



Library Services for Faculty and Staff

REFERENCE

Mabee Library Reference Desk
(785) 670-1483 Toll free #: 800-736-9060
refemail@washburn.edu

The reference staff of the University Libraries, Mabee Library and the Curriculum Resources Center (CRC), provide a wide array of services for faculty and staff that support all facets of teaching and learning. By familiarizing users with available services, print and electronic resources, library personnel help to empower individuals with the essential information and literacy skills needed in a technologically rich environment.

Faculty and staff are assisted both in their teaching and personal research by professional, subject-specialist librarians. Additional services such as research consultations, mediated searches, and collaboration with coursework are available. Reference and instruction staff often collaborates with faculty in designing, preparing, and guiding students through the research process.

In order to serve students better, faculty members are encouraged to contact the reference staff and apprise them of upcoming research assignments. Faculty members are also encouraged to share syllabi and any other information that will facilitate the success of students in conducting research.

Reference services are constantly expanding. Please do not hesitate to call, email, or come by and let us know how we may assist you.

Mabee Library Reference Desk Hours:

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 am - 6:00 p.m.
Saturday	10:00 a.m.- 5:00 p.m.
Sunday	1:00 p.m.-11:00 p.m.

CRC Reference Desk Hours:

Monday-Friday	8:00 a.m. – 5:00 p.m.
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Special hours during holidays, interims, and finals will be posted at Mabee Library and the CRC. Library hours are also posted on the Mabee Library website at www.washburn.edu/mabee and the CRC website at www.washburn.edu/mabee/crc

After hours, reference questions can be left via voice mail (785) 670-1483, 800-736-9060, or e-mailed to refemail@washburn.edu

CIRCULATION

Eligible Borrowers and Borrower Responsibilities

All Washburn faculty, staff, administrators, and students may use and check out materials from Mabee Library and the Curriculum Resources Center. To check out materials, a current Washburn ID must be presented. All Kansas residents who are not Washburn faculty, staff, administration, or students may apply for a guest borrower's card. Guest borrowers must be 18 years of age or older and have a Kansas Driver's license or other proof of residency.

Borrowers are responsible for all items checked out on their record. The library will not check out materials to someone using another's card. Any material checked out on an unreported lost card will be the responsibility of the cardholder. Please report lost cards to Mabee Library immediately (670-2485).

Student research assistants are allowed to check out materials on a faculty member's record upon proper authorization. Faculty should request and complete a Research Assistant Authorization Form available from the Circulation Desk at Mabee Library (670-2485). By signing and returning the form, the faculty member is accepting responsibility for all materials the research assistant checks out on his/her record. Research Assistants will be required to present their own WU ID for verification before checking out materials for a faculty member.

Children, under the age of 18, of Washburn faculty, staff, and administrators may apply for a guest borrower's card when accompanied by a parent. The card grants them the same use status as that of other guest borrowers, with responsibility for lost book charges.

Loan Periods and Recalled Materials

Washburn faculty and administrators have a loan period of six months for the regular circulating collection. Materials checked out for the semester may be recalled for another patron 28 days after checkout. Once a recall is issued, the borrower is given five days from the new due date printed on the notice to return the recalled materials to the library. Bound periodicals have a loan period of one week for all borrowers. Unbound periodicals are loaned for one week to faculty and administrators only. Videotapes and DVDs circulate for seven days. Books, maps, and CDs circulate for 4 weeks.

Renewals and Overdue Notices

An item may be renewed, except reserves, provided that no hold has been placed on it for another borrower. One renewal may be made by telephone to the Circulation Desk of Mabee Library at (670-2485) without presenting the materials. One may also renew books online by going to the Mabee Library Homepage under the section Services and following the procedure there. The University Libraries do not charge fines for overdue books. Notices are sent out as a courtesy when materials are overdue.

Holds and View-Your-Own Circulation Record

Holds may be placed on materials that are checked out, in process, or on order. A recall notice is issued for materials that are checked out, requesting that the items be returned. Materials in process

can be available for checkout within 24 hours. Materials on order are generally available to the patron within 30 days of the order date. Library staff will make every effort to obtain materials for faculty, staff and administrators by the date requested. Hold requests should be made at the Circulation Desk of either library.

