

10-2001

## 10-2001 Newsletter

Minnesota State University, Mankato. Library Services

Follow this and additional works at: [http://cornerstone.lib.mnsu.edu/lib\\_services\\_newsletters](http://cornerstone.lib.mnsu.edu/lib_services_newsletters)



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

---

### Recommended Citation

Minnesota State University, Mankato. Library Services, "10-2001 Newsletter" (2001). *Library Services Newsletters*. Paper 9.  
[http://cornerstone.lib.mnsu.edu/lib\\_services\\_newsletters/9](http://cornerstone.lib.mnsu.edu/lib_services_newsletters/9)

This Newsletter is brought to you for free and open access by the Library Services at Cornerstone: A Collection of Scholarly and Creative Works for Minnesota State University, Mankato. It has been accepted for inclusion in Library Services Newsletters by an authorized administrator of Cornerstone: A Collection of Scholarly and Creative Works for Minnesota State University, Mankato.



# Library Resources

Volume 6 Number 5

October 2001

## What's New at the Library?

After all the moves and shifts in the Library during the past year, many people might be surprised that still more changes occurred over the summer.

Library staff completed the shifting of the book collection on the third floor so that all volumes PQ-Z are now in their correct locations rather than having shelves in the alcove in the southwest corner. The alcove area that was vacated is now largely devoted to study space although some sets of government documents are shelved temporarily there as well. During the coming months this space will become a computer work area similar to the one in the second floor alcove.

On third floor and elsewhere, students have found new "e-tables" that make plugging in laptop computers easy. No longer do Library users wanting to use their machines have to search for seating near a pillar with an outlet in order to get the necessary power. In order to gain Internet access, however, the laptop must be equipped with a wireless card to take advantage of the campus network. Look for these tables in all study areas of the Library.

In addition, anyone who comes to the Library will notice "e-panels" scattered throughout the building. Each of these wooden cabinets will house a computer to provide access to the Library's online catalog. Because the panels can be dispersed throughout the collection, someone needing to verify a location number or search for materials will find a terminal near by instead of having to head back to the clusters of terminals on second and first floor.

Although the Library is not responsible for copy shop services, we are happy to report that those services also expanded with the start of the academic year. The first-floor copy shop now provides the same full range of services as others on campus and includes a place to buy stamps and mail letters.

The copy shop is also the place where anyone printing from various databases goes to retrieve copies. Free printing for currently enrolled students is now available on the same basis as it has been in the Academic Computing Center. Students will need to show their MavCard to use this service. Other Library users will still pay for their own printing.

One final change to note is a revision in the Library's policy about food and beverage consumption. Beverages in spill-resistant containers are now allowed in the Library. Acceptable containers are allowed in all Library areas except the following: Global Learning Lab, video editing area, sound booth, Classroom ML109, Southern Minnesota Historical Center, University Archives, and University Conference Room (ML2042). Beverages in containers such as foam cups or aluminum cans cannot be consumed in the Library because they are vulnerable to spills.

No food can be consumed in any public areas of the Library, including study carrels and group study rooms. However, anyone who wants to eat a meal or snack without leaving the building is welcome to use the tables in the north-south corridor on the lower level. That wide hallway allows people to pass from Crawford-McElroy to the Student Union without walking around the building. Wireless coverage is also available in that area for those who want to use laptop computers.

## **Introducing New Library Faculty**

Three librarians will be sharing their expertise with the MSU community as new members of the Library faculty. Barb Bergman, Jim Kapoun, and Daardi Sizemore contribute to the work of the Library and the University in a variety of ways.

Barb Bergman, Media Services Librarian, comes from Angelo State University in Texas. During her three years as Media Librarian there, she was in charge of the audio-visual collections and worked in reference and instruction.

Barb will put many of those same skills to work at MSU as she coordinates the wide range of services offered through the Educational Resource Center (ERC). She also is in charge of the Library's film/video/DVD collection and encourages faculty interested in obtaining a video that the Library does not own to contact her at 5945 or by e-mail at [barbara.bergman@mnsu.edu](mailto:barbara.bergman@mnsu.edu). Both rentals and purchases are initiated from the ERC. Barb plans to find ways to keep the campus informed about the latest in developing formats for information, possibly through instruction or programs offered in conjunction with Instructional Technology. Barb received her master's degree in Library and Information Science from the University of Iowa. Originally from Slayton, Barb was happy to make the trek from Texas to return to her home state.

Instruction Services Coordinator, Jim Kapoun, had a much shorter move to begin his position at MSU. For the past seven years, he was a member of the Library faculty at Southwest State University in Marshall. There he had multiple assignments, including teaching all the instruction sessions for library users. Here he shares that responsibility with a number of other librarians. However, he is the one to contact to schedule sessions from tours to graduate-level instruction. He coordinates the work of other librarians to work with instructors to tailor a session to class needs. Jim can be reached by phone (2251) or e-mail ([james.kapoun@mnsu.edu](mailto:james.kapoun@mnsu.edu)) A web form to request instruction is also available from the Library's home page.

Because Southwest State is part of the PALS system, Jim was able to step into classroom and reference settings without the need to learn a new library system. He is looking forward to working in a larger academic library and to living in a little larger community. In addition to a master's degree in Library and Information Science from the University of Wisconsin--Madison, he has an M.Div. from Luther Seminary in St. Paul.

