



Handbook for Faculty and Staff



UNIVERSITY OF MOUNT UNION LIBRARY
Kolenbrander-Harter Information Center
<http://www.mountunion.edu/library/>
(330) 823-3795 Reference Desk
Fall 2015

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MISSION STATEMENT

The University of Mount Union Library is an active partner in the development of information literate students, preparing them for academic success and for life in an information society.

GOALS:

Promote information literacy throughout the academic community by teaching users to find, evaluate, and make intelligent use of information resources.

Provide access to an array of information resources in all formats designed to support the university curriculum and the research needs of our students and faculty.

Enhance the intellectual atmosphere of the University by improving individual and group study facilities and providing a comfortable and user friendly environment for study, research, and information sharing.

Provide user friendly access to a wide range of information resources and the support services needed to make intelligent use of these resources.

Establish a program for the digitization of key documents in the history of the University of Mount Union and provide for their availability to all members of the University community through easy internet access.

08/08

LIBRARY STAFF DIRECTORY

ADMINISTRATION

		<u>EXT.</u>	<u>EMAIL</u>	<u>LIB</u>
Robert Garland	Director	x3847	garlanrr	135
Anastasia Guiler	Secretary/Acquisitions Asst.	x3844	guileraa	135

PERIODICALS

Rebekah Bosler	Librarian	x3847	boserra	135
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TECHNICAL SERVICES

Linda Scott	Librarian	x8739	scottla	135A
Nancy Fox	Cataloger	x3855	foxnj	135
Cindy Cirone	Assistant	x6642	cironeca	135

CIRCULATION SERVICES

Gina Maida	Circulation Manager	x4140	maidagm	113
Sandra Antonasanti	Eve.Circulation/Reserves Assistant	x2179	antonask	113
Chris Cochran	Interlibrary Loan Assistant	x6659	cochrac	113

GOVERNMENT DOCUMENTS

Cheryl Paine	Librarian	x3842	painecm	135B
Rebekah Bosler	Assistant	x8705	boslerra	135

INSTRUCTION

Alan Zahorsky	Librarian	x3879	zahorsam	135D
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HISTORICAL ROOM AND ARCHIVES

Alan Zahorsky	Librarian	x3879	zahorsam	135D
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MUSIC LIBRARY

Amanda Dutter	Assistant	x6505	dutterab	Cope
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LIBRARY DESKS

Circulation/Reserve Desk	x3890
Reference Desk	x3795

(Updated September 2015)

LIBRARY LIAISON DUTIES & RESPONSIBILITIES

<u>Department</u>	<u>Library Liaison</u>	<u>Phone</u>	<u>E-Mail</u>
Art	Alan Zahorsky	x3879	zahorsam
Biology	Robert Garland	x3847	garlanrr
Chemistry	Robert Garland	x3847	garlanrr
Communications	Alan Zahorsky	x3879	zahorsam
Computer Science	Cheryl Paine	x3842	painecm
Economics	Robert Garland	x3847	garlanrr
Education	Linda Scott	x8739	scottla
Engineering	Robert Garland	x3847	garlanrr
English	Cheryl Paine	x3842	painecm
Foreign Languages	Linda Scott	x8739	scottla
Geology	Robert Garland	x3847	garlanrr
History	Robert Garland	x3847	garlanrr
Human Performances	Robert Garland	x3847	garlanrr
Juvenile	Linda Scott	x8739	scottla
Mathematics	Robert Garland	x3847	garlanrr
Media	Linda Scott	x8105	scottla
Music	Robert Garland	x2080	garlanrr
Non-West	Robert Garland	x3847	garlanrr
Physician Assistant	Robert Garland	x3847	garlanrr
Physics	Robert Garland	x3847	garlanrr
Political Science	Robert Garland	x3847	garlanrr
Psychology	Robert Garland	x8105	garlanrr
Public Affairs	Robert Garland	x3847	garlanrr
Religion	Robert Garland	x8105	garlanrr
Sociology and Criminal Justice	Alan Zahorsky	x3879	zahorsam
Theater	Robert Garland	x3847	garlanrr

LIBRARY RESOURCE DEVELOPMENT POLICY (under revision)

- The primary goal of the library's collection development policy is to *acquire and make available those information resources which are needed to support the instructional programs of the college*. University faculty/staff should work together with the librarian appointed to their respective departments to ensure a strong and viable collection.

REQUESTING LIBRARY MATERIALS

- Please see your library liaison for details on how to request materials. A faculty member in your department assigned to coordinate faculty ordering. Each department is designated a percentage of the library's book budget to fulfill purchases according to their need. Selection of materials is done through the faculty, professional library staff, and the library director. All requests made by departmental faculty should be funneled through the faculty member appointed by their department.

