REFERENCE SERVICES

### CONTACT

**Robert Lindsey, Reference and Instruction Librarian 235-4887**

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

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 accessed 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. **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 DEPARTMENT

### CONTACT

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

**Ruth Monnier, Learning Outreach Librarian 235-4885** [rmonnier@pittstate.edu](mailto:rmonnier@pittstate.edu)

The **Learning Outreach Department** partners with academic departments, campus partners, and community stakeholders 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 campus activities and services

Types of partnerships through the Learning Outreach department may include:

- Programs and events to promote campus conversations and social issues
- Library participation and promotion in campus activities and community events
- Partnerships showcasing faculty, staff, or student work, art, and creative activities
- Exhibits encouraging users to be intellectually curious, to discover resources, and/or self-promotion of student organizations and their platforms
- Using library spaces for hosted events and activities. Learning Outreach department can reserve spaces or provide an inviting space for PSU departments and student events

Interested to partner with the Library Services? Please contact the Learning Outreach department!

# INTERLIBRARY LOAN SERVICES

## CONTACT

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

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

## 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 ILL link on the Library homepage.
- Pick up ILL 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

### CONTACT

**Marsha Blalock, Circulation Assistant 235-4870** [mblalock@pittstate.edu](mailto:mblalock@pittstate.edu)

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

**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 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. 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

### CONTACT

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

**Janet Davis, Periodicals Assistant 235-4893** [jdavis@pittstate.edu](mailto:jdavis@pittstate.edu)

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, databases, or Libguides.

**COLLECTION** The Periodicals Department receives over 400 journal and newspaper titles in print. Issues of journals and magazines in print or microfilm are located in the basement periodicals area.

Axe Library also has access to over 300 databases and more than 100,000 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](http://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

### CONTACT

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

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

**Government Documents** provides access to a wide variety of specialized publications from the Federal and State governments. Government Document specialist can assist you in finding the information you need. While most are online, many paper documents

and maps in Government Documents are located in the basement, most do check out. Just ask for assistance and we can retrieve them for you.

**HOURS** Though the documents are available anytime the library is open, assistance with government documents is from 7:30 a.m. to 4:15 p.m., Monday – Friday.

**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 statistical materials are for library use only.

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

### **CONTACT**

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

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

**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 and periodicals. The government documents materials are classified with the Superintendent of Documents system. Periodicals are shelved alphabetically. "Rush" processing of library materials is available upon request and will be initiated as soon as the material is received from the publisher.

**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, with 1 being a book you definitely want. 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](http://axe.pittstate.edu).

New books are on the new books shelves for examination or check out.

## SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

### 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)

**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.

**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 [digitalcommons.pittstate.edu/speccoll/](http://digitalcommons.pittstate.edu/speccoll/)

**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 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: [axe.pittstate.edu/special-collections/](http://axe.pittstate.edu/special-collections/).

**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 20<sup>th</sup> 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, staff, students, and alumni.

## AXE DIGITAL COLLECTIONS

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

**Digital Commons.** [digitalcommons.pittstate.edu](http://digitalcommons.pittstate.edu) Digital Commons is the University's institutional repository. 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](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.

## SYSTEMS SERVICES

### CONTACT

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

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

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

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

**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 your liaison librarian; for technical questions, contact Systems as noted above.

**ONLINE CATALOG** Encore, [encore.pittstate.edu](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 Kansas Technology Center Library, 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, [library2.pittstate.edu/](http://library2.pittstate.edu/) 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, **235-4600**, [pittstate.edu/it/gorilla-geeks.html](http://pittstate.edu/it/gorilla-geeks.html)

## KANSAS TECHNOLOGY CENTER LIBRARY

### 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)

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

### 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 above.

### 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.