

UNIVERSITY OF SIOUX FALLS MEARS LIBRARY

Mears Library seeks to serve its users by supporting the educational needs of University of Sioux Falls (USF) students and faculty. The Director of Library Services and staff endeavor to build the collection around the USF curriculum. Currently, the collection contains about 96,000 volumes, plus numerous non-book sources.

SDLN

Mears Library is a member of the South Dakota Library Network (SDLN). SDLN includes academic libraries (from both public and private institutions), public libraries, special libraries (law, medical, and EROS), school libraries, and the South Dakota State Library.

Searching the SDLN Catalog

The catalogs of SDLN member libraries are searched using the SDLN Public Catalog from any computer on or off campus that has Internet access. The combined catalog includes books, videos, journal titles and other library materials. Patrons can access SDLN and the Mears library catalog from the library home page at <http://www.usiouxfalls.edu/is/library/>.

The library catalog includes links to the Kids Catalog, newspaper indexes, and Course Reserves.

Borrowing Library Materials

A current USF ID card is required to check out circulating materials. USF faculty have extended borrowing privileges of one semester check out for Main Collection materials. Fines for overdue library materials are waived for USF faculty, administrators and staff. However, faculty, administrators, and staff are billed for lost or damaged materials.

Special Patron Classes

USF alumni, faculty emeritus, and employee dependents are eligible to receive a library barcode to check out circulating materials. Some restrictions may apply.

Cooperative Circulation Agreement

Mears has a Cooperative Circulation Agreement with the following libraries:

- Augustana College
- McKennan Health Services Medical Library
- Siouxland Libraries
- Southeast Technical Institute
- Wegner Health Science Information Center
- Colorado Technical University (Sioux Falls)

USF patrons can check out materials by using their current valid USF ID card at all of the libraries listed above. However, these libraries do NOT give USF faculty extended borrowing privileges. For example, USF faculty can check out books from the area libraries at each library's normal borrowing period. USF patrons are responsible for all fines and charges accrued at other libraries.

Interlibrary Loan

Interlibrary loan (ILL) services are provided to USF students, faculty and staff for materials that are not available in Sioux Falls. Library users needing ILL service should limit their number of requests to a maximum of 10 per week so that library staff can serve all patrons in a fair and timely manner.

Patrons can request ILLs by using one of three methods:

- Click the patron-initiated Interlibrary Loan box on the screen when viewing the record of the desired item.
- Fill out the online form on the Mears Library home page. Click on Services and Interlibrary Loan Request Form.
- Request a paper form at the Circulation Desk. Turn in the completed ILL forms at the Circulation Desk.

Most ILLs are sent without charge. However, some ILLs can only be obtained for users by incurring charges. The ILL request forms provide space for users to specify the highest amount they are willing to pay if the only way for ILL access requires charges.

Once materials arrive, the ILL staff will notify the person requesting them so that the materials can be picked up at the Circulation Desk.

Library Use Sessions

The librarians offer library use sessions at any time throughout the school year. Please contact the Director (x6661) to schedule library use sessions. The Director designs sessions to meet the particular needs of classes and can create needed bibliographies and/or special guides as requested.

Courier Service

USF students, faculty, and staff can return library materials to Mears that have been checked out at the libraries participating in the Cooperative Circulation Agreement. A courier service routes materials among these libraries.

Several institutions in South Dakota use this same courier service to deliver library materials and to route mail among the institutions. The courier service goes to sites in Aberdeen, Brookings, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Vermillion, Watertown, and Yankton. The courier stops at the library about 8 a.m. each weekday for delivery and pick up. You may use this service free of charge to send mail to people at institutions on the service. If you need a list of institutions on the courier service, please contact one of the library staff or the USF mailroom.

Faculty Requests for Books and Materials

The Director encourages faculty to recommend materials for inclusion in the library collection. A part of the library materials budget is allocated for the academic areas to spend on library materials in their subject areas. Each academic area may determine its own methods for equitable selection of library materials.

Faculty can obtain order cards from the Acquisitions Associate-(x6614). Requests need the approval of the Area Chair.

Reserve Materials

Faculty may ask library staff to put materials on reserve such as items from the USF library collection, personal faculty items or photocopies that comply with copyright laws. Reserve materials are shelved behind the Circulation Desk or scanned for electronic access.