Patrons may view their own circulation record in *ATIAS*:

- Go to topekalibraries.info
- Click on “Washburn University Mabee Library Catalog/My Library Account”
- Enter your name and 8-digit WU ID number

Once entered, patrons may view items checked out, renew books, check the status of holds placed, and display charges owed. To maintain confidentiality, remember to exit out of your record when finished by clicking Logout.

Mabee and Curriculum Resources Center (CRC) New Books List

To see a monthly list of recently cataloged items for the Libraries:

- Go to topekalibraries.info
- Click on “Washburn University Mabee Library Catalog/New Book List”
- An RSS feed is also available from the Mabee Library Homepage

Audio-Visual (AV) Equipment

AV equipment housed in either the Mabee Library or the CRC is available for individual use within that library only. Arrangements for classroom use of AV equipment may be made with the Technology Support Center @ (670-3000).

COURSE RESERVES

Contact: Andrea Leon, Circulation Manager
Phone: 670-1488
E-mail: andrea.leon@washburn.edu

All materials to be placed on course reserve (either in hard copy or electronic format) should be gathered and brought to the appropriate Circulation Desk of the Mabee or CRC library. Materials may also be sent through campus mail to the appropriate circulation desk. A completed Reserves Form must accompany all requests. These forms are available at either Circulation Desk or online at www.washburn.edu/mabee/services/files/place_items_reserve_form.pdf. Please allow at least 2 business days from time materials are delivered to the library until they are processed for student use. Reserves may be designated by faculty members as 2-hour (closed), 2-day, or 7 -day check-out. Faculty should remind students that a current Washburn ID is required for checking out hard copy reserves, although 2-hour (closed) reserve materials do not leave the library.

Copyright law limits the amount and number of copies of an article, book chapter, or other portions of a longer work that may be put on reserve. For more details, please read

the University Libraries Course Reserves Policy at
http://www.washburn.edu/mabee/just_for/lib_policies/course_reserves_policy.pdf

INTERLIBRARY LOAN/DOCUMENT DELIVERY

Contact: Marj Murray
Phone: 670-1489
E-mail: marj.murray@washburn.edu

Interlibrary Loan (ILL)/Document Delivery (DD) enable patrons to obtain materials not available at the University libraries. Patrons must have a current WU ID or guest borrower's card before initiating a loan request. There are several ways to initiate a request:

- On the Mabee Library website: www.washburn.edu/mabee/services/ill/index.shtml
- When using FirstSearch databases, select **Borrow this item from another library (Interlibrary Loan)**
- By direct request through the Kansas Library Catalog using the **ILL - Request this item** link at the top of the page
- By direct request through the WorldCat database using the ILL icon at the top of the page.

Interlibrary loan and document delivery are free to Washburn faculty, staff, administrators, and students. Only on rare occasions will reimbursement be requested. Lost materials are subject to the rules and regulations of the lending library.

Always make sure that the University Libraries do not own the material before submitting a request by searching *Encore*. When requesting materials, please be aware that the time it takes for materials to arrive depends on a number of factors: the location of the lending library, the processing time at both the lending library and Mabee Library, and the accuracy of the information provided on the request form.

Total processing time is usually up to two weeks from the date of request until received at Mabee Library. Articles may arrive sooner if they are transmitted electronically. It is the policy of the University Libraries not to borrow Washburn Adopted Textbooks through interlibrary loan.

LIBRARY INSTRUCTION

Contact: Keith A. Rocci, Information Literacy Librarian
Phone: 670-1490
E-mail: keith.rocci@washburn.edu

The library instruction program assists students, faculty, and staff to develop or improve library research skills. Broad-based research instruction is provided to meet the needs of lower division classes, while specialized presentations are designed to address the advanced research needs in upper-division courses.

Library presentations are collaborations between the teaching and the library faculty and are normally held in the Electronic Classroom of Mabee Library. The classroom can accommodate

approximately 30 people at hands-on computer workstations. Library instruction can be provided in an alternative setting if requested. Library presentations are designed in a variety of formats and styles to accommodate the library research needs of each class. Class sessions usually include both print and electronic resources.

If you would like to request a library instruction session for your class, please contact the Information Literacy Librarian.

