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## 03-2001 Newsletter

Minnesota State University, Mankato. Library Services

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# Library Resources

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## **LIBRARY REMODELING CONTINUES OFFICE MOVES BEGIN**

As previous newsletters have reported, the eastern section of Memorial Library's third floor is being converted to office space for staff members of MnSCU/PALS, the MnSCU Campus Service Unit, and MSU Information and Technology Services. As construction continues, anyone who comes to the Library to study during weekdays in March may encounter more noise and disruption than what has existed since remodeling began in December.

People in search of quiet areas for study during the day might try the Educational Resource Center in the Library's lower level, the north side of first floor, or the southwest section of second floor. Although daytime "quiet study" areas may be hard to find the rest of the semester, those spots will probably be the least disrupted by construction and moving. Construction work does not occur on evenings or weekends.

The first delivery of office system furniture is scheduled to occur early in the month. Because of the amount of material to be moved to the third floor, not all of it can be brought up by the freight elevator nearest the construction zone. Consequently, there will be additional movement through study and collection areas on third floor as the furniture systems are transported to the east side.

During MSU's semester break the week of March 12, members of the MnSCU/PALS staff will move from their current location on the north side of the third floor to their newly installed offices in the eastern section. Once they have completed the office move, remodeling in their vacated space will begin. Eventually the wall between the present MnSCU/PALS office space and the third floor library collection will be removed. That area will be used to house the books with location numbers PS3505 to QA269 currently shelved in the alcove on the south side of third floor.

In addition to the noise as the MnSCU/PALS area is refurbished, additional disruption may occur on the east side of both second and third floors. A separate HVAC system for the remodeled area needs to be installed to ensure an adequately controlled climate for the mainframe computer. This work requires that plastic drapes be placed over sections of bookshelves to reduce potential damage. Circulation staff will provide assistance in retrieving books from affected areas.

Later in March staff from the MnSCU Campus Service Unit and MSU Information and Technology Services will begin the relocation process that will bring them from Morris Hall to the Library.

Because of all the other activity, the Library staff will wait until after the semester ends to shift the third floor books (PS3505 to QA269) to their final location.

## **REDUCED COSTS FOR MICROFICHE/MICROFILM COPYING**

Thanks to an arrangement between the Library and Printing Services, which operates the Copy Shop, researchers who want to have a paper copy made from information available on microfilm or microfiche now pay only 10 cents a page instead of 25 cents. Even though new machines installed in the Library Copy Shop last summer make greatly improved copies from microform to paper, the higher copy costs seemed to deter people from taking full advantage of microform information.

Although many resources are available in paper and electronically, much information is found only in a microformat. For example, back issues of newspapers and journals, government documents, and other resources are often produced in microfiche or microfilm. To encourage people to use that information, the Library is subsidizing the cost of the copying.

The Copy Shop worker will help anyone who needs assistance with operating the copier. Payment for copy costs can be made in cash or with a MavCard with a balance on the cash stripe. Copy cards do not work on the microform copy machine.

## **ELECTRONIC DELIVERY FOR INTERLIBRARY LOAN ARTICLES**

Electronic delivery of journal articles requested through interlibrary loan is now available on a limited basis and will expand in coming months.

Instead of receiving a copy of an article through intercampus or U.S. mail, interlibrary loan users who request electronic delivery will receive an e-mail message with instructions about how to retrieve the article from a secure web server. The article is available for the requestor to view, print, and/or download up to five times within a 14-day period. The system automatically deletes the file after five viewings or 14 days, whichever occurs first.

To use this new delivery option, you must have software such as Adobe Acrobat on your computer in order to read the articles at the web site. If the requested article comes from a library that cannot supply an electronic version, a paper copy will be sent to you. Copies of articles, as well as other library notices, are mailed to the address noted in your PALS record. In other words, simply asking for electronic delivery does not guarantee an article will arrive that way.

To try this new delivery possibility, indicate “Electronic Delivery” in the notes or comments field on electronic interlibrary loan request forms. On paper request forms, write “Electronic Delivery” above your name.

For more information about this new service, call the Interlibrary Loan Technicians at 507-389-5959 or Interlibrary Loan Librarian, Polly Frank, at 389-5961. You may send e-mail queries to [msuill@mnsu.edu](mailto:msuill@mnsu.edu)

## **REFERENCE CONSULTATION SERVICE AVAILABLE**

During most hours the Library is open, librarians are available at the first-floor reference desk to answer questions for anyone who needs help finding information or completing a class assignment or research project. Sometimes the question can be answered in a minute or two. Other queries might require several minutes or more to develop a research strategy or supply basic instruction in how to use electronic or other resources. The amount of time a librarian can spend with someone depends in part on the number of other people requiring assistance at the same time.

In order to provide more extended, uninterrupted time for students and faculty requiring research assistance, reference consultation appointments are now available. This service is particularly valuable for someone undertaking an extensive research project such as a senior paper or graduate thesis. However, reference consultations can also be helpful for someone who wants a basic introduction to searching a particular database or set of databases without having explanations interrupted by others who need the librarian’s help.

A request form for a reference consultation can be completed and turned in at the reference desk. Within a day or two a reference librarian with expertise in the subject area of the research topic will contact the person to schedule the session, which lasts an hour or less. An electronic form to make a consultation request is being developed and should be available from the Library’s home page by summer. If you have any questions about the service, contact Marilyn Montgomery, Reference Coordinator, at 389-2258 or by e-mail at [marilyn.montgomery@mnsu.edu](mailto:marilyn.montgomery@mnsu.edu)

