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10-2000 Newsletter

Minnesota State University, Mankato. Library Services

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Library Resources

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MEMORIAL LIBRARY CONSTRUCTION UPDATE: **A MOVING EXPERIENCE**

In May President Rush approved a plan to convert the eastern section of Memorial Library's third floor to space for administrative offices and central computer equipment. Staff from MnSCU/PALS, the MnSCU Campus Service Unit, and MSU Information and Technology Services (formerly Computer Services) will be relocated to this area.

Vacating this part of the library so construction can take place will require moving all the volumes currently shelved there. Part of the shift will occur when the periodicals housed there are shipped to the Access Center at the University of Minnesota, a process described on the other side of this newsletter. However, all the books with call numbers from QD411 through Z are also shelved in the area designated for renovation. Accommodating that shelving in remaining library space will involve shifting much of the book collection on the second and third floors.

At this point little has changed on third floor except that all seating has been eliminated on the eastern side. Library and Physical Plant staff are planning for shifting all the third floor shelving and books. In order to retain study space on the third floor plus shelving to accommodate the growth of the collection, the current proposal involves moving some books to second floor. Although some study seating on second floor must be eliminated in order to erect additional shelves, this plan will leave some study space on third floor. Once the magnitude of the proposed collection shift has been determined, several professional library movers will come to MSU to assess the situation and prepare bids to undertake the work.

The library staff will try to alert users through signs and other means about where the books they are trying to find might be located as the project progresses. This newsletter, which we plan to distribute monthly in order to keep everyone updated about the latest plans for moves and renovations, is part of that information effort. If unanticipated developments occur, we will send out immediate updates through the campus system of electronic announcements.



PERIODICAL VOLUMES GO TO ACCESS CENTER

Before construction of office spaces for computer services personnel can begin on the third floor of Memorial Library, materials currently shelved there must be moved elsewhere.

As the first step in that process, back volumes of approximately 500 periodical titles will be sent to the newly completed Minnesota Library Access Center at the Elmer L. Andersen Library on the West Bank of the University of Minnesota campus in Minneapolis.

In some cases, all years of a journal that MSU owns will be sent to the Access Center. In other cases, only older volumes of a journal will be sent to Minneapolis while more recent volumes of the title will remain at MSU.

The complete 10-page list of all titles and the years of coverage that will go to the Access Center will be sent early this month to department chairs and library liaisons in each department as well as to college deans. This alphabetical list and an additional list arranged in call number order are also on reserve at the circulation counter on the first floor of the library. Anyone who wants to see the list should ask for reserve item Y-222 titled "Access Center Periodical List." The lists in PDF format also can be reached from the library's home page by clicking "What's New" (below the picture of the fountain). Look at the end of the list of databases in the Fall Semester section. The documents can also be accessed directly at these addresses:

Title order: <http://www.lib.mnsu.edu/lib/docs/MLAC-Title.pdf>

Call number order: <http://www.lib.mnsu.edu/lib/docs/MLAC-call.pdf>

Under Access Center policies, all periodicals from a sending institution will remain at the Andersen Library. All users in the state will be able to request articles through the interlibrary loan services of their libraries as they do now. Entire volumes will not be sent to any individual or library. Visitors to the Access Center may use the reading room to view materials. However, they will not be allowed to browse in the areas where books and periodicals are shelved. Staff members will retrieve items for users. Coin-operated photocopy machines will be available for anyone wishing to copy articles at the center. Additional information about the Access Center is available at their website: <http://www.minitex.umn.edu/mlac/mlac.asp>

Because MSU retains ownership of the materials, the PALS online catalog record will indicate that specific titles and volumes are available at the Access Center. Volumes removed from Memorial Library will show a location of "Access Center" with availability designated "Off-site." The location line will indicate that volumes of the journal are at the Minnesota Library Access Center. Once state academic libraries move to a comprehensive online catalog that incorporates information about various university holdings, that designation may change (See the article in this newsletter about the latest decisions regarding the statewide system.)

As part of the transition from MSU to the Access Center, all the volumes must undergo processing at both sites. These procedures may take several weeks. The length of time involved will depend on the other projects and priorities of the Access Center staff. MSU faculty, students, and staff who need articles from the journals can submit interlibrary loan requests as usual. The interlibrary loan staff will request copies from libraries which currently have the issues of the journal available.