IS 170 Library Research Strategies

Students who wish to learn more in-depth library research skills may elect to take the for-credit course, IS 170 Library Research Strategies.

Students will:

- Improve their skills in library research;
- Develop search strategies to increase library literacy;
- Learn the use of reference tools, electronic databases, World Wide Web and other Internet resources; and
- Evaluate materials examined.

Students will become familiar with information searching techniques and will be able to use those skills to satisfy their information needs.

COLLECTIONS

All information resources are selected in accordance with the curricular and research needs of the University community as articulated in the Libraries' Collection Development Policy. While continuing to maintain traditional resources, the Libraries are also expanding the electronic offerings available to students, faculty, and staff. The Libraries are also a "selective depository" for federal documents, as well as a "full depository" for Kansas state documents.

The Collection Development and Management Program involves the selection, location, and preservation of the Libraries' information resources, as well as the continuing assessment of needs for these resources. These activities are coordinated by the library Subject Selectors in conjunction with the teaching faculty.

Books and Research Materials

Each academic department has a Faculty Library Departmental Representative who acts as liaison with the appropriate library Subject Selector. Please route library material recommendations to your Departmental Representative.

The order status of all materials is indicated in the libraries' catalog in real time. Materials needed on a rush basis should be indicated on the initial request so their ordering, receipt, and processing can be expedited. Requesting materials as early as possible is essential if materials are to be made available for the semester for which they are required.

Periodicals

The Libraries maintain extensive print periodical subscriptions, as well as providing online full text access to an expanding digital collection. Decisions on purchasing and retention of periodical titles are a collaborative decision between the Libraries and the teaching faculty. Recommendations for new titles should be submitted to your Departmental Representative.

Electronic Resources

The Libraries provide access to over 200 databases of the journal literature covering the fields of study at the University. All electronic resources (indexing and abstracting databases, full-text journals, etc.) are available from University offices, campus computer labs, as well as from off campus. Off-campus access requires a current Washburn University ID number. Go to the Mabee Library homepage at www.washburn.edu/mabee and click "Articles" under the Find It section to search any of the libraries' electronic databases.

SPECIAL COLLECTIONS

Contact: Martha Imparato, Special Collections librarian
Phone: 670-1981
E-mail: martha.imparato@washburn.edu

The Rare Book Collection includes pre-1850 imprints, limited and signed editions and materials with fine bindings and illustrations.

The Washburn Collection includes books by or about alumni, faculty, staff, and the University. Faculty and staff are encouraged to contribute copies of their publications to the library for inclusion in the collection.

The Washburn University Archives includes records of Lincoln College, Washburn College, and Washburn University. These records include Washburn Presidents' files, Board of Regents minutes, financial reports, student publications, Washburn publications, faculty and staff publications (articles, papers, etc.), a large number of clippings, and over 9,000 photographs. Access to these records is provided by finding aids, an Archives Index which is available electronically via the Special Collections section of the Mabee Library homepage, and *Encore*, the library catalog.

The William I. Koch Art History Collection is a special collection that contains more than 12,000 monographs, exhibition catalogs, periodical volumes, auction catalogs, and ephemera generally covering the history of visual arts, photography, and architecture. Listings of items in this collection are accessible by conducting an author search for "William I. Koch Art Collection" in *Encore*, the online catalog. Items in this collection do not circulate. Contact the Reference Desk for assistance.

Books and materials in Special Collections do not circulate. It is advisable to contact the Special Collections Librarian for an appointment at least 24 hours in advance.

CURRICULUM RESOURCES CENTER

Contact: Heather Smith-Collins, Curriculum Resources Librarian

Phone: 670-1956

E-mail: heather.collins@washburn.edu

Or

Contact: Paula Inman, Library Assistant

Phone: 670-1436

Email: paula.inman@washburn.edu

The Curriculum Resources Center (CRC), located on the lower level of Carnegie Hall, is a collection of preschool through grade twelve educational resources.

These resources include:

- Elementary and secondary textbooks,
- Curriculum resources,
- Teaching aids, and
- Manipulatives for classroom use.

The collection also includes preK-12 materials that might be found in a public school setting, such as:

- Children's and young adult books,
- Magazines,
- Audio- and videotapes,
- Computer software, and
- Kits, games, toys, and puzzles.