LIBRARY CATALOG

- Through our library's catalog, faculty and staff have access to over 215,000 volumes, including bound periodicals. One can also access over 80,000 ebooks.

The screenshot shows the OPAL (Ohio Private Academic Libraries) search interface. At the top, there is a blue header with the OPAL logo and the text "Ohio Private Academic Libraries". Below the header, a navigation bar contains the text "Searching: Mount Union Library catalog" and links for "My Account", "Course Reserves", "Databases", "Library Home", and "Help".

The main search area features a "Keyword Search" section with several input fields. Each field is preceded by a dropdown menu labeled "Any Field:" and followed by a dropdown menu labeled "And:". A "Search" button is located at the bottom right of the search area. Below the search fields, there are dropdown menus for "Material Type:" and "Collection:" (set to "MOUNT UNION"). A checkbox labeled "Limit to items not checked out" is also present. A button labeled "View Search Tips" is located in the top right corner of the search area.

At the bottom of the search area, there is a link to "Limit your search (optional)" and a note: "You can also search another OPAL library's catalog or the OhioLINK catalog." Below the search area, a blue footer bar contains links for "My Account", "Course Reserves", and "Help".

LIBRARY SERVICES

LIBRARY HOURS

Regular Hours

Monday - Thursday	7:00 a.m. - 12:00 midnight
Friday	7:00 a.m. - 5:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 12:00 midnight

Summer/Break Hours

Hours vary during the summer and breaks. Please check the library calendar to be sure the building is open. The calendar can be viewed at:

<http://www.mountunion.edu/library-hours-1>.

REFERENCE SERVICES

Reference Service is available from the University of Mount Union Library several ways.

E-MAIL Reference Service

Provides answers to brief, factual questions. This Reference Service is provided only to University of Mount Union students, faculty, staff, and those people with the University e-mail addresses, "name@mountunion.edu", or another University of Mount Union connection.

E-mail questions will be reviewed on a daily basis during weekdays; responses will be delivered within 24-48 hours via e-mail. Staff may require clarification of questions, please be as detailed and specific as possible. Staff reserve the right not to answer questions deemed inappropriate to the context of Reference Service.

[E-Mail Reference Form](#) - please click here to access email form

Texting is also available at (330) 257-5742.

DESK Reference Service - ext. 3795

provides the opportunity to consult with a Librarian in person. Individuals may make an appointment to speak with a Librarian or stop by during those hours a Librarian is available at the Reference Desk:

- Mondays: 8:30 a.m. to 12:00 p.m., 1:00 p.m. to 4 p.m., and 6 p.m. to 10 p.m.
- Tuesdays: 8:30 a.m. to 12:00 p.m., 1:00 p.m. to 4 p.m., and 6 p.m. to 10 p.m.
- Wednesdays: 8:30 a.m. to 12:00 p.m., 1:00 p.m. to 4 p.m., and 6 p.m. to 10 p.m.
- Thursdays: 8:30 a.m. to 12:00 p.m., 1:00 p.m. to 4 p.m., and 6 p.m. to 10 p.m.
- Fridays: 8:30 a.m. to 12:00 p.m., and 1:00 p.m. to 4 p.m.

DATABASES AND ARTICLE SEARCHING

ACCESS TO RESEARCH INDEXES AND DATABASES

- Library users have access to over 180 electronic indexes and full-text databases covering subjects across the University of Mount Union curriculum.
- Access is limited to current University of Mount Union students, faculty and staff. Remote access to electronic resources is available from the *Subject Research* web page <http://www.mountunion.edu/research-by-subject>— by using the information found on your Purple Plus card. (LAST NAME and BARCODE NUMBER)

The authentication page will say:

To Access the Mount Union Databases Please Login Now:

LAST NAME:

BARCODE NUMBER:

- The *Research Mount Union Subjects* page—<http://www.mountunion.edu/research-by-subject>—, found on the library homepage, is categorized by departmental major. (See **Appendix A for a complete list of subjects.**)
- For individuals researching an interdisciplinary topic, you will have to look at all subjects pertaining to your topic.

FIND JOURNALS BY TITLE

- In order to find online full text journals to which Mount Union Library has access, the library has a research tool that allows you to search by journal title. Below are the steps to **determine if journal access** is available full-text via one of the library's research indexes.

1. Go to the Library Home Page <<http://www.mountunion.edu/library/>>.
2. Select the "Journal" tab in the "Search Library For:" box in the middle of the screen.
3. Type the name of the journal you are looking for (NOT the article) in the provided text box.
4. If the journal is on the list, we have it either in print or online. If the holdings say "Mount Union College Paper Holdings," then we have it in print. Clicking on this link takes you into our catalog.
5. For journals in online databases, click on the link of the database name in which the journal is available.

