

Pittsburg State University

Pittsburg State University Digital Commons

New Faculty Orientation Handbooks

Outreach

8-3-2023

2023 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 2023



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

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3 August 2023

Dear Faculty:

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

Library Services is committed to providing innovative and learner-centered environments, instruction, and activities that help our students be successful and that enhance their overall University experience. Whether in person, or virtually, we offer research assistance, online reference services, in-building and remote access to our databases, e-books, e-journals, and digital archives. We have created research/subject guides accessible from our web page. Our in-print resources and instructional programs help support any course the University offers. Our online catalog and web-scale discovery interface (Summon) link our library users to our local resources and to resources world-wide. We also provide support and assistance for open educational resources and collaborate with faculty on digital humanities projects. Digital Commons is our institutional repository for the scholarly and creative materials produced by Pittsburg State faculty, staff and students. We will work with you to include your scholarship and give you a worldwide audience.

Since 2016 Axe Library has undergone six remodeling phases. New classrooms, presentation spaces, small group study rooms, audio and video production and editing stations, and numerous other improvements have been completed. Additional remodels are now underway to support a new student advising center, the writing center, student disability services, and first year programs. We hope you will like the changes that were made, and we always welcome your input about our services and facilities. We invite you to make use of Library Services and we wish you success at Pittsburg State University.

Sincerely yours,

Randy Roberts
Dean of Library Services

DEAN'S OFFICE

Randy Roberts, Dean of Library Services 235-4878 reroberts@pittstate.edu
Linda Grotheer, Senior Administrative Specialist 235-4879 lgrotheer@pittstate.edu

Library Liaisons and Contacts

Department

Liaison

Art	Ruth Monnier rmonnier@pittstate.edu
Biology	Chris Labuda clabuda@pittstate.edu
Chemistry	Susan Johns-Smith sjohnssmith@pittstate.edu
College of Business	Robert Lindsey rlindsey@pittstate.edu
College of Technology	Robert Lindsey rlindsey@pittstate.edu
Communication	Ruth Monnier rmonnier@pittstate.edu
Computer Information Systems	Susan Johns-Smith sjohnssmith@pittstate.edu
English & Modern Languages	Chris Labuda clabuda@pittstate.edu
Family & Consumer Sciences	Beth Hendrickson bhendrickson@pittstate.edu
Health, Human Performance & Recreation	Ruth Monnier rmonnier@pittstate.edu
History, Philosophy, & Social Sciences	Sara DeCaro sdecaro@pittstate.edu
Mathematics	Susan Johns-Smith sjohnssmith@pittstate.edu
Military Science	Robert Lindsey rlindsey@pittstate.edu
Music	Susan Johns-Smith sjohnssmith@pittstate.edu
Nursing	Barbara Pope bpope@pittstate.edu
Physics	Susan Johns-Smith sjohnssmith@pittstate.edu
Psychology & Counseling	Jorge Leon jleon@pittstate.edu
Teaching & Leadership	Jorge Leon jleon@pittstate.edu
Women's & Gender Studies	Beth Hendrickson bhendrickson@pittstate.edu

PUBLIC SERVICES

CONTACT

Robert Lindsey, Public Services Librarian 235-4887 rlindsey@pittstate.edu

Chris Labuda, Instruction and Reference Librarian 235-4893 clabuda@pittstate.edu

CIRCULATION AND INTERLIBRARY LOAN

CONTACT

Marsha Blalock, Circulation Assistant 235-4870 mblalock@pittstate.edu

CIRCULATION SERVICES provides physical access to the titles housed in Axe Library.

BORROWING. A PSU ID 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.

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

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 Public Services Librarian.

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

Interlibrary Loan uses ILLiad to obtain borrowed or copied materials not available in the Axe Library collections.

SERVICES

- *ILLiad.* All interlibrary loan activity, are viewed in your ILLiad account. Many databases will populate interlibrary loan forms in ILLiad; however, a blank form is available as well.
- Pick up ILL books anytime the Library is open. Please bring your PSU ID.

