



# Gordon B. Olson Library



## LIBRARY INFORMATION FOR FACULTY

August 2024

## ***Library Information for Faculty***

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**Library Units and Contact Person:**

<u>UNIT</u>	<u>CONTACT</u>	<u>PHONE</u>
Access Services (Circulation/Interlibrary Loan/Off-Campus Student Services/Reserves)	Jolene Nechiporenko	858-3868
Cataloging	Patty Hunt	858-3859
Electronic Resources and Collection Management	Kathleen Simi	858-3203
Library Director	Jolene Nechiporenko	858-3868
Library Instruction	Ben Bruton Mara West	858-3013 858-3095
Purchasing Associate	Celeste Hauser	858-3034
Reference Services	Ben Bruton Mara West	858-3103 858-3095
Reference Services for Off-Campus	Ben Bruton	858-3103

## **LOAN PRIVILEGES AND PLACING MATERIALS ON RESERVE**

All faculty may check out books from the main collection for 120 days and may renew up to two times. Other materials may be checked out as follows:

### **4 WEEKS**

Government Documents

Periodicals

The reserve book collection exists to make a small number of materials available to many students within a given period. There are five reserve periods – **2 HOUR, 5 HOUR, 1 DAY, 2 DAY, and 7 DAY**. The library does not provide photocopying of reserve materials. Any such materials must be provided by the instructor.

The library reserves the right to refuse to place materials on reserve if, in our estimation, doing so would violate U.S. copyright law.

A **minimum of 48 hours** is necessary for the processing of reserve materials. They are processed in the order of receipt. Please submit your reserves as far in advance of anticipated assignments as possible. Please complete a **reserve request form** for each class for which you are placing materials on reserve. A copy of the reserve request form is on page 4.

Periodical volumes held by the Gordon B. Olson Library will not be placed on reserve.

**CONTACT PERSON:** Jolene Nechiporenko

Library Director

858-3868

jolene.nechiporenko@ndus.edu

Instructor \_\_\_\_\_ Department \_\_\_\_\_ Date Requested \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Course Name \_\_\_\_\_ Date Required \_\_\_\_\_  
 Anticipated No. Users \_\_\_\_\_ Course Number \_\_\_\_\_  
 CHARGE OUT PERIOD: 1 Day (04) \_\_\_\_\_ 2 Hour (06) \_\_\_\_\_ 1 Week (10) \_\_\_\_\_  
 REMOVE FROM RESERVE AFTER:  
     Fall Semester, 20 \_\_\_\_\_  
     Spring Semester, 20 \_\_\_\_\_  
     Summer Semester, 20 \_\_\_\_\_

**INSTRUCTIONS**  
 PLEASE TYPE OR PRINT WITH BALL POINT. Reproduced copies may be placed on reserve.

1. PLEASE TYPE OR PRINT WITH BALL POINT. Reproduced copies may be placed on reserve, but the library assumes no responsibility for copyrighted material.

3. ONLY REQUIRED READINGS ARE TO BE PLACED ON RESERVE.

[illegible]

**If placing photocopied material on reserve, please sign below:**

I attest that these are legal copies and that if the copyright law requires that I obtain permission to copy this material I have done so.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **LIBRARY INSTRUCTION**

The goals of our information literacy program are to enable students to think critically about the research process and to teach them to hone their ability to find, retrieve, evaluate, and use information at a university level. The instruction librarians offer instruction sessions that will provide your students with information literacy skills which will help them with their research projects, term papers, class assignments, etc.

Our instruction sessions are designed to heighten student awareness of the scholarly resources suitable to their discipline and level of education. We strive to create a classroom environment in which students can actively learn effective techniques for searching scholarly databases and selecting high-quality resources.

We encourage you to schedule instruction sessions with us. We can schedule them for almost any time of the day or evening. It is important that, before you call us, you read the guidelines which can be found at:

<https://www.minotstateu.edu/library/pages/guidelines.shtml>

To arrange to bring your class to the library for a presentation on library resources contact Ben Bruton at ext. 3013 or Mara West at ext. 3095.