NOTE: To access online indexes and journals, you need to be on campus or be a recognized Mount Union user.

6. At this point, some databases will take you directly into a record for your journal title, in which case all you need to do is select the date you are looking for. In other databases, you will have to search the database for your article title. The easiest way to do this is to take a distinctive phrase from your article title, put quotation marks around it, and do a search for this phrase (spelling counts!).

CIRCULATION DEPARTMENT

As a full partner in the educational mission of Mount Union, the Library's holdings are designed to complement the University curriculum and to aid faculty and students in their research and learning. Our first priority is to have materials available for Mount Union faculty, students and staff. Students, faculty and staff of OPAL, OhioLINK and SearchOhio institutions may also borrow materials. The public is welcome into the library to use our resources on the premises. Specific rules governing the circulation of materials at the Mount Union Library are as follows:

1. All individuals must have a valid Mount Union ID which is to be used when borrowing library materials. This includes faculty, administration, staff, and students.
2. Library materials circulate for 30 days unless otherwise indicated. Materials requested via OPAL and OhioLINK have varying policies.
3. Individuals may borrow Mount Union materials for an additional 30 days by renewing them, providing no one has placed a hold on the item/items.
4. Library materials may be renewed by the borrower in person or via the library catalog system on or before the due date.
5. Periodicals, newspapers and reference materials do not circulate outside the library without special permission from a librarian.
6. All library materials are due the last day of classes each semester. This means it is possible to borrow library materials, but not have the full 30 days' use of those materials.
7. Library materials which are not returned by the date they are due are termed "overdue". Individuals who have overdue library materials are fined at a rate of 50 cents per day until Day 29 Overdue, excluding days the library is closed. Overdue videotapes and DVDs are charged at the rate of 50 cents per day. Items that are 30 days overdue incur a non-refundable \$25 fine.
8. Individuals who have not returned overdue materials within 2 weeks of the due date will receive an overdue notice.
9. At the end of each month a charge slip will be sent to the Business Office as a bill for unreturned items. Charges for unreturned materials include a \$50 replacement and processing charge per item, and a \$25 billing fee per item for a total of \$75. The fee for OPAL and OhioLINK materials which are not returned is \$125 per item.
10. Students who return overdue library materials before notification is sent to the Business Office will be charged only the overdue fine of 25 cents per item per day. OPAL and OhioLINK materials are charged at 50 cents per item per day.
11. Students who return library materials after the Business Office has charged their accounts will be credited the \$50 charge. However, an overdue fine of \$25 will still be levied for each item.
12. Individuals who have lost library materials will be charged a \$50 replacement and a \$25 processing fee per item. The \$50 fee will be credited to the account if the lost material is returned.

13. If a lost item is valued at more than \$50, the individual will be charged the actual value of the item plus the \$25 processing billing fees.
14. Materials are placed on reserve by faculty for the support of particular courses. Loan periods as determined by the faculty member are shorter than the standard student loan periods, and some items may be restricted to use in the building.
15. The fine for overdue reserve materials is assessed according to loan period: 4 hour reserve items are charged \$5 for every 4 hours overdue, 1 day reserve items are charged \$5 for every day overdue, etc.
16. If a patron desires an item which is in use by another individual, then he/she may place a hold on the item. The item, when returned, will be held for a period of one week. If the item is not picked up, it will be shelved. Names of individuals currently using materials will not be divulged.
17. Items checked out to faculty and staff are on loan for the academic year, or the entire summer term. However, these items are subject to recall after a 30 day period for use by a student requesting the item.
18. Friends of the university may be granted borrowing privileges if they follow these guidelines:
 1. Obtain permission from the Library Director and apply for a courtesy card.
 2. Adhere to the following rules:
 3. Use the courtesy card and show photo identification upon request.
 4. Follow the circulation policy as discussed in items 1 through 17 above.

INTERLIBRARY LOAN/DOCUMENT DELIVERY SERVICES (ILL)

I. Definition*

Interlibrary loans are transactions in which library materials are made available by one library to another; for the purposes of this code they also include the provision of copies as substitutes for loans of the original materials.

II. Purpose*

Since it is increasingly evident that it is impossible for any one library to be self-sufficient, and in the belief that the furtherance of knowledge is in the general interest, interlibrary borrowing and lending is regarded by the libraries subscribing to this agreement as essential to library service.

