



Leonard H. Axe Library  
Pittsburg State University

*"...we have more than you know"*

## **AXE LIBRARY**

### **Collections And Faculty Services**

**New Faculty Orientation**

**Fall 2009**

Pittsburg State University  
LEONARD H. AXE LIBRARY

Division of Learning Resources  
1701 South Broadway • Pittsburg, KS 66762-5889  
620/235-4879 fax: 620/235-4090  
<http://library.pittstate.edu>

August 15, 2009

Dear Colleague

Welcome to Pittsburg State University and Axe Library! The enclosed information is provided by Axe Library to orient you to our resources and staff. We are proud of the information services that we are able to provide to our students and faculty.

I encourage you to take a look at the Axe Library Home Page at <http://library.pittstate.edu/>. By exploring this page and its many links, you will find out about our collections, services and databases. As methods of accessing information continue to change, we strive to maintain a good balance of books, journals, and electronic resources for our users.

The library is seeking to make searching for information as seamless as possible using new methods to search across databases. A number of new reference resources have been added and we look forward to helping you integrate these into your teaching and research using the ANGEL software.

This last year, we have revamped our always popular Interlibrary Loan services with new and improved on-line software making it easier for you to secure resources whether located in our library or elsewhere.

Axe Library provides an extensive instructional program to assist students and faculty in dealing with new and traditional methods of research and acquisition of knowledge. Students often have difficulty finding appropriate and accurate information in a world of proliferating sources, some of which are of dubious value. Our librarians are pleased to be able to offer instructional and other services in dealing with these issues. Please contact Robert Lindsey at Ext. 4887 or any of the other librarians for assistance with this program.

The library features a fully functional computer classroom and lab to assist students and faculty with their academic pursuits. Our extensive Special Collections and University Archives unit is housed in the basement of the building and can help you learn more about the rich heritage of southeast Kansas and the University.

We are pleased that you will be part of the PSU family. We want to do everything that we can to make your experience here successful and rewarding. The Axe Library staff and I look forward to meeting you and helping to enhance your teaching and research experiences at Pittsburg State.

Sincerely,

Robert A. Walter  
Dean of Learning Resources

## Table of Contents

Linking Library Resources to ANGEL	4
Axe Library Toolbar	4
Reference Services	5
Library Instruction Services	6
Interlibrary Loan Services	7
Circulation Services	8
Periodicals Services	9
Government Documents Services	10
Collection Development Services	11
Cataloging Services	11
Special Collections & Archives	12
Systems Services	13
Kansas Technology Center Library	14

## Linking Library Resources to ANGEL

Would you like to add a link to a database, online journal, or create a list of readings for your students? It is easy to do with ANGEL.

Open up your Course page. Choose the course you want to add links. On your course page, click on the *Resources* tab. Then, click “edit” in your “Course Resources” box. Click on “Add a Link.” Paste the web address for the item you want to add: database, online journal, online article, or online book. Add a title for the item

*Since many of your students will be using ANGEL in an off campus environment, you will need to insert the proxy authentication string in front of the address of your item.*

Copy/paste <http://library.pittstate.edu:2048/login?url=> and insert in front of your link.

*Databases:* Go to the Databases by Title; right click on the database name. Copy the link. IE browser, use “copy shortcut;” Netscape or Firefox, right click and use “copy link location.” In Safari, use “copy link.”

For *articles*, the persistent URL needs to be copied.

Here are some examples:

Link to an article on “rhetoric” from Dictionary of Linguistics and Phonetics:

<http://library.pittstate.edu:2048/login?url=http://www.credoreference.com/entry.jsp?xrefid=6388681&seid=-.&hh=1>

Link to several political and social sciences dictionaries from Oxford Reference:

[http://library.pittstate.edu:2048/login?url=http://www.oxfordreference.com/views/SUBJECT\\_SEARCH.html?subject=s20](http://library.pittstate.edu:2048/login?url=http://www.oxfordreference.com/views/SUBJECT_SEARCH.html?subject=s20)

Link to an online book: Oxford Companion to the Mind

[http://library.pittstate.edu:2048/login?url=http://www.oxfordreference.com/views/BOOK\\_SEARCH.html?book=t159&authstatuscode=202](http://library.pittstate.edu:2048/login?url=http://www.oxfordreference.com/views/BOOK_SEARCH.html?book=t159&authstatuscode=202)

Link to an article from Academic Search Premier database:

<http://library.pittstate.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=12911266&site=ehost-live>

## Axe Library Toolbar

Download the Axe Library toolbar at <http://library.pittstate.edu/help/toolbar.html> . Shortcuts to handy links and easy access to Axe Library resources as well and PSU services.