## **LIBRARY ASSIGNMENTS**

We strongly advise instructors to verify availability of library resources when making class assignments. We encourage instructors to consult with librarians if there is any doubt about whether the library will have the resources to meet their needs.

### **CONTACT PERSONS:** Ben Bruton

Reference and Library Instruction Librarian  
858-3857  
ben.bruton@ndus.edu

Mara West  
Reference and Library Instruction Librarian  
858-3095  
mara.west@ndus.edu

## **ORDERING LIBRARY MATERIALS**

The faculty of Minot State University are welcome to participate in building the library's collection. Each department, division, or college receives a budget that is used for one-time purchases (such as books, DVDs, or CDs) in their academic area. Faculty members are asked to forward requests to the designated faculty member in their area. This person, in turn, forwards the request to a librarian that has been assigned to work with their department, division, or college.

Procedures for ordering books and other library materials are found on the following pages.

Contact the Electronic Resources and Collection Management Librarian if you have any questions for concerns about purchasing materials.

**CONTACT PERSON:** Kathleen Simi

Electronic Resources and Collection Management  
Librarian

858-3203

[kathleen.simi@ndus.edu](mailto:kathleen.simi@ndus.edu)



## ORDERING BOOKS AND AV MATERIALS

To request a book or other item:

1. Start at the library home page: <https://www.minotstateu.edu/library/index.shtml>.
2. Click on "Faculty Services".
3. Click on the "Book Order Form for Faculty" button.
4. Fill in the form as completely as possible.
5. Repeat for each book or other item you wish to request.

## ORDERING FROM A PUBLISHER'S NOTICE

When ordering from a publisher's catalog or notice, you must fill out an order request form for each title. Insufficient staffing makes it impossible for us to fill out these forms for all faculty. Generally, you do not need to send the notice, but in the case of a special sale, pre-publication offers, or the item is from an obscure publisher, it may be helpful if you include the notice with your request.

## REQUESTING RUSH SERVICE

Once ordered, it is difficult to predict how long it will take for a particulate title to be ready for circulation. It can take anywhere from one week to three months. Orders are processed as quickly as possible in the library, and for the most part, our suppliers fill them in a timely manner. If the material is urgently needed, please write **RUSH** in bold letters on the request form. If it is needed by a particular date or semester, add this information. The library staff will try and fill the order and catalog the material by that date if possible.

## CHOICE REVIEWS

Choice Reviews is a searchable list of more than 200,000 book reviews that can be filtered by date or publication, subject, readership level, and recommendation level. A link to Choice reviews can be found on the library page under "Faculty Services". This service replaces Choice Cards, which are no longer available.

## ORDERING NON-PRINT MATERIALS

Non-print materials may be ordered using the standard online request form. Please indicate the type of AV format after the title.



## **ORDERING DEADLINE**

Submit all requests for materials by April 1<sup>st</sup> to ensure that the materials are received and paid for by the end of the fiscal year – June 30<sup>th</sup>.

## **RECEIVING NOTIFICATION OF YOUR ORDER(S) FOR LIBRARY MATERIALS**

You will receive an email notification when items you requested are ready for circulation.

## **ORDERING PERIODICALS**

Suggestions for purchase of periodical titles should be submitted to the Electronic Resources and Collection Management Librarian on a Periodicals Request Form. A copy of this form follows. Periodicals are purchased from a separate fund and decisions concerning new titles are generally made during the spring of the year.

Since even an inexpensive journal title represents a continuing expense, new journal titles are added selectively. The periodical collection's holdings are constantly reviewed, and new and often-requested titles are added while seldom-used titles are dropped. While it is recognized that faculty members have research needs, which on larger campuses can be more fully met through large periodical collections, Minot State University faculty may have to rely on our interlibrary loan service to fulfill some of their research needs. Faculty members are urged to distinguish between a research collection and one which is designated to meet the journal needs of interdisciplinary undergraduate and graduate programs. The library will carefully consider each new request for a new journal title to be added to the collection.