III. Scope*

A. Any type of library material needed for the purposes of study, instruction, information, personal interest, or research may be requested on loan or in photocopy from another library. The lending library has the privilege of deciding in each case whether a particular item should or should not be provided, and whether the original or a copy should be sent. These decisions may be determined by the nature of the material or its physical condition, or the degree of active demand for the material requested. If the item you need is not available at Mount Union, search OPAL (our Consortium), then OhioLINK. Any item not available through OhioLINK may be requested through Interlibrary Loan.

B. Under the terms of this agreement it is permissible to request on interlibrary loan:

1. Materials collected in specialized subject fields and in special non-restricted collections.
2. Materials collected under special acquisition agreements.
3. Materials bought under special grant or other programs intended to promote economical use of the total resources of the area.
4. In-print books where local purchase is not feasible.
5. Reference materials whenever lending might not hinder the service of the lending library.

C. Under the terms of this agreement, borrowing libraries will not ordinarily request:

1. Books in current and/or recurring demand.
2. Bulky or fragile material.
3. Rare materials.
4. A large number of titles for one person at any one time.
5. Duplicates of titles already owned.
6. Materials which can be copied cheaply.
7. Materials for class, reserve, or other purposes requiring a loan period longer than two to three weeks.

IV. Information Needed for Interlibrary Loans

A. The library has the necessary forms to be filled out when requesting interlibrary loans. The following information is requested for loans of:

1. Books a.) Author/Editor b.) Title c.) Publisher d.) Where published e.) Copyright date f.) ISBN #
2. Photocopies a.) Title of article b.) Author of article c.) Title of journal d.) Year of publication of journal e.) Volume of publication f.) Issue number of publication g.) Article pages needed h.) ISSN #

V. Length of Time Involved in an Interlibrary Loan

A. The average response of an interlibrary loan request is two weeks. B. During semester breaks, summer vacations and holiday seasons, the waiting period may be longer. C. Please note that in any case, it is impossible to guarantee a loan or a delivery date.

VI. Costs of Interlibrary Loans

The University of Mount Union Library does not charge for interlibrary loan requests.

*From the Ohio Interlibrary Loan Code

RESERVE SERVICES: INSTRUCTOR GUIDELINES

1. The Mount Union Faculty and Administration may set aside a selection of reading materials pertinent to a particular class or committee by placing these materials on Reserve in the University Library. This will insure that all members of a class or committee will have an equal opportunity to use these materials.
2. The Library Staff recommends that there be one copy of a reserve item for every eight to ten users. It is the responsibility of the faculty to be certain there are an adequate number of copies for the amount of usage.
3. Reserve materials may be library books, personal copies of books, magazines, microforms, video or cassette tapes, DVDs, government publications, photocopies of articles or links to URL's for electronic reserves. Faculty should keep in mind the Copyright Law when making photocopies or electronic materials to be placed in Reserve
4. All faculty must fill out a Reserve Form to establish a reserve shelf. This can be done by completing an on-line form as found on the Library website. The Library Staff must be notified of materials needed for the reserve shelf at least 2 working DAYS before the students will be coming to the library to access the reserve materials. A notification of less than two days will provide no guarantee that the materials will be available for class assignments.
5. The professors selects the terms of circulation for each item from one of the following: In-Library: Material used only in the Library – 4 hours, 1 DAY, 3 DAY, 1 Week (7 days) or Electronic Reserve (available from the Mount Union Library web pages).

Any variations with these usages must be cleared with the Circulation Manager or Evening Circulation Assistant. Exceptions to these circulation terms would be non-circulating materials which would automatically be classified as In-Library Use.

6. All Course Reserve materials are located at the Circulation Desk. Professors should direct their students to this desk where students may request to borrow any materials on reserve. The Library Catalog will include information about reserve materials.
7. Each faculty member must advise his/her students that a Purple Plus card is required to borrow reserve materials. Students will not be permitted to borrow without their card or to use someone else's card.
8. The Library Staff will attach a barcode to each reserve item.
9. Students will be e-mailed an overdue notice for any delinquent materials and billed for any lost materials.
10. All reserve materials will be removed at the end of each semester unless the Evening Circulation Assistant has been notified otherwise.
11. There is a \$5 per item per reserve period overdue fine for late returns.