## REFERENCE SERVICES

The **Reference Department** <http://library.pittstate.edu/ref/> is your first stop when you have a question about any of the collections or services in the library. **Reference** also provides referral to other library departments, University departments or outside resources.

### CONTACT

**Reference Desk 235-4894**  
[reference@library.pittstate.edu](mailto:reference@library.pittstate.edu)

**Waudenna Agee 235-4892**  
[wagee@pittstate.edu](mailto:wagee@pittstate.edu)

**Jane Victor 235-4886**  
[victor@pittstate.edu](mailto:victor@pittstate.edu)

**Barbara Pope 235-4884**  
[bpope@pittstate.edu](mailto:bpope@pittstate.edu)

**Robert Lindsey 235-4887**  
[rlindsey@pittstate.edu](mailto:rlindsey@pittstate.edu)

### COLLECTION

Between 15 and 20,000 volumes, located on the first floor, are designated as the Reference Collection. The collection consists of encyclopedias, dictionaries, directories, atlases, almanacs, handbooks and books of statistics. Many of these sources are specialized. For example, there are encyclopedias of medicine, biology, astronomy and literature; dictionaries of film, business, foreign language and psychology or directories of colleges, businesses or foundations.

Now available are online services which put entire collections of reference works at our fingertips. We have *Oxford Reference Online*, *Reference Universe*, *Credo Reference* and the *Gale Virtual Reference Library*. Find these reference collections by using the "Online Reference Sources" link from the homepage or <http://library.pittstate.edu/ref/resources/general/>.

### REFERENCE DESK HOURS

<b>Fall/Spring:</b>	Monday-Thursday:	7:45 am-9:00 pm
	Friday:	7:45 am-5:00 pm
	Saturday:	1:00 pm-4:00 pm
	Sunday:	3:00 pm- 9:00 pm
<b>Summer:</b>	Monday-Thursday:	7:45 am-5:00 pm; 6:00 pm-9:00 pm
	Friday:	7:45 am-5:00 pm
	Sunday:	6:00 pm-9:00 pm
<b>Between Semesters:</b>	Monday-Friday:	8:00 am-4:30 pm

### SERVICES

- Assistance in finding and using Library resources
- Instruction on the use of library materials
- Telephone Assistance (ext. 4894)
- E-mail Assistance ([reference@library.pittstate.edu](mailto:reference@library.pittstate.edu))
- Reference Guides

**POLICIES** Reference materials may be loaned for brief periods (usually three days) with permission.

## LIBRARY INSTRUCTION SERVICES

**Library Instruction** <http://library.pittstate.edu/ref/lri/> classes can help students become comfortable and proficient in finding, selecting, and using all kinds of resources.

### CONTACT

Robert Lindsey, Library Instruction Coordinator

235-4887 [rlindsey@pittstate.edu](mailto:rlindsey@pittstate.edu)

All of the Reference Librarians participate in instruction.

### HOURS

Instruction can be given anytime the class meets.

### INSTRUCTION SERVICES

CONTENT of library sessions can include some or all of the following:

- Using journal databases
- Using the Library's online catalog
- Finding resources in a specific subject area
- Developing search strategy
- Improving web search skills
- Understanding the difference between database and web searching
- Evaluating web and print information

### FORMATS

- Using the electronic classroom—24 computers for hands-on instruction
- Visits to your classroom for an overview or demonstration
- Library orientation
- Faculty/Librarian collaborative assignments
- Setting up consultations with students to help with their assignments
- Creating resource guides for the class, including WWW guides, guides to subject areas, bibliographies, pathfinders
- Faculty training

**SCHEDULING OF INSTRUCTION** with two weeks in advance allows for creating exercises and handouts for the class.

The **AXE CLASSROOM SCHEDULE** is now online. Locate on the homepage in the left hand column. Check when the classroom is free and verify when your classes are scheduled.

## INTERLIBRARY LOAN SERVICES

**Interlibrary Loan** <http://library.pittstate.edu/ill/> provides a way to obtain borrowed or copied materials not available in the Axe Library collections.

### CONTACT

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

### HOURS

8-5 Monday through Friday for questions or consultation. The Interlibrary Loan desk is located on the first floor in the Reference area.