To request that materials be placed on reserve, faculty should fill out a Reserve Request Form at the Circulation Desk and give it to the Circulation Associate or fill out the on-line form. The library staff will retrieve library materials that are listed on a Reserve Request Form. Other materials must be brought to the library.

Faculty should submit items for reserve one week in advance or as soon as possible before the desired date of reserve availability.

Only reserve materials that comply with copyright law will be accepted. Faculty may have an item owned by the USF library put on reserve but may NOT have a photocopy from an item owned by them or any other source put on reserve for more than one semester without first having written approval from the publisher. If a source is out of print, faculty should still have written approval from either the publisher or the author.

Faculty should observe all of the following guidelines in order to ensure fair use compliance for photocopies being placed on reserve in the library:

- Brevity. The amount copied should be "minimal", 250 words for a poem, 2,500 words (or 10 percent or less) of an item.
- Spontaneity. The need must be immediate, without time to order the work or copy from the owner and/or publisher.
- Cumulative effect. "Small uses" should not accumulate to the point where they threaten the potential market for the work. To comply with the effect of the potential market or value, faculty should restrict use of the photocopied material to one semester and/or one course. If there is repeated use, faculty should obtain permission to copy.

Faculty should not expect the library to purchase and place on reserve current textbooks being used for classes by students. This creates false expectations of availability for students.

If there are questions regarding copyright compliance of reserve materials, please contact the Director (x6661).

AV Equipment

The library staff schedules use of library AV equipment for curriculum needs. Most classrooms are smart classrooms or have wall mounted TV/VCR/DVD units which do not require scheduling. However, several classroom areas still use movable TV/VCR/DVD units. AV equipment may be moved between classrooms on the same floor of a building, but not between buildings. Also, please return the movable AV equipment to its assigned location. These procedures will ensure that faculty have access to AV equipment when needed. Administrators may schedule AV equipment for administrative needs if it is not needed for curriculum use. However, first priority is given for classroom use.

Please do NOT move TV/VCR/DVD equipment up and down stairs in a building or move equipment from building to building. Injury could occur or damage to expensive equipment in the process. Instead, please contact the Acquisitions Associate (x6614) when such needs arise.

Some AV equipment is stored in the library, such as portable computer projectors, laptops, digital recorders and screens. Faculty and administrators may check out this equipment at the Circulation Desk.

The library asks that faculty and administrators help monitor the security of AV equipment. TVs and VCR/DVD players are secured with safety straps and/or security cables. Please contact the Acquisitions Associate (x6614) if any TVs or VCR/DVD players are found without straps and/or cables securely fastened. Also, please contact the Acquisitions Associate when AV equipment is found in unusual locations or when missing from prescribed storage areas. Report any equipment problems promptly to the Acquisitions Associate so equipment can receive any needed service or repairs.

Library Classroom

One classroom is available in the library and is scheduled through the Registrar's Office. The Library Classroom is in the northwest corner on the Lower Level in the Curriculum Lab.

Computer Lab

The computer lab is located in the southwest corner of the Upper Level. The lab is for USF students, faculty, and staff. Depending on availability, alumni may be logged in as a guest by asking at the Circulation Desk.

Curriculum Lab

The Curriculum Lab in the northwest corner of the Lower Level includes: (1) the Library Classroom, (2) the Curriculum Collection on shelves arranged by subject areas, (3) cataloged Curriculum Idea Books, and (4) the George Nelsen Storytelling Center.

Collections

- Ready Reference Collection. The Ready Reference Collection is located in the Reference Room on the Main Level of the library. The Ready Reference Collection contains frequently used reference sources. Ready Reference materials are identified by their red stickers covering the call number on the book spine. Ready Reference materials do not check out.
- Reference Collection. The Reference Collection is located in the Reference Room on the Main Level. Reference materials do not check out.
- Main Collection. The Main Collection is shelved on the Lower Level of the library. Materials check out for 21 days.
- Cougar Corner. In the northwest corner of the lobby patrons can find popular novels. Users may check out Cougar Corner novels for 21 days.