ELECTRONIC RESERVES

Electronic reserves work much the same way as print reserves. Faculty/staff should inform library staff if they wish to place their materials on electronic reserve as opposed to print reserves. There also may be occasion when the library owns the material/s through one of their databases in which case the library staff will provide a link to the suggested material. We will also scan materials into a pdf document, which can be added by the professor into the Angel Courseware. **Contact: Sandra Antonasanti x2179**

CIRCULATION POLICY FOR RESERVE PHOTOCOPYING

COPYRIGHT: In accepting copies for reserve, it is the responsibility of the individual, in submitting those copies, to be in compliance with Sect. 107 of the U.S. Copyright Law. - www.loc.gov/copyright

LIBRARY INSTRUCTION SERVICES

Library Instruction Sessions:

- A librarian will visit your class and provide an introduction to the library's resources and services, the research process, and also mechanics of library research. Content of Library Instruction classes is dependent on the level of class being taught. For example, students in an introductory English class will receive different instruction than those in a Communication Senior Capstone class.
- Depending on the number of students in the class and availability of a computer lab, classes can also be brought to the library for hands on instruction.
- A librarian can also provide library instruction to student peer groups on campus. The groups to be included, but not limited to, are: Writing Center Tutors, Community Educators, and possibly Peer Subject Tutors.
- To request an instruction session, fill out the following Instruction form that can be found under "Services" on the library website.
- **Contact: Alan Zahorsky (zahorsam@mountunion.edu) x3879**

Individual Consultation:

- Make an appointment with the Library liaison to your school for training in general and specialized research tools available through the University Library. Also learn about resources and collections relevant to your field of study.

Tours:

- Guided walking tours of the library are available by appointment. These tours familiarize the students and faculty with the physical facilities, as well as various service points in the library. **No library instruction is included with the tour.**

CONSORTIAL MEMBERSHIPS

OPAL-Ohio Private Academic Libraries

OPAL, Ohio Private Academic Libraries, is a consortium of 24 private academic libraries within Ohio.

Students, faculty, staff and registered users of OPAL libraries can search for and, in many cases, request materials within the OPAL Catalog, which represents the holdings of these libraries.

Anyone can use the OPAL catalog to search for libraries' materials.

However, only students, faculty, staff and other registered users can request materials from another library.

OhioLINK

The Ohio Library and Information Network, OhioLINK, is a consortium of Ohio's college and university libraries and the State Library of Ohio. The University of Mount Union, as a member of OPAL, participates in the OhioLINK network. Serving more than 600,000 students, faculty, and staff at 89 institutions, OhioLINK's membership includes 17 public universities, 23 community/technical colleges, 44 private colleges and the State Library of Ohio. OhioLINK serves faculty, students, staff and other researchers via campus-based electronic library systems, the OhioLINK central site, and Internet resources.

OhioLINK's goal is to provide easy access to information and rapid delivery of library materials throughout the state. OhioLINK offers six main electronic services: a library catalog, research databases, a multi-publisher electronic journal center, a digital media center, a growing collection of e-books, and an electronic theses and dissertations center.

Library Catalog

OhioLINK offers access to more than 44.8 million library items statewide. The OhioLINK [library catalog](#) contains 9.67 million unique master records from its 89 institutions, encompassing a spectrum of library material including law, medical and special collections. The catalog systems throughout the state provide capacity for more than 4,500 simultaneous users. The library catalog is also available to outside users via the Internet. OhioLINK offers user-initiated, non-mediated online borrowing through its statewide library catalog. Students and faculty have the ability to request items electronically while searching the catalog. OhioLINK also provides a delivery service among member institutions to speed the exchange of library items.

Research Databases

OhioLINK offers more than 100 [electronic research databases](#), including a variety of full-text resources. These databases cover many academic areas at varying levels of detail. Many of the databases are citation indexes. Generally, the user can find out which OhioLINK members possess copies of the cited journal or link to the relevant full-text article. OhioLINK's electronic full-text resources include online dictionaries, literature, and journal articles. Access to the research databases is restricted to valid patrons at OhioLINK member institutions.

Electronic Journal Center (EJC)

OhioLINK launched the [Electronic Journal Center](#), a collection of full-text research journals, in 1998. The EJC contains more than 6,400 scholarly journal titles from 80+ publishers across a wide range of disciplines. More than 4.68 million articles are downloaded each year from the EJC, with a total of more than 19.2 million articles downloaded since its inception.

Digital Media Center (DMC)

The [Digital Media Center](#) is designed to archive and provide access to a variety of multi-media material. The DMC contains art and architecture images, audio recordings, satellite images of Ohio, historic Ohio city maps, social studies related materials, historic archival collections, 1500+ educational videos from the distributor Films for the Humanities & Sciences, foreign language videos, and physics demonstration videos. Several collections are accessible worldwide.

E-books

OhioLINK provides a diverse collection of e-books with more than 60,000 titles made available through the [OhioLINK E-Book Center](#). A wide variety of titles purchased by OhioLINK, and public domain e-books are available in the [netLibrary](#) collection. The [Safari Tech Books Online](#) collection contains 3400+ electronic books in computer science, information technology, and related fields. OhioLINK's growing [Electronic Reference Book Collection](#) contains 450+ special-topic reference books, including encyclopedias, handbooks, biographical collections and guides.

