



Karl E. Mundt Library & Learning Commons
Dakota State University, Madison, SD 57042 605-256-5203; toll-free 1-800-641-4309
Library home page: <http://www.departments.dsu.edu/library/>
Ask a librarian: <http://www.departments.dsu.edu/library/asklib.html>

Library Checklist for Faculty Fall 2009

Welcome to a new semester! The Library staff provides this checklist to update faculty on library services related to teaching and research. Please contact us if you have any questions (using the contact information at the end of this document).

■ Find your Library ID number and try logging into databases from off-campus.....

With your library ID number (the 14-digit number on your staff ID card that begins 21578...), you can search the library's research databases from off-campus, check out materials, use Interlibrary Loan services, etc. Do contact us right away if you don't know your library ID number or cannot login to research databases from off-campus. *To find out your Library ID number, e-mail Shannon.Vostad@dsu.edu (Public Services Associate) or call her at 256-5205. If you are unable to login, e-mail reference@dsu.edu or call librarians Mary Francis (605) 256-5845 or Risë ("Reesa") Smith (605)256-7128.*

■ Be aware of research database changes.....

To learn about our new databases, database changes, and useful hidden resources in databases, please attend the orientation workshop "**Cinch Your Research Toolbelt**" (workshop description, dates, and times are below in the workshops section). We have several new research databases this academic year, including: *Arts & Humanities Citation Index* (in Web of Knowledge), *BIOSIS Previews* (in Web of Knowledge), *ebrary Academic Complete* (in ebrary), *Safari Tech Books Online* (in Safari Tech Books Online).

You can access all databases from the Library's homepage using the "Database Quicklinks" dropdown menu, the "Research Databases (by Subject)" link, or the "Research Databases (A-Z)" link. [Important change: *To find Web of Science, select "Web of Knowledge" in the Database Quicklinks dropdown menu on the Library's home page.* On the Web of Knowledge screen, choose either the "Web of Science" tab or the "Select a Database" tab to get to Web of Science.]

■ Place links in your Desire2Learn course sites to the Library's home page and to librarians.....

Links will encourage your students to find and use library resources and services. Make a statement to students about the importance of doing quality, academic research rather than relying only on material provided by web search engines. Encourage students to get research help by contacting librarians. **Dakota State University, Madison, SD 57042 605-256-5203; toll-free 1-800-641-4309**
Library & Learning Commons Online (home page): <http://www.departments.dsu.edu/library/>
Ask a librarian: <http://www.departments.dsu.edu/library/asklib.htm>

■ Consider whether your students have the skills and knowledge to carry out research assignments.....

If you're disappointed in your students' ability to evaluate and select reliable material to support their work, attend our orientation workshop "**Helping Your Students With The Next Research Assignment**" (workshop description, dates, and times are below in the workshops section). Many students rely heavily on Internet search engines and, without your intervention, will miss the high quality academic material that is published and made accessible in subscription databases provided by the library. To be effective academic researchers, students need to be able to use not only Internet search engines but also

academic databases for their disciplines. To help students, **invite a librarian to class to guide students in successful research strategies.**

Even if you are not scheduling instruction sessions with a librarian, please provide copies of research assignments to the librarians to aid us in helping students with their research.

E-mail reference@dsu.edu or call librarians Mary Francis (605) 256-5845 or Risë ("Reesa") Smith (605) 256-7128 to schedule instruction sessions.

■ Attend library research updates.....

WORKSHOP 1:

"Helping Your Students With The Next Research Assignment: Library And Beyond"

Thursday, **August 20, 2009, 9-10 a.m.** OR **Friday, August 28, 1:30-2:30 p.m.**

In Library Room 201.

Do you require your students to use outside information for papers, projects, speeches, or other assignments? Are you thrilled with the quality of that information? Discover some tips and techniques to aid in the development of research assignments for your classes. This session will also cover some of the features and services available through the library that may simplify your courses, for example: creating persistent links to journal articles through D2L and placing physical items on reserve allowing your entire class access to materials.

If you have questions about this workshop, e-mail reference@dsu.edu or call librarian Mary Francis (605) 256-5845

WORKSHOP 2:

"Cinch Up Your Research Toolbelt: Mundt Library Has Added More Research Tools."

Thursday, **August 20, 2009, 10-11 a.m.** OR **Friday, August 28, 2:30-3:30 p.m.**

Here's your chance to learn about and try out the new research tools available to you from the Library . Bring your Tablets! EXPLORE two databases for online books: *ebrary Academic Complete* (43,000 books, multidisciplinary) and *Safari Tech Books Online* (100-150 tech books). INVESTIGATE the new features and content of Web of Knowledge. Our 2009-2010 subscription includes *Journal Citation Reports* and the option to download a desktop version of *EndNotes*. EXPERIMENT with the power of cited reference searching. *Arts & Humanities Citation Index* has joined *Social Science Citation Index* and *Science Citation Index* to give us the complete set of Web of Science citation indexes in *Web of Knowledge*. LEARN about *BIOSIS Previews*, a life sciences database new for 2009 in *Web of Knowledge*.

