

## Library Basics for Faculty

### Library Website

[www.library.okstate.edu](http://www.library.okstate.edu)

### Facebook

[facebook.com/OkStateLibrary](https://facebook.com/OkStateLibrary)

### Twitter

[twitter.com/OkStateLibrary](https://twitter.com/OkStateLibrary)

### Reference Assistance

Text for help 405-301-8102

Call for help 405-744-9775

Email for help [lib-dls@okstate.edu](mailto:lib-dls@okstate.edu)

### Hours

#### Fall & Spring

Mon-Thur ..... 7:30 am-2 am

Fri ..... 7:30 am-10 pm

Sat ..... 9 am-10 pm

Sun ..... 9 am-2 am

### Dead Week & Finals Week

Open 24/7!

### Holiday & Intersession

Hours vary. Call Hours Hotline

405-744-5029 or check library website

### Visit our Mobile Site

Scan this code with any QR reader to visit our mobile site:

<http://m.library.okstate.edu>



### Remote Services

- Library Catalog: search for books & journal titles & renew items you have checked out.
- A to Z listing of about 450 electronic indexes & databases
- More than 71,000 full-text journals, magazines & newspapers
- Online course reserves
- Email/IM/chat reference assistance

### Off-campus access

- EZProxy: From the Library's website, click on "Anywhere Library Access" then select "Connecting from Off-Campus."

### Reserve

- You can place both hard copy and electronic resources for students
- In-person, visit Room 105; online select "Course Reserves"
- The Library automatically places one copy of each required textbook for Fall and Spring semester costing \$125 or more or for classes with enrollment of 125 or more.

### Subject Librarians

- Each OSU academic department has a Subject Specialist Librarian.
- Most specialists hold a degree in that subject or a related field.
- If you want us to purchase specific books, contact your specialist; a list of specialist librarians can be found on the Library website.

### Checkout Privileges

- Faculty can have 150 items checked out at one time.
- Faculty have two due dates a year: February 27 and August 31. Some special materials (laptops, videos, DVDs, maps, reserve materials, branch library books) have shorter loan periods.
- Most items can be renewed online.

### Fines

- Faculty do not pay standard overdue fines. However, special fines such as laptops, reserves, recalled and special permission fines are charged.
- Fines range \$5/day to \$1.20/hr.
- If an item is lost or damaged, you will be charged the replacement cost of the item plus a \$20 processing fee.
- Fines not paid at the time material is returned are billed to your Bursar's account.

### Interlibrary Loan

The Library provides 2 ways to borrow books from other libraries.

1. InterLibrary Services (ILS) borrows books, articles or book chapters from other libraries, normally for a 30-day checkout. Submit requests online. In most cases, chapters & articles will be scanned & sent via email.
2. OSU-Stillwater is one of 35 institutions that take part in the OK-Share program. Eligible students may use the collections of any OK-Share library on site. To participate, complete an application at the Circulation Desk. When visiting a participating library, present your OK-Share card & request a courtesy card from that library.

### New Books

- On the homepage, under "Find Books," click "Basic" or "Advanced," then select "New Books" tab.

### Plagiarism Detection

- Turn-It-In software is available from ITLE's website. Visit <http://itle.okstate.edu> to download.



# A guide to using the OSU Libraries

## Edmon Low is the Main Library. We have 3 branch libraries

- Architecture Library in the Donald W. Reynolds School of Architecture Building  
[www.library.okstate.edu/arch/](http://www.library.okstate.edu/arch/)
- Curriculum Materials Library in Willard Hall  
[www.library.okstate.edu/cml/](http://www.library.okstate.edu/cml/)
- Veterinary Medicine Library in McElroy Hall  
<http://library.cvhs.okstate.edu/>

## Laptops & the Campus Network

- Access the campus network using a laptop available for checkout at the Circulation Desk.
- Use your own laptop if it has been properly configured. For assistance, call the IT Help Desk at 405-744-HELP (4357).

## Purchase Requests

- Contact your subject specialist librarian to initiate a request (under "Library Services" select "Contact My Librarian").
- Decisions to purchase new journal subscriptions are made by the Collection Development Committee.

## Journals & Articles

- Current print issues are shelved in alphabetical order by title on the 1st floor east.
- Older issues are bound and shelved by call number in the regular stacks or at the Annex. Check the catalog for the status.
- Many journals are also offered in full-text from our website. Select "Full-Text Journals" from the Library's website to search by title or browse alphabetically or by subject.

## Bibliographic Management Software

- The Library offers free copies of EndNote & Reference Manager which organize research, import citations from databases & catalogs, format references for bibliographies & insert footnotes & endnotes directly into papers.
- Select the EndNote tab on the Library's website for downloading the software program, links to training videos & to sign-up for EndNote instruction classes.

## Theses & Dissertations

- Bound copies of recent OSU theses and dissertations are on the 3rd floor shelved by year, then by author.
- Many older theses and dissertations are stored in North Boomer Annex.
- Non-circulating copies can also be found in Special Collections/ University Archives on the 2nd floor. Check the Library catalog for availability.
- The OSU Library also subscribes to ProQuest Digital Dissertations, which allows online access to abstracts for every title in the Dissertation Abstracts database. Dissertations published since 1997 & OSU Dissertations since 1961 are available full-text.

## The book I need is checked out

- Place a recall on the item at <https://www.library.okstate.edu/forms/recallbk.htm>
- We'll notify you when the book is ready. Recall shortens the due date to 2 weeks.

## Dewey Decimal System

- Each book is assigned a number representing a different subject area.
- Search "Dewey Decimal" on our website to learn more.

## Faculty Areas

- Regrettably, there are no faculty carrels in the Library.
- There are meeting rooms on the 1st and 2nd floors. Reserve the rooms by calling or visiting the Circulation Desk.
- The Library is sectioned into Group, Quiet and Silent Study Zones.

## Article Alerts

- Several alerting options are available. Click on "Request Forms," scroll down to the heading "More" & select "Journal Alerting Services."
- Alerts come via email. If you have questions about a particular service or setting up a profile, contact Digital Library Services at [lib-dls@okstate.edu](mailto:lib-dls@okstate.edu) or at 405-744-9161.