### SERVICES

- Create an ILLIAD account. 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 the interlibrary loan form; however, manual forms are available as well. To get started, locate the ILLIAD link on the homepage. Call 235-4890 if you have questions.
- Receive assistance in completing bibliographic information.
- Pick up books at the Interlibrary Loan office anytime the Library is open.
- Receive most Interlibrary Loan services free of charge. If materials cannot be obtained from a library free, a fixed fee of \$8 per loan/copy covers costs up to \$50.00. Actual charges over \$50 are the responsibility of the borrower.
- Receive most articles within 5 working days; books may take 1-2 weeks.
- Receive electronic copies for materials owned at Axe via ILLIAD's Document Delivery module.

### POLICIES

Fines for overdue Interlibrary Loan materials are \$0.50 for the first and second days; \$1 for day three and after.

Renewals are possible if the lending library grants renewals, and if the material is not already overdue.

## CIRCULATION SERVICES

**CIRCULATION** <http://library.pittstate.edu/circ/> provides access to over 700,000 titles housed in the Library.

### CONTACT

Susan Johns-Smith, Systems/Circulation Librarian, 235-4115, [suzyq@pittstate.edu](mailto:suzyq@pittstate.edu)  
Marsha Blalock, Circulation Assistant, 235-4870, [mblalock@pittstate.edu](mailto:mblalock@pittstate.edu)

### HOURS

Staff and circulation services are available Monday through Friday, 8 a.m.-5 p.m. Check the library homepage, <http://library.pittstate.edu/other/hours.html> for a complete list of hours.

### SERVICES

**Borrowing.** PSU photo ID card is required to check out material. Undergraduate student loan period is three weeks on most items. Graduate students loan period is one semester for most items. Faculty loan period is one semester for books, three weeks for periodicals and newspapers. End of semester courtesy notices are sent out at the end of the fall and spring semesters. All items are subject to recall at anytime.

**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 libraries).

**Email Notification.** Email notification for holds and overdue notices is a service currently offered to faculty only. Contact [systems@library.pittstate.edu](mailto:systems@library.pittstate.edu).

**Faculty Reserve** is a closed-stack area for specific course-related material. Books, copies of exams, and personal copies of material can be placed on reserve for shortened loan periods ranging from 2 hrs to 1 week. Specific information for placing materials on reserve is available at <http://library.pittstate.edu/circ/reserve/>. PSU ID is required to check out all material.

**One-Card Photocopy Services** utilizes the PSU ID as a photocopy and print debit card. Money can be credited to the ID card at the Cash Value Center across from the Circulation Desk.

**ADA Services.** If you need help with using equipment or physically locating material, or have difficulty with a web interface, staff at the Circulation Desk, or Reference Librarians, are happy to assist you.

**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 replacement cost. Overdue notices are sent as courtesy reminders.

**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

The **Periodicals Department** <http://library.pittstate.edu/per/> strives to provide a balanced collection of journals and magazines in all formats to support the curriculum, research, and reading interests of our faculty and students. Please do not hesitate to contact the Periodicals Department for any questions regarding periodicals or databases.

### CONTACT

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

### COLLECTION

The Periodicals Department receives over 1500 journal and newspaper titles. The current issues of journals and magazines are located on the first floor of Axe Library. Current newspapers are in the Browsing Area near the coffee bar. Back issues of journals and newspapers are kept on microfilm on the first floor and in bound volumes in the north side of the basement.

Axe Library also has access to over 130 databases and to more than 19,000 online magazines, journals, and newspapers. Check Serials Solutions at <http://library.pittstate.edu/db/> for the location and holdings of journals in print, microfilm, and full text. Use the “Online Databases” pages found on the library’s homepage at <http://library.pittstate.edu/> to explore what resources are available to PSU faculty and students. You may also access nearly all of the library’s databases and Serials Solutions from off-campus using your PSU ID and GusPIN.

### SERVICES AND RESOURCES

- Assistance in locating journals, articles, and use of databases
- Off-campus access to most databases and all online journals.
- 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 and third floors and the basement.
- Microfilm/microfiche reader/printers to produce copies.
- Scan microfilm or microfiche and save to disk or email
- Have materials scanned and/or faxed in the Axe Print Lab Print Station.
- Use 360 Search to search all of Axe’s online collections at once.