If you have questions about this workshop, e-mail reference@dsu.edu or call librarian Risë ("Reesa") Smith (605) 256-7128.

■ Place items on reserve at the library or add electronic links to library materials.....

URLs for journal articles in Ebscohost, Proquest, and other databases may be used to link students directly to articles from your course web pages if you are careful to use the article's "persistent" or "durable" link or use the article's DOI. Contact us for help setting these up.

Do you need to provide access to a single copy (or a few copies) of a book, article, video, software, etc. to a whole class -- without having it disappear? Place it on reserve at the library for 4-hour, 24-hour or 3-day checkout -- preferably at least 48 hours before assigning it to students!. Take reserve materials (your personal copies or library's copy) to the front desk with the "[Library Reserve Form](#)." The form is available on the library home page at <http://www.departments.dsu.edu/library/reservfm.html> and at the library. **Reserves are searchable by selecting the Course Reserves tab in the Library Catalog.**

For more information about library reserve, e-mail Shannon.Vostad@dsu.edu (Public Services Associate) or call her at 256-5205. To learn about using article URLs on your web pages, e-mail reference@dsu.edu or call librarians Mary Francis (605) 256-5845 or Risë ("Reesa") Smith (605) 256-7128

■ Support your own research.....

Most databases provide the means to set up automatic alerts (or rss feeds) that you receive when new material in your area of interest gets added to a database. Librarians will help you set these up, will provide one-to-one assistance in identifying research databases, and will assist with creating literature reviews. If an item you need is not in the Library or available online, we will get it for you from another library through [Interlibrary Loan](#).

To ask about databases or other research issues, e-mail reference@dsu.edu or call librarians Mary Francis (605) 256-5845 or Risë ("Reesa") Smith (605) 256-7128. For more information about requesting items through Interlibrary Loan, e-mail Shannon.Vostad@dsu.edu (Public Services Associate) or call her at 256-5205.

■ **Recommend any materials.....**

If you're surprised that the Library doesn't have a specific item, let us know. We depend on you to help us maintain up-to-date collections to support the curriculum. Please do suggest items that you believe the library should own or subscribe to – that is, books, journals and magazines, dvds, etc. *Send your requests to Ethelle.Bean@dsu.edu (Director of the Library).*

■ **Make sure items on your course reading list are available.....**

We also need to know what's on your recommended reading lists for your courses, so that we can have them available for your students. The library will usually want to add any of the non-textbook material on reading lists to its collections. *Please send the reading list to Ethelle.Bean@dsu.edu (Director of the Library)*

■ **Reserve audiovisual equipment in advance.....**

The Library has TVs, DVD players, digital cameras, video cameras (digital), digital audio recorders, tripods, and more. **It is best to reserve equipment at least a week in advance.** *To reserve equipment, email Shannon.Vostad@dsu.edu (Public Services Associate), call her at (605)256-5205, or call the library front desk (605)256-5203.*

■ **Find out about library resources and services**

An overview of library resources and services for faculty/staff is on the Library's website (from the library home page, link to "For [Faculty-Staff](#)").

■ **Ask us.....**

Have a question? You don't know who might have the answer? Here's a brief directory of people, but call the **front desk (256-5203)** or **e-mail all of us at Library@dsu.edu** if you're not sure who to contact:

Equipment requests:

Shannon Vostad (Public Services Associate), 256-5203,
shannon.vostad@dsu.edu

Instruction for classes, groups and individuals:

Email reference@dsu.edu or call
Mary Francis (Reference & Instruction Librarian), 256-5845
Risë Smith (Digital Design & Access Librarian), 256-7128

Interlibrary Loan:

Shannon Vostad (Public Services Associate), 256-5205,
shannon.vostad@dsu.edu

Miscellaneous:

library@dsu.edu or call 256-5203.

Policies of the library:

Ethelle Bean (Director), 256-5207,
ethelle.bean@dsu.edu

Recommend a purchase:

Ethelle Bean (Director), 256-5207,
ethelle.bean@dsu.edu

Reference questions and research assistance:

Email reference@dsu.edu or call

Mary Francis (Reference & Instruction Librarian), 256-5845

Risë Smith (Digital Design & Access Librarian), 256-7128

Research database problems:

Risë Smith (Digital Design & Access Librarian), 256-7128,

rise.smith@dsu.edu

Satellite downlink (please contact Ellen before you register for a program!):

Ellen Hoff (Technical Services Associate), 256-5206,

ellen.hoff@dsu.edu

Unusual requests and special dispensations:

Ethelle Bean (Director), 256-5207,

ethelle.bean@dsu.edu

Have a great year!

The Library staff

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Ask a librarian (email, chat, phone): <http://www.departments.dsu.edu/library/asklib.html>