The third "new" librarian is probably already familiar to many people at MSU. Daardi Sizemore, Archives/Special Collections Librarian, was hired to a tenure-track position after two years of fixed-term posts. Daardi's master's degrees in History and in Library and Information Science from the University of Wisconsin--Milwaukee serve her well as she oversees a number of diverse collections.

One of Daardi's goals is to provide increased access to the resources of the Southern Minnesota Historical Center. Records for some of the collections have been entered in the online catalog. Finding aids are available from the Archives website linked to the Library's home page. Increased access will help make scholars and community members more aware of these resources. Daardi is also responsible for the University Archives, which includes materials from campus offices, including minutes, flyers, programs, and other department documents. However, no documents should be sent without pre-approval. As part of her records management responsibilities, Daardi works with departments to understand and implement their retention schedules. Last year she undertook a pilot project with 10 departments. Because archives center materials must stay in that area of the Library and can be used only when a staff member is available, advance appointments are necessary. They can be arranged by calling 1029 or 5949 or e-mailing [daardi.sizemore@mnsu.edu](mailto:daardi.sizemore@mnsu.edu)

In addition to her archives and records management work, Daardi oversees the M.J. Lass Center for Minnesota Studies, also located on the Library's second floor. This collection does include circulating copies of some items as well as reference materials that do not leave the Library.

Daardi and Jim have offices on the second floor of the Library while Barb's office is in the ERC on the lower level. All of them will be happy to talk with you about the services and collections they coordinate.

### **MSU AUTHORS COLLECTION**

Memorial Library's newly created "MSU Authors Collection" will feature scholarly and creative works by MSU faculty and staff. The goal of this collection is to acquire and retain one copy of all monographic, published works that are authored, co-authored, compiled, edited/co-edited, translated, or illustrated by an MSU faculty or staff member while he or she is affiliated with Minnesota State University, Mankato. The Library will also collect composed music for a published score or recording and commercially distributed films or videos for which an MSU faculty or staff member had a primary role in the work's creation. The collection will be part of the University Archives, and all items will be searchable in the Library's online catalog. A more detailed collection policy can be found at <http://www.lib.mnsu.edu/lib/archives/msuauthors.html>

The Library would like your help in obtaining materials for this collection. If you recently have published a work appropriate for inclusion, please let us know. We would, of course, appreciate a donated copy. However, if that is not possible, please send a complete bibliographic citation, so that we can attempt to purchase the item. If a copy of your work is already in the Library collection and meets the above criteria, please let us know that too. We would like to add an "MSU Author" note in the online catalog even though the physical item would remain in its present collection. Dissertations, journal articles, and scholarly papers will not be included in the collection, but the Library will maintain a bibliography of these materials and welcomes the submission of citations.

Please submit resources and citations to Daardi Sizemore, Archives & Special Collections Librarian, at ML 3097, e-mail: [daardi.sizemore@mnsu.edu](mailto:daardi.sizemore@mnsu.edu). If you have questions, contact Daardi by e-mail or phone 1029. You may also contact Diane Richards, Collection Development Coordinator, at 5066 or e-mail: [diane.richards@mnsu.edu](mailto:diane.richards@mnsu.edu)

## **Library Services Implements Electronic Reserves**

First the bad news: The transition from paper to electronic reserves did not happen as smoothly as the Library had anticipated. We apologize for misunderstandings and miscommunication that occurred early in the semester.

Now the good news: The new service provides students with electronic access to assigned readings on the E-Reserves server 24 hours a day, seven days a week. E-Reserves are available via three pathways from the Library's web site ([www.lib.mnsu.edu](http://www.lib.mnsu.edu)): Online Resources, Services for You, and Quicklinks. During this initial implementation, there is also a direct link to E-Reserves under the picture of Memorial Library on our home page.

Implementation of this new system helps bring MSU into compliance with the 1998 Digital Millennium Copyright Act. Students gain access to E-Reserves by entering a course-specific password, enabling Memorial Library to document the university's adherence to copyright restrictions. Faculty members are informed about the password when materials are returned to them after being scanned into the E-Reserve system.

Faculty may use the E-Reserves service to provide course syllabi, lecture notes, sample tests, and other materials, as well as articles that are required reading for their courses. All items that can be scanned effectively will be digitized by library staff and placed on the E-Reserves server before being returned to the instructor. In compliance with the Digital Millennium Copyright Act, copyrighted materials can be made available without publisher permission for only one semester. For subsequent use by the same instructor or for the same course, the instructor must secure copyright permission.

Faculty may continue to place library books, personal copies of books, pamphlets or other monographic print materials on reserve using the traditional system. However, students will need to search the E-Reserve listings to determine the reserve number for these items. The printed materials are kept behind the circulation desk by the Library entrance. Students can check by instructor name or department to find lists of all reserve items they need to read for a class.

Our commitment is to make materials available for student use within one week of their receipt by Memorial Library. Technical difficulties configuring the new E-Reserves software resulted in a two-week average turnaround during the first weeks of the semester. However, the backlog has been eliminated now, and the processing time has returned to normal.

Questions or concerns about reserve services, including E-Reserves, may be addressed to Steve Johnson, Reserve Technician (389-5065 / [steven.johnson-2@mnsu.edu](mailto:steven.johnson-2@mnsu.edu)), or Sandy Ready, Circulation Coordinator (389-5150 / [sandra.ready@mnsu.edu](mailto:sandra.ready@mnsu.edu)).