- Document Delivery: Receive PDF copies of journal articles from Axe print titles. These files are delivered directly into your ILLiad account.

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

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. We also can do a short video instruction. SCHEDULING OF INSTRUCTION with two weeks in advance allows for creating exercises and handouts for the class. The Axe Library classroom schedule is online at <https://pittstate.libcal.com/reserve/instruction>.

LEARNING OUTREACH DEPARTMENT

CONTACT

Jorge A. Leon, Learning Outreach Librarian 235-4892 jleon@pittstate.edu

Ruth Monnier, Learning Outreach Librarian 235-4885 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 in partnering with the Library Services? Please contact the Learning Outreach department!

PERIODICALS

CONTACT

Barbara Pope, Reference/Periodicals Librarian 235-4884 bpope@pittstate.edu

The **Periodicals Department** strives to provide a balanced collection of databases, journals, magazines, and newspapers 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 300 journal and newspaper titles in print.

Axe Library also has access to over 300 databases and more than 160,000 online journals, magazines, and newspapers. To search for a journal, go to the library's home page at <https://axe.pittstate.edu>. To access databases, click on *Databases A to Z*.

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
- Students may access most databases and online journals with their GUS id and pin. Faculty and staff must use their active directly ID and password.
- 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

GOVERNMENT DOCUMENTS SERVICES

CONTACT

Stephanie Willis, Government Documents Assistant 235-4891
swillis@pittstate.edu

Government Documents provides access to a wide variety of specialized publications from the Federal and State governments. The 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, and most do check out. Axe Library is a selective depository for United States government publications and a complete depository for Kansas state publications.

TECHNICAL SERVICES: COLLECTION DEVELOPMENT & CATALOGING

CONTACT

Beth Hendrickson, Cataloging Librarian 235-4895, mmccune@pittstate.edu

The **Cataloging Department** describes, classifies, and processes materials acquired by the Library. "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.

An **Online Book Request** form is available under the *Services* drop down or at https://pittsburgstate.formstack.com/forms/book_request.

New books are on the new books shelves by the first floor elevator for examination or check out.

SPECIAL COLLECTIONS AND UNIVERSITY ARCHIVES

CONTACT

Sara DeCaro, Curator of Special Collections and University Archivist 235-4883
sdecaro@pittstate.edu

Janette Mauk, Special Collections Assistant 235-4881 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. 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 <https://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 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: <https://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 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, staff, students, and alumni.

AXE DIGITAL COLLECTIONS

Digital Commons. <https://digitalcommons.pittstate.edu> Digital Commons@Pitt State is an open access digital collection whose purpose is to collect and disseminate the intellectual and creative output of the university's faculty, staff and students. Contributions come from all over campus and include faculty research and publications, electronic theses, newsletters, research colloquium posters, and other presentations and scholarship created by the university. The repository helps expand the visibility and influence of Pittsburg State University to outside academic communities by making publications available on the open web.

Digital Commons also hosts digital collections from Special Collections & University Archives. This includes mostly digitized manuscript collections and materials such as letters, newspapers, photographs and ledgers but also university publications and yearbooks. These digital collections mostly focus on the history of Pittsburg State University, Southeast Kansas and neighboring regions in adjacent states. Some content is also provided by community partners in Kansas who have worked with Axe Library to ensure their preservation and long-term access through the archives and the digital repository. You can contact the repository manager at: digitalcommons@pittstate.edu

Open Educational Resources <https://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

Susan Johns-Smith, Systems Librarian, 235-4115 sjohnssmith@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. 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, <https://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 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, Pittsburg Public Library, Pittsburg USD250 Public Schools; also Eureka Public Library and Fort Scott Community College.