## GOVERNMENT DOCUMENTS SERVICES

**Government Documents** <http://library.pittstate.edu/docs/> provides access to a wide variety of specialized publications from the Federal and State governments. Government Document specialists can assist you in finding the information you need. Government Documents is located on the third floor.

### CONTACT

Jo Anne Beezley, Government Documents Librarian  
235-4889 [beezley@pittstate.edu](mailto:beezley@pittstate.edu)

Stephanie Willis, Government Documents Assistant  
235-4891 [stephw@pittstate.edu](mailto:stephw@pittstate.edu)

Dawn Armstrong, Government Documents Assistant  
235-4891 [darmstro@pittstate.edu](mailto:darmstro@pittstate.edu)

### HOURS

Call from 7:30 a.m. to 4:15 p.m., Monday – Friday for reference assistance for government documents. The collection is accessible all hours the library is open.

### SERVICES

In addition to reference assistance for government publications, we also provide instruction tailored to meet the needs of your classes.

### COLLECTIONS

Axe Library is a selective depository for United States government publications and a complete depository for Kansas state publications. Also available are limited collections of Missouri, Oklahoma, and Arkansas documents.

### FORMATS

In addition to printed materials, we have many items on microfiche, CD, and DVD. We have a limited collection of video tapes. Many Government Publications are now available online. We have links to many of these items in our online catalog. There are many databases that provide access to government information including GPO ACCESS, LexisNexis Congressional, O'Net, Ben's Guide for Children, and Science.Gov.

### POLICIES

Most materials check out to faculty for a semester.

Some reference materials, older materials, and highly statistical materials are for library use only.

Some areas of the collection require assistance to access the materials

## TECHNICAL SERVICES: COLLECTION DEVELOPMENT & CATALOGING

The **Collection Development** department <http://library.pittstate.edu/techsrv/> identifies, solicits, and orders materials to support the academic program of the University.

### CONTACT

Earl Lee, Collection Development Librarian/Head of Technical Services

235-4885 [ewayne@pittstate.edu](mailto:ewayne@pittstate.edu)

Linda Grotheer, Acquisitions Assistant [lgrothee@pittstate.edu](mailto:lgrothee@pittstate.edu)

235-4881

### HOURS

8-5 Monday-Friday

### SERVICES AND POLICIES

**Faculty participation** in the Library's collection development is encouraged and appreciated. Every effort is made to purchase books for each department on campus.

*Choice* books review cards are sent to departments as an alerting service. Signing the *Choice* card and returning it is sufficient to request the book. Prioritizing the requests, 1-4 helps get the best books purchased.

**Book request cards** for submitting orders are available from the Acquisitions Department. Call to request book order cards. The faculty departmental secretary's office should also have book order cards for your use. To help expedite requests, send any information about the book, such as flyers, blurbs, reviews, or catalogs.

**An Online Book Request** form is available at [http://library.pittstate.edu/psu-only/request\\_purchase.html](http://library.pittstate.edu/psu-only/request_purchase.html)

**An "On order" status** displays in the Online Catalog to indicate the book has been ordered. When a book arrives and is processed, the "on order" status changes to the complete description and classification of the book.

**Faculty are notified** when the requested titles are ready to be picked up. A work slip is sent to the faculty who requested the book. New books are placed on the new book shelves near the circulation desk for examination or to be checked out.

The **Cataloging Department** <http://library.pittstate.edu/techsrv/> describes, classifies and processes all materials acquired by the Library. The Dewey Decimal classification system is used for all materials except government documents. The government documents materials are classified with the Superintendent of Documents system.

### CONTACT

Morgan McCune, Cataloging Librarian, 235-4895, [mmccune@pittstate.edu](mailto:mmccune@pittstate.edu)

Jean Winters, Cataloging Assistant, 235-4895, [jwinters@pittstate.edu](mailto:jwinters@pittstate.edu)

## SPECIAL COLLECTIONS AND ARCHIVES

**Special Collections and Archives** <http://library.pittstate.edu/spcoll/> contains current and historical materials pertaining primarily to Kansas and to Pittsburg State University. Special Collections is located in the north side of the basement. **Axe Library Digital Collections** <http://axedigital.pittstate.edu>

### CONTACT

Randy Roberts, Curator and Special Collections Librarian  
235-4883; [rerobert@pittstate.edu](mailto:rerobert@pittstate.edu)

Janette S. Mauk, Special Collections Assistant  
235-4883 [jmauk@pittstate.edu](mailto:jmauk@pittstate.edu)

### HOURS

8:00 a.m. – 12 noon; 1 p.m. - 5:00 p.m. Monday through Friday, excluding holidays.

