

20 Questions about the Library for Faculty

Important Library Numbers:

Hours Hotline
405-744-5029

Circulation Desk
405-744-6812

Library Website
www.library.okstate.edu

Library Catalog
<http://osucatalog.library.okstate.edu>

Help accessing online journals & databases
405-744-9161
877-744-9161 toll free

1. What remote services are offered?

Use the Library's Web site to access the OSU Library Catalog (where you can check the status of material and renew items), about 200 electronic databases, over 57,000 full-text journals as well as reference assistance and tech support. Log in to access these tools off-campus. Detailed instructions are at www.library.okstate.edu/dls/ezproxy.htm.

Digital Library Services (DLS) is available to answer questions about our electronic resources. Contact DLS at 405-744-9161, toll-free 877-744-9161 or via email at lib-dls@okstate.edu.

2. When is the Library open?

During the regular semesters the Main Library is open Mon.-Thu. 7:30 am-2 am, Fri. 7:30 am-7 pm, Sat. 10 am-7 pm and Sun. 10 am-2 am. Hours vary during holidays and intersessions. For the most up to date hours, call 405-744-5029 or visit www.library.okstate.edu/.

3. How long can I check out books?

Faculty have two due dates, Feb. 27 and Aug. 31. Special materials (laptops, videos, DVD's, maps, branch library books) have shorter loan periods. Staff will tell you when items are due. You may renew most items online.

4. How many books can I check out?

Faculty can have 150 items checked out at any one time.

5. Where can I find reference assistance?

Librarians or Library GAs are available at the Reference Desk on the 1st floor to answer questions and give hands-on instruction. We offer assistance in person, by phone 405-744-9775, via email lib-dls@okstate.edu or via chat and IM. IM & chat reference is available Mon.-Thu. 1 pm-9 pm & Fri. 1 pm-5 pm. Add our screen name to your contact list in AOL or Yahoo!: *OkstateLibrary*; ICQ: 195159930; MSN: *OkstateLibrary@hotmail.com*.

6. Can I find recently purchased books?

Many new books are displayed on the 1st floor north side. You can also search for recent acquisitions in the OSU Library Catalog. Click "Basic" or "Advanced" search from the homepage and select "New Books."

7. Can I place things on reserve?

Yes. The OSU Library offers both hard copy Reserves, at the Circulation Desk on the 1st floor, and electronic Reserves. You can place items on Reserve by completing a Reserve Materials Request Form available at the Circulation Desk or online at <http://reserves.library.okstate.edu/index.htm>.

The Library automatically places one copy of each required textbook costing \$125 or more or for classes with enrollment of 125 or more.

8. Are there Librarians who specialize in my discipline?

Each academic department has a Subject Specialist Librarian. Most hold a degree in that subject or a related field. If you would like the Library to purchase material contact your Specialist. A list of the Subject Specialist Librarians can be found at www.library.okstate.edu/services/liaisons.htm.

9. How do I arrange a tour or library session for my classes?

Your Subject Specialist Librarian is your contact for tours and bibliographic instruction sessions. Find your Librarian at www.library.okstate.edu/services/liaisons.htm.

You're @ the library

Contact for information:
Reference Desk
405-744-9775 or
877-744-9161 toll free

You're @ the Library. A guide to using the OSU Libraries.

10. Do faculty pay fines?

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

11. Can I checkout a laptop or use my own in the Library?

Yes! We have 18 laptops available to faculty for 3-day checkout. The Library is set up for wireless internet access. You can access the campus network using a laptop available for checkout at the Circulation Desk or with your own laptop if it has a properly configured 802.11B or WIFI ethernet card. For assistance, see the ITD Help Desk in 113 Math Sciences.

12. Can I be alerted about new articles?

Yes, there are several alerting services. A full list can be found at www.library.okstate.edu/database/alertservice.htm with links to set up an alert with each. Alerts will 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 or (405) 744-9161 or toll-free outside Stillwater (877) 744-9161.

13. Where can I find journal articles?

Current issues of print journals are shelved in alphabetical order on the 1st floor. Older issues are bound and shelved by call number in the regular stacks. Check the OSU Library Catalog for individual journals' status.

Many journals are also offered in full-text on our site. Visit the Full-Text Journals List at www.library.okstate.edu/ftdb/index.htm to see what we offer. We will also deliver electronic copies of any print journal article we own within 48 hours. Fill out a document delivery request at www.library.okstate.edu/access/ils/documentdelivery.htm.

14. Do I have to come in person to check out materials?

If you only need a single book chapter or an article available only in print, complete a document delivery request online at www.library.okstate.edu/access/ils/documentdelivery.htm. We will digital the material and email it to you.

You may also authorize a research assistant to check out materials on your account. Bring a photocopy of your faculty ID and a completed Circulation Authorization form (available at www.library.okstate.edu/guides/general/images/circauth.pdf or at the Circulation Desk) to the Circulation Desk on the 1st floor.

15. Can I get material from other libraries?

If the Library does not own a book or journal, we can probably get it at no cost to you. We take part in Interlibrary Loan. ILS borrows materials from other libraries, so you can use them here. Stop by the ILS office on the 1st floor for details.

16. Where are theses and dissertations?

The OSU Library keeps bound copies of OSU theses and dissertations. Check the Library Catalog for availability and location or visit the Reference Desk on the 1st floor. Non-circulating copies can also be found in Special Collections/University Archives on the 2nd floor.

The OSU Library also subscribes to ProQuest Digital Dissertations, which allows online access to citations and abstracts for every title in the Dissertation Abstracts database. Dissertations published since 1997 and OSU dissertations since 1962 are available full-text. You can find Digital Dissertations in the list of databases or go to <http://proquest.umi.com/login>.

17. Are food or drinks allowed in the Library?

Yes, you may bring drinks with a secure lid and small snack items. The Edmon Low Library even has its own cafe where you can buy specialty coffees, drinks and snacks.

18. What if the book I need is checked out?

If you need a book that is checked out, you can place a recall on the item at <https://www.library.okstate.edu/forms/recallbk.htm>. A recall changes the due date to 2 weeks from the request. When the book is returned, you will be notified. The book will be held for you for 10 days.

If a book you have is recalled, you will receive notification of the new due date. Remember to return recalled material on time. The fine for a past due recalled item is \$5/day.

19. Is there a faculty area in the Library?

Regrettably, there are no faculty carrels in the Library. There are, however, meeting rooms on the 1st and 2nd floors. You can reserve the rooms at the Circulation Desk. The Library is also sectioned into Group Study areas, for large groups to meet and conversation is allowed; Quiet Study areas, for smaller groups with moderate conversation; and Silent Study areas, where there is no talking.

20. Is bibliographic management software available?

Yes, the Library offers **free** EndNote and Reference Manager which can be used to organize your research, import citations from electronic databases and catalogs, format your references for bibliographies and to insert footnotes and endnotes directly into your papers. More information about the software and workshops offered at the Library can be found at www.library.okstate.edu/bibmanager/index.htm.