The CRC also houses a collection of psychological and educational tests, including:

- Achievement tests and intelligence scales,
- Behavioral checklists, and
- Personality measures and diagnostic tests.

The CRC staff provides reference assistance in locating and utilizing materials; provides instruction in the use of library tools; produces bibliographies upon request; and assists in the production of audiovisual materials and bulletin boards. A laminator and a die cut machine are available at no charge. The CRC staff also maintains a website (www.washburn.edu/mabee/crc) that provides links to Internet lesson plans, children's and young adult book awards, and other course-related information.

Any Kansas resident, age 18 or older, may check out materials. First priority, however, is given to Washburn students and faculty. A current Washburn ID or guest borrower's card is **required** for checkout. Call 670-1436 for more information.

All materials in the CRC are available for circulation to Washburn faculty and staff. Books, curriculum resources, textbooks and teacher reference materials, toys, and big books circulate for

three weeks. Non-print materials, pamphlets, pictures, and magazines circulate for one week. Materials may be renewed once in person or by telephone.

The CRC does not charge fines for overdue materials. Notices are sent as a courtesy when materials are overdue. However, borrowers are responsible for returning or renewing materials on time. Failure to do so may result in suspension of library privileges.

Mabee Library Fall and Spring Semester Hours:

Monday - Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 11:00 p.m.

Curriculum Resources Center Fall and Spring Semester Hours:

Monday - Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 12:00 p.m.

Special hours during holidays, interims, and finals will be posted at the Mabee library and the Curriculum Resources Center. Library hours are also available on the Mabee Library website at www.washburn.edu/mabee .

When classes are not in session, the Mabee Library and the CRC are open 8:00 a.m. - 5:00 p.m. Monday-Friday, and closed weekends.

CONTACT INFORMATION

Reference Desk: 670-1483 Toll free #: 800-736-9060
Circulation/Reserves: 670-2485
CRC: 670-1436
Mabee Library website: www.washburn.edu/mabee
CRC website: www.washburn.edu/mabee/crc

LIBRARY STAFF

ADMINISTRATION

Alan Bearman, Interim Dean of Libraries	x1855	alan.bearman@washburn.edu
Judy Druse, Interim Assistant Dean of Libraries	x2507	judy.druse@washburn.edu
Ginger Webber, Administrative Secretary	x1179	ginger.webber@washburn.edu

PUBLIC SERVICES

Andrea Leon, Circulation Manager	x1488	andrea.leon@washburn.edu
Cal Melick, Public Services Librarian	x1276	cal.melick@washburn.edu
Keith Rocci, Information Literacy Librarian	x1490	keith.rocci@washburn.edu
Kelley Weber, Business/Reference Librarian	x1503	kelley.weber@washburn.edu

LIBRARY OPERATIONS

Dean Corwin, Cataloging Librarian	x1484	dean.corwin@washburn.edu
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Marj Murray, Interlibrary Loan	x1489	marj.murray@washburn.edu
Pat Brauer, Library Assistant/Cataloging	x1982	pat.brauer@washburn.edu
Janet Homan, Library Assistant/Acquisitions	x1487	janet.homan@washburn.edu
Teresa Nitcher, Library Assistant/Acquisitions	x1985	teresa.nitcher@washburn.edu
Lori Rognlie, Library Assistant/Acquisitions	x1986	lori.rognlie@washburn.edu
David Winchester, Serials Librarian	x1481	david.winchester@washburn.edu
Lori Fenton, LA/Serials/Electronic Resources	x1984	lori.fenton@washburn.edu

DIGITAL INITIATIVES

Farhan Makda, Webmaster/Systems support	x1480	farhan.makda@washburn.edu
Tammy Baker, Technology Librarian	x1983	tammy.baker@washburn.edu

SPECIAL COLLECTIONS

David Feinmark, Special Collections/Institutional Repository	x1275	david.feinmark@washburn.edu
Martha Imparato, Special Collections/Archives	x1981	martha.imparato@washburn.edu

CURRICULUM RESOURCES CENTER

Heather Smith-Collins, Curriculum Resources Librarian	x1956	heather.collins@washburn.edu
Paula Inman, Library Assistant/CRC	x1436	paula.inman@washburn.edu