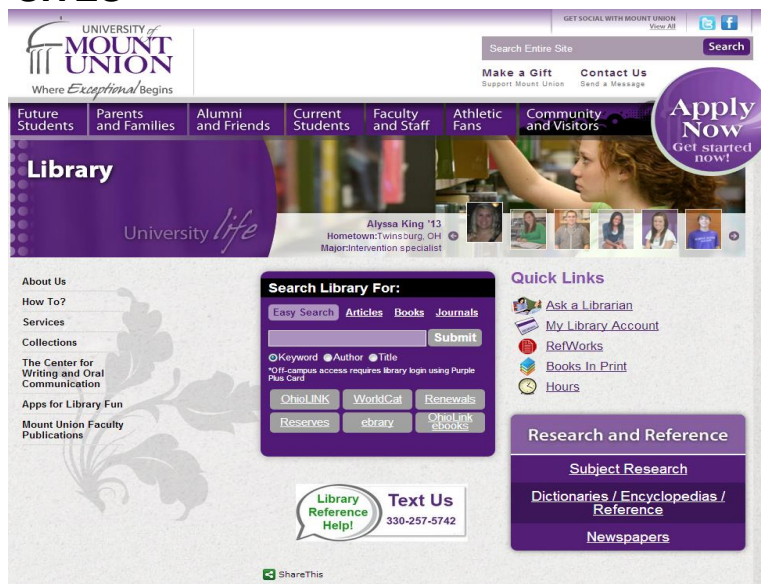
Electronic Theses and Dissertations Center (ETD)

The [ETD Center](#) is a free online database of 7,300 undergraduate honors theses, masters' theses, and doctoral dissertations from students at participating Ohio colleges and universities.

SearchOhio

As a member of the OhioLINK Consortium, students, faculty and staff have access to items available through select public libraries across the state of Ohio.

LIBRARY WEB SITES



- Library
<http://www.mountunion.edu/library/>
- Library Catalog
<http://cat.opal-libraries.org/search~S15/X>
- Research by Subject
<http://www.mountunion.edu/research-by-subject>
- Ask a Librarian Services
<http://www.mountunion.edu/ask-a-librarian>

- Interlibrary Loan Services
<http://www.mountunion.edu/interlibrary-loan-policy>
- Research by Journal Title
<http://kq5dk9am5l.search.serialssolutions.com/>
- Library Collections
<http://www.mountunion.edu/collections>
- Library Instruction
http://www.muc.edu/library/library_instruction
- Reserve Form
<http://www.mountunion.edu/reserve-request-form>

COPYRIGHT

There are many issues in academia impacted by the Copyright Law. Please see the web page – <http://www.copyright.gov/> for more information regarding copyright.

SPECIAL COLLECTIONS & ARCHIVES

Special collections are located in the Rare Books Room and in the Historical Room. The Historical Room houses the College's archives as well as a local history collection. For more information about special collections contact **Alan Zahorsky** at **x3879**.

GOVERNMENT DOCUMENTS

The University of Mount Union receives and maintains a collection of various federal government publications for public use. Among those available to the public are core documents of United States democracy: statutes, congressional hearings, related legislative information, and U.S. Supreme Court cases. Strengths of the collection include publications from the Departments of Agriculture, Education, Labor, and Interior (U.S. Geological Survey). The Government Documents made available through the library catalog can exist in several formats including print or electronic.

Internet site links provide access to federal, state, and international information, judicial and legal resources, and numerous web based statistical sources

Federal Depository services at the Mount Union Library are available to the general public as well as the University of Mount Union Library Community.

The Government Documents Department can be reached by calling 330-823-3842.

APPENDIX A

Below is a listing of indexes categorized by departmental major. This list appears as it does on the *Research by Subject* page-- <http://www.mountunion.edu/research-by-subject>.

- Art
- Athletic Training
- Biology
- Chemistry
- Communication
- Computer Science
- Criminal Justice and Law
- Economics, Accounting and Business Administration
- Education
- Engineering
- English
- Exercise Science
- Foreign Languages
- General Interest
- Geology
- Health
- History
- Mathematics
- Music
- Nursing
- Philosophy
- Physical Education
- Physical Therapy
- Physician Assistant
- Physics
- Political Science
- Psychology
- Religion
- Sociology
- Sport Business
- Theatre