- Video Collection. The videos are shelved behind the Circulation Desk. Ask library staff for assistance. Users may check out videos for 3 days.
- Juvenile Collection. The Juvenile Collection is shelved on the Lower Level of the library by the west stairs. The Juvenile Collection includes mostly books but also contains some cassette sound recordings arranged into three distinct groups: (1) Juv. Easy, (2) Juv. Fiction, and (3) Juv. Nonfiction. The Juv. Easy and Juv. Fiction books are arranged by author. Users may check out Juvenile Collection materials for 21 days.
- Curriculum Collection. The Curriculum Collection is located in the Curriculum Lab. The Curriculum Collection includes elementary and secondary curriculum texts, Curriculum Idea Books, Curriculum Guides, and other teaching materials. Curriculum Idea Books are searchable on the library catalog. Other materials are arranged by subject area within elementary and secondary levels for easy browsing. Users may check out curriculum materials for 21 days.
- George Nelsen Storytelling Center. The Storytelling Center is located in the Curriculum Lab. The collection contains materials to facilitate storytelling and collections of stories and storytellers.
- Newspapers. The most recent issue of various newspapers are on a coffee table in the Main Lobby. Older issues of these papers are behind the Circulation Desk. Please ask for assistance. Newspapers do not check out.
- Periodicals. Periodicals are shelved alphabetically by title in two locations on the Main Level: (1) the Current Periodical Slants, and (2) the Bound Periodicals. Users may check out current and bound periodicals for 3 days.
- Periodical Indexes. Mears has: (1) online periodical indexes linked from the library home page and (2) paper periodical indexes on Index Tables and shelves in the Reference Room. Patrons can identify indexes by their yellow stickers on the book spine. Periodical indexes do not check out.

- **Microfilm.** The microfilm is stored in cabinets near the Microfilm/Microfiche Reader-Printer located in the Reference Room on the south wall. Patrons can use the Microfilm/Microfiche Reader-Printer to read and/or make photocopies of the microfilm text. Each copy costs \$0.10. The machine accepts only dimes. Microfilm does not check out.
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Resources Available Online

- **Mears Library home page.** This can be found at <<http://www.usiouxfalls.edu/is/library/>>.
- **Books and More.** Links to:
 - The Library Catalog** is the library catalog of books, journals and videos; Kids Catalog, Course Reserves, and newspaper indexes.
 - Netlibrary** a collection of books online with searchable full-text.
 - Brittanica.com** an electronic Encyclopedia
 - FirstSearch WorldCat** a gateway to books and other materials in libraries worldwide.
 - Bowker's Books in Print:** The industry's largest Web-based bibliographic resource for professionals. (On campus only)
- **Article Indexes.** Links to periodical databases from On Campus, Off Campus, or with barcode access. The databases are listed in Alphabetical order, Subject order, or by Top Picks.
- **Services.** Links to
 - Interlibrary Loan Request Form** used to obtain books and/or articles not available in Mears Library through interlibrary loan.
 - Reserve Request Form** for faculty to place materials on reserve in the library.
 - Research Help.** Links to help screens and aids for searches in the online databases.
 - Technical Support:** Links to contact the systems librarian, get off-campus access to databases, or to report database problems.
 - About the Library.** Links to library hours and staff information.
- **Investigate the Web.** Links to many Web resources and informational pages. Resources are listed by department and ready reference. Suggestions for this list are welcomed.

Typewriter

One typewriter is available for use in the library. Ask for service at the Circulation Desk.

Photocopy Machine

A photocopier is located near the Circulation Desk. Charges are 10 cents per copy. The photocopier will accept coins as well as \$1.00 and \$5.00 bills..

Library Hours

Service hours are posted in the following places:

- **The library entrance.**
- **The telephone answering machine.** Call 331-6682.
- **On the Web.** Click on Services and About the Library from the Mears Library home page at <<http://www.usiouxfalls.edu/is/library/>>.

Regular service hours are increased prior to and during finals week. However, service hours are generally reduced during breaks, holidays, summers, and between sessions when classes are not held. Planned changes in hours will be posted in the places listed above. Sudden winter storms can also cause an unexpected reduction in service hours. Please call 331-6595 for the USF severe weather hotline.

Staff

The Director and staff want to serve your library needs as faculty, administrators and staff. Please let us know if you need help or have questions. We want to assist you in any way possible.

Director of Library Services (x6661)
 Assistant Director/Systems Librarian (x6662)
 Circulation Associate (x6664)
 Acquisitions/Periodicals Associate (x6614)

Patrons can find a list of our staff and our present library student assistants on the Web by using the hotlink from the library home page at <<http://www.usiouxfalls.edu/is/library/>>.