### COLLECTIONS

Extensive holdings of printed materials such as books, newspapers, and ephemeral publications from southeast Kansas and Kansas authors are available. Also included are numerous collections of personal papers, business records, photographs, organizational records, and other memorabilia pertaining to the history, culture and personalities of southeast Kansas such as *Harold Bell Wright*, *Vance Randolph*, *Gordon Parks*, *Osa and Martin Johnson*, and *William Inge*.

The most extensive of the Special Collections is that of *E. Haldeman-Julius*, the Girard publisher of the Little Blue Book series and other materials. Included are the publisher's books, newspapers, magazines, private library, correspondence, and publishing records.

Closely related is the *J. A. Wayland* Collection, consisting of correspondence, photographs, and publications of the Appeal to Reason, the most widely circulated Socialist newspaper in America that was issued from Girard, Kansas.

A third major collection is that of *Dr. Eva Jessye*, a native of Coffeyville and the first choral director of such operas as Four Saints in Three Acts and Porgy and Bess.

Other collections include those of *Joe Skubitz*, a Republican representative from southeast Kansas; cowboy singer and songwriter *Carson Robison*; sports artist *Ted Watts*; novelist *Anne Tedlock Brooks*; and *James Tate*, a winner of the Pulitzer Prize for poetry.

The **University Archives** includes published and unpublished materials relating to Pittsburg State University that document the activities of the University, the administration, the faculty and staff, the students, and the alumni.

### SERVICES

Individual researchers and class visits to use the materials are welcomed. Upon request Mr. Roberts will provide instruction to guide students in locating and using the materials. When possible, photocopying and digital scanning can be provided. Some materials are also available online through Axe Digital Collections <http://axedigital.pittstate.edu>. Rotating exhibits highlight various collections.

### POLICIES

Items in the Special Collections and University Archives cannot be checked out, but may be used with the assistance of the Special Collections staff. The materials are available for use by those associated with the University and by the general public.

## SYSTEMS SERVICES

**SYSTEMS** <http://library.pittstate.edu/systems/> manages the computing resources for the Axe Library and the PSU Axe Library Consortium.

### CONTACT

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

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

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

### SERVICES

**Online Catalog** The online catalog can be accessed at <http://ipac.pittstate.edu/>. The online catalog provides online access to print and non-print material housed in the Axe Library, the Kansas Technology Center, Pittsburg Public Library, USD #250, Fort Scott Community College, and libraries of the Southeast Kansas Library System.

### **Electronic and Web Resources Authentication for Off Campus Use**

Electronic journals and books require authentication. Your key to proper authentication is your PSU ID number and GUS Pin, obtained through the Office of Information Services.

**Troubleshooting.** Systems staff can assist with questions for the Online Catalog, authentication problems, or other information technology related issues.

**Fee-Based Printing for Library Computers** is managed at the Axe Library Computer Lab (235-4088) and at the Circulation Desk. A Cash Value Center near the Circulation Desk is used to credit cash to the PSU ID card.

**Wireless Network.** A wireless network is available for public use throughout the Axe Library.

## KANSAS TECHNOLOGY CENTER LIBRARY

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

### CONTACT

**Heather Winzer**  
235-4054     [hwinzer@pittstate.edu](mailto:hwinzer@pittstate.edu)

**Waudenna Agee (Contact for instruction services)**  
235-4892     [wagee@pittstate.edu](mailto:wagee@pittstate.edu)

### 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 25 IBM compatible computers available for use during regular library operating hours. Holdings include a small collection of books, current magazines, and faculty reserve materials that directly support the College of Technology curricula. For further information, see the web page at <http://library.pittstate.edu/ktc/>

### HOURS

*Fall/Spring Semesters:* Monday - Thursday 8 -10  
Friday 8 -5; Saturday –Closed; Sunday 6 -10

*Summer Semester:* Monday – Friday 8-5  
Saturday – Sunday-- Closed

*Between Semesters:* Closed

### SERVICES

- Reference Assistance
- Class Instruction about Library resources and utilization
- Axe and Interlibrary Delivery and Pickup
- Departmental Research Guides
- Scanners
- CD Creator
- Laser and Color Printing
- Specialized Software
- Computer Lab Reservation
- To recommend titles for addition to the KTC Library collection, contact the KTC Library Manager.