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 (AD) login and password. Students in your classes will authenticate using their PSU ID number and their password. Assistance with library database and ebook access can be obtained from the Systems contact above; assistance with campus identity authentication is provided by ITS and campus Gorilla Geeks, 109 Whitesitt Hall, **235-4600**, <https://pittstate.edu/it/gorilla-geeks.html>

KANSAS TECHNOLOGY CENTER LIBRARY

CONTACT

Heather Winzer, Library Manager, 235-4054 hwinzer@pittstate.edu

Robert Lindsey, Public Services Librarian 235-4887 rlindsey@pittstate.edu

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

COLLECTION The Kansas Technology Center Library, an extension of Leonard H. Axe Library, is designed to serve the needs of the students and faculty of the College of Technology. The facility located in **room S221** of the KTC, houses 12 PCs and 2 Macintosh computers, available during regular library hours. Holdings include a small collection of books, current journals, and faculty reserve materials that directly support the College of Technology curricula. To recommend titles for addition to the KTC Library collection, contact the KTC Library Manager

HOURS

Fall/Spring Semesters:

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

Summer Semesters:

- Monday – Thursday 8am – 5pm
- Friday 8am – 12pm
- Saturday – Sunday – Closed

Interims between semesters: Closed

SERVICES

- Reference Assistance
- Class Instruction about library resources and utilization
- Axe and Interlibrary Loan 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

Leonard H. Axe Library

2023-2024 Calendar

(Approved 5/23/2023)

Semester and Interim Hours

(All hours are subject to change as needed and may be altered due to University master calendar changes or other conditions.)

General Hours of Operation During Fall/Spring Semesters

Monday – Thursday	7:30 a.m. to 1:00 a.m.
Friday	7:30 a.m. to 5:00 p.m.
Saturday	1:00 p.m. to 5:00 p.m.
Sunday	1:00 p.m. to 1:00 a.m.

Fall Semester 2023 (August 21-December 15)

August 20 1:00 p.m. to 5:00 p.m.

Labor Day

September 2-3 CLOSED
September 4 6:00 p.m. to 1:00 a.m.

Fall and Thanksgiving Break

November 18-19 CLOSED
November 20-21 7:30 a.m. to 5:00 p.m.
November 22-25 CLOSED
November 26 1:00 p.m. to 1:00 a.m.

Spring Interim 2024 (May 11-June 2)

May 11-12 CLOSED
May 13-16 7:30 a.m. to 5:00 p.m.
May 17 7:30 a.m. to 12:00 p.m.
May 18-19 CLOSED
May 20-23 7:30 a.m. to 5:00 p.m.
May 24 7:30 a.m. to 12:00 p.m.
May 25-27 CLOSED
May 28-30 7:30 a.m. to 5:00 p.m.
May 31 7:30 a.m. to 12:00 p.m.
June 1-2 CLOSED

Winter Interim 2023-24 (December 16-January 15)

December 16-17 CLOSED
December 18-22 7:30 a.m. to 5:00 p.m.
December 23-January 1 CLOSED
January 2-5 7:30 a.m. to 5:00 p.m.
January 6-7 CLOSED
January 8-12 7:30 a.m. to 5:00 p.m.
January 13-14 CLOSED

Martin Luther King, Jr. Holiday

January 15 CLOSED

Summer Session 2024 (June 3-July 26)

Monday – Thursday 7:30 a.m. to 7:00 p.m.
Friday 7:30 a.m. to 12:00 p.m.
Saturday CLOSED
Sunday 4:00 p.m. to 7:00 p.m.
Independence Day
July 3 7:30 a.m. to 5:00 p.m.
July 4 CLOSED

Spring Semester 2024 (January 16-May 10)

Spring Vacation

March 9-10 CLOSED
March 11-15 7:30 a.m. to 5:00 p.m.
March 16 CLOSED
March 17 1:00 p.m. to 1:00 a.m.

Easter Sunday

March 31 6:00 p.m. to 1:00 a.m.

Summer Interim (July 27-August 18)

July 27-28 CLOSED
July 29-August 1 7:30 a.m. to 5:00 p.m.
August 2 7:30 a.m. to 12:00 p.m.
August 3-4 CLOSED
August 5-9 7:30 a.m. to 5:00 p.m.
August 10-11 CLOSED
August 12-16 7:30 a.m. to 5:00 p.m.
August 17 CLOSED
August 18 1:00 p.m. to 5:00 p.m.