Gordon B. Olson Library  
Minot State University  
Minot, North Dakota

**PERIODICALS REQUEST FORM**

Title: \_\_\_\_\_

Since limited funds and the need to maintain a balanced collection require that we add titles selectively, we would appreciate answers to the following questions:

How did you become aware of this publication? \_\_\_\_\_

Why is it important to the Gordon B. Olson Library collection? \_\_\_\_\_

How do you plan to use this publication? (e.g., class assignments, library projects, supplementary source of information, etc.)

Please assign a rating (check one):

\_\_\_\_\_ Absolutely essential (even if other titles in this field will have to be cancelled)

\_\_\_\_\_ Required to keep our collection adequate.

\_\_\_\_\_ Would add strength to our collection.

\_\_\_\_\_ Welcome if funds are available.

Your name: \_\_\_\_\_

Department: \_\_\_\_\_ Phone or email: \_\_\_\_\_

Do you wish to be notified if this title is acquired? \_\_\_\_\_

Thank you for your request. If you have any questions, please contact Kathleen Simi at ext. 3203.

**Bibliographic verification --- Library staff use only.**

Ulrich's ed: \_\_\_\_\_ Page: \_\_\_\_\_ Frequency: \_\_\_\_\_ Price: \_\_\_\_\_

Indexed in: \_\_\_\_\_

## **BORROWING MATERIALS NOT OWNED BY GORDON B. OLSON LIBRARY**

Books and journal articles needed for research can be requested via Interlibrary Loan.

Requests may be submitted online. Please submit one request per item. If the item is a multivolume set, please indicate the number(s) of the requested volume(s). Please check with a librarian if you need assistance with online requests.

The Gordon B. Olson Library will pay up to \$25 for faculty requests. If charges exceed this amount, you may be asked to pay the amount beyond \$25.00. If there is an additional charge, the library will contact you before ordering the item.

Certain materials usually cannot be obtained through interlibrary loan. These include:

- Rare or valuable materials.
- Bulky/fragile items that are difficult or expensive to ship.
- New popular fiction, non-fiction, or any other materials in high demand.
- Entire issues or volumes of journals.

Books and other lendable materials received via interlibrary loan are *generally* available for two to four weeks. Due dates and restrictions are set by the lending library. A fine will be charged for overdue interlibrary loans. There is no grace period for interlibrary loans. If a patron continually disregards due dates, his/her interlibrary loan privileges will be revoked, and his/her library account will be blocked.

Interlibrary loan transactions can take anywhere from three days to two weeks to complete depending on the rarity of the requested, demand, and location of the lending library, and the U.S. Postal Service.

Articles will be sent to you electronically. Books and other circulating items can be picked up at the circulation desk. Books not picked up after 10 days will be returned to the lending library. If the lending library specifies that an item is non-circulating, we will notify you upon receipt of the item.

**CONTACT PERSON:** Jolene Nechiporenko  
Library Director  
858-3868  
jolene.nechiporenko@ndus.edu

## **OFF-CAMPUS SERVICES**

A faculty member who is offering a course in which the students will not be attending class on campus should be aware of special services and policies to assist both the faculty member and the students with library services.

A faculty member interested in library instruction for the class or reference service for their off-campus students should contact Reference and Library Instruction Librarian Ben Bruton. Regardless of the method of instruction delivery, the faculty member should be in contact with Ben at least two weeks in advance to plan the library instruction component for the class.

Faculty members should also be aware that the Gordon B. Olson Library homepage (<https://www.minotstateu.edu/library/index.shtml>) has a resource page for distance education students under "Distance Education". This page explains to students how to utilize interlibrary loan services from off-campus. Any questions about student accounts or obtaining library materials should be directed to the Library Director.

This same "Distance Education" page has instructions on how to access library databases and reference services from off-campus. Distance students are also encouraged to contact Ben for more in-depth reference assistance.