Appendix B

Online form: <http://www.mountunion.edu/collection-locations>

LOCATIONS FOR LIBRARY COLLECTIONS

BOOKS

	<u>LOCATIONS</u>
000-369	Third Floor, New Building
370-379	Third Floor, Old Building
380-779	Third Floor, New Building
780-920 F's	Mezzanine, New Building
920 G's – 999	Second Floor, Old Building
Curriculum Resources	Third Floor, Old Building
Folios	Basement, Old Building
Historical Collection	Third Floor, Old Building
New Books/Bestsellers	First Floor, Old Building
Older Reference Indexes	Basement, Old Building
Oversize	Basement, Old Building
Rare Books	Second Floor, Old Building
Reference	Second Floor, Old Building

GOVERNMENT DOCUMENTS

A-Z (paper)	Basement, Old Building
A-Z (microfilm)	Basement, Old Building

MICROFORMS

1800s – 1999	Basement Storage
2000 -	Basement, Old Building

NEWSPAPERS

Current Month	First Floor, Old Building
Older Issues	Basement, Old Building

PERIODICALS

1800's – 1999	Off-Site Storage
2000 – 2012	Basement, Old Building
Current Year	First Floor, Old Building

Appendix C

Online form: <http://www.mountunion.edu/journal-article-request-form>

Journal Article Request Form

* = required field

Patron Requesting Article *

Email Address/Campus Box # *

Periodical Title

Volume

Number

Date

Pages

Title of Article

Author of Article

Source of Citation

OCLC Number (very helpful, if known)

ISSN Number (very helpful, if known)

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy of the reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Submit

Appendix D

Online form: <http://www.mountunion.edu/interlibrary-loan-book-form>

Book/Video Request Form

* = required field

Please Complete the Following.

First Name *

Last Name *

Email *

Campus Box# or Home Address

City

State

Zip Code

Telephone Number

Author

Title *

Date of Publication

Edition

Citation Found In

Not Needed After

ISBN(helpful)

Publisher

Submit

Appendix E

Online form: <http://www.mountunion.edu/Content/u/Course-Reserve-form-2013-2184.pdf>



UNIVERSITY of MOUNT UNION LIBRARY RESERVE FORM

INSTRUCTOR (last name, first)

COURSE TITLE

COURSE # _____

NUMBER OF STUDENTS _____

RESERVE CATEGORY

Hard Copy Reserves: IN LIBRARY (4 Hour) 1 DAY 3 DAY 7 DAY

Electronic: View or Print PDF (When hard copy is provided by faculty member)

(Choose one) Link to existing Electronic Resource if available (URL-no hard copy necessary)

Library provided Permalink to UMU Electronic Material for attachment to ANGEL Course Page

Place on Reserve beginning (date): _____

Please allow at least two weekdays (Monday thru Friday) for the materials to be processed and available.

Remove from Reserve (date): _____

Complete a list of items to be placed on reserve below.

RESOURCE TYPE (circle one): LIBRARY ITEM (LI) or PERSONAL COPY (PC)

(If library item, please list call number and/or Journal Title/Issue/Volume)

Circle One TITLE AUTHOR CALL #/Journal Info/URL

LI or PC 1. _____

LI or PC 2. _____

LI or PC 3. _____

LI or PC 4. _____

LI or PC 5. _____

LI or PC 6. _____

LI or PC 7. _____

LI or PC 8. _____

LI or PC 9. _____

LI or PC 10. _____

DATE SUBMITTED _____

APPENDIX F

How To... CONNECT TO ONLINE RESOURCES

On-Campus use of library resources requires no special connections. Hardwired access is available in labs and in the library. Individuals may also make use of wireless access throughout the campus community.

Off-Campus access to library resources is available both through University of Mount Union <http://www.mountunion.edu/library> and OhioLINK <http://www.ohiolink.edu> web pages.

When attempting to access subscription resources (while off-campus) through the University of Mount Union Library web pages, you will be prompted for your last name and barcode as seen below.

Your barcode is found on your Purple Plus Card and begins with the number prefix 27048

OPAL Database Remote Authentication Page--Authenticating as Mount Union patron.

To access the Mount Union Databases, please login now:

Please enter your last name:

Please Enter your Barcode #:

When attempting to access subscription resources through the OhioLINK pages, you will be prompted for your institution, then your name as it appears on your Purple Plus Card, then your barcode number.

How To... Find Course Reserves

Course Reserves are available either in hard copy or electronic copy. They are found in the online library catalog by clicking on the "Course Reserves" link at the top of any page of the online library catalog.

[New Search](#) | [My Account](#) | [Course Reserves](#) | [Mount Union Databases](#) | [Mount Union Library](#) | [Help](#)

Hard copy course reserves are located in the library at the Circulation Desk. They are listed in the library catalog and availability can be determined using this link

<http://cat.opal-libraries.org/search/r>

To request these course reserves, the individual must present his or her Purple Plus Card. Hard copy course reserves may be used for a time period of 4 hours, 1 day, 3 days, or 1 week as determined by the faculty member. Overdue fines are \$5 per item per reserve period, for example, if the item is allowed to be checked out for 1 day, and it is returned 2 days late then the fine is \$10.