### **CONTACT PERSON: Ben Bruton**

Reference and Library Instruction Librarian  
858-3857  
ben.bruton@ndus.edu

Jolene Nechiporenko  
Library Director  
858-3868  
jolene.nechiporenko@ndus.edu

## **ASSIGNED STUDY CARRELS POLICIES**

### **A. ASSIGNMENT OF STUDY CARRELS**

1. Carrels are assigned to those individual faculty and graduate students with research and/or writing interest which requires continuing and intensive use of library resources.
2. Assignment of carrels will be based on need.
3. Applicants for carrels for faculty must be made in writing to the library Purchasing Associate. Application forms will be made available at the office of the department/division chair. Graduate students should contact the Graduate School office for application forms.
4. Assignment of carrels may not exceed one semester or summer term.
5. A carrel holder may apply for renewal at the end of his/her assigned period, she he/she will have no priority over other applicants.
6. Carrels will be for research and scholarship only and will not provide office or conference space as such.
7. Carrel holders may not sublease the space assigned to them.
8. It is the responsibility of the faculty member to notify the library Purchasing Associate the carrel assigned to him/her is no longer needed.
9. Applicants approved for carrels will be notified via e-mail of their carrel assignment. Instructions for picking up a key to the carrel will be included in the e-mail. There is a \$20 fee for replacing lost keys.
10. Carrels are not accessible when the library is closed.

### **B. USE OF STUDY CARRELS**

1. Carrels are expected to be used. They will be monitored for use. If insufficient use is made of the carrel, it may be reassigned.

2. Furniture should be neither introduced nor removed from the carrels.
3. Walls and doors must be kept free of nails, tape, or any other method of affixing objects. Windows must not be covered.

### **C. USE OF LIBRARY MATERIALS IN STUDY CARRELS**

1. Carrel holders are to abide by the same rules as all other library patrons in checking out materials. Therefore, carrel holders planning to use an item in a carrel for over two hours must check it out at the circulation desk. This also means items which do not circulate (e.g., reference books, indexes, etc.) are not to be left in carrels.
2. Library personnel will monitor carrels to ensure materials are properly charged.
3. Library materials not checked out will be returned to the collection.

Questions regarding the use of carrels should be directed to the library Purchasing Associate. Study Carrel Application follows.

**CONTACT PERSON:** Celeste Hauser  
Purchasing Associate  
858-3034  
celeste.hauser@ndus.edu

**APPLICATION FOR ASSIGNED STUDY CARREL  
GORDON B. OLSON LIBRARY  
MINOT STATE UNIVERSITY**

**NAME:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**RANK:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Study carrel assignment renewals are not automatic – you must reapply each semester.**

**ACADEMIC YEAR:** \_\_\_\_\_

**TIME PERIOD:**

\_\_\_\_\_ Fall Semester

\_\_\_\_\_ Spring Semester

\_\_\_\_\_ Summer Semester

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

By signing below and submitting this application, I acknowledge that I have read and understand the ASSIGNED STUDY CARREL POLICIES. I also acknowledge that should my request for the use of a study carrel is approved, I will abide by these policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Library staff use only: Date email notification sent: \_\_\_\_\_ Carrel #: \_\_\_\_\_

Date issued: \_\_\_\_\_ Date key returned: \_\_\_\_\_



## **CLASSROOM SPACE**

The Gordon B. Olson Library was not designed for providing space on a scheduled basis for classroom instruction, however, classes accompanied by the instructor are welcome. Please refer to page 5 (Library Instruction) of this handbook for information on scheduling a class visit.

## **NON-PRINT COLLECTION**

Gordon B. Olson Library offers a non-print collection of over 9,500 items including compact discs, audio cassettes, records, videos, DVDs, and slides to support your teaching needs.

## **COMPUTERS**

The main floor of the library contains both PC and Mac computers as well as printers, scanners, microfilm readers, and a copy machine.