Electronic reserves are located in the online library catalog using this link

<http://cat.opal-libraries.org/search/r>

The user may search for electronic reserves by either course number or instructor.

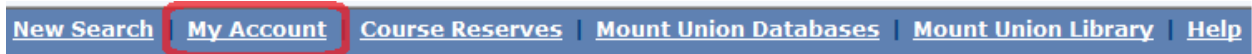
Course Instructor

APPENDIX G

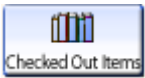
How To... RENEW BOOKS

University of Mount Union community members who have a current Purple Plus Card may renew books themselves using this link: <https://cat.opal-libraries.org/patroninfo~S15v>

This link can also be found as the “My Account” link on any page of the online library catalog.



The Purple Plus Card is needed to renew books as you will be prompted for your name (as it appears on your Purple Plus Card) and your barcode which is the number which begins with the numeric prefix

27048. Click on the button for “Checked Out Items”  to review due dates for library materials. Check those materials to be renewed, then click on the button to renew the selected materials.



University of Mount Union books as well as OhioLINK books may be renewed using the same link and method.

Mount Union books circulate for a semester at a time.

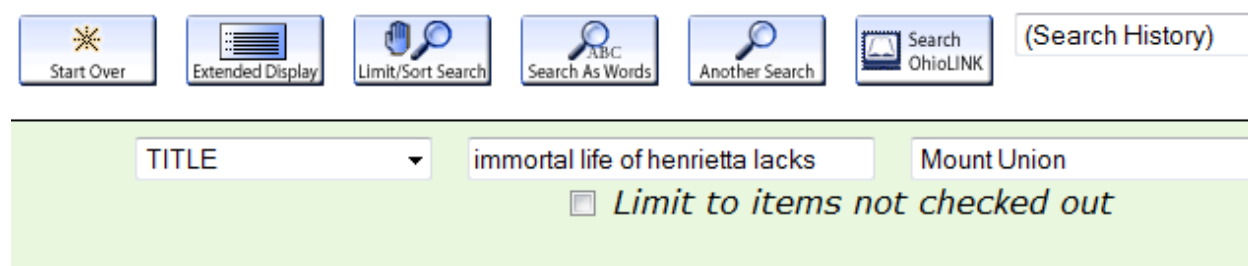
OhioLINK books circulate for 6 weeks and may be renewed 6 additional times.

APPENDIX H

How To... REQUEST A BOOK OR ARTICLE WE DO NOT OWN

The University of Mount Union library belongs to the OPAL and OhioLINK consortia. All library catalogs in the consortia use identical library software to simplify and facilitate access to and availability of library resources and materials locally and throughout the state of Ohio.

BOOKS not available at the University of Mount Union may be available in another OhioLINK library. If so, the user may request to borrow the book during the search process for that book in the library online catalog. When ascertaining that the book is not available at the University of Mount Union either due to the book not being owned or the fact that the book is unavailable, click on the button for **Search OhioLINK** as seen below:



The screenshot shows a search interface with several buttons: Start Over, Extended Display, Limit/Sort Search, Search As Words, Another Search, and Search OhioLINK. A search history button is also visible. Below the buttons, a search bar contains the text "TITLE" and "immortal life of henrietta lacks" with a dropdown arrow. To the right, "Mount Union" is selected. Below the search bar, there is a checkbox labeled "Limit to items not checked out".

No matches found; nearby TITLES are:

The search process will immediately take the user to the OhioLINK catalog and search for the book in question. If the book is available at one of the other OhioLINK schools, the user may then click on the link *Request This Item*.

[25 OhioLINK libraries have this item](#)
REQUEST THIS ITEM

Users will be prompted for their institution, user name and barcode.

Some books may not be available either from the University of Mount Union or OhioLINK. In this case, the individual may request a book using the Interlibrary Loan Service. There is no fee for using Interlibrary Loan. Please use this form to request books:

http://www.mountunion.edu/forms/interlib_loan_book.aspx

Due dates differ for Interlibrary loan book requests.

ARTICLES not available either in hard copy or electronic copy from the University of Mount Union may be requested through the Interlibrary Loan process. There is no fee for using Interlibrary Loan for articles. Please use this form to request articles:

http://www.mountunion.edu/forms/interlib_loan_photo.aspx

Articles obtained through Interlibrary Loan are the property of the individual who requests them.