Fall 1999

Information Please, 1999-Fall

University Library
Fall Trimester can be seen as a time of new beginnings. In that light, this issue of Information Please contains articles about library activities and services designed to serve the research and information needs of the university community. We want to be a part of helping each of you in your academic success so we continue to explore ways to make library research easier and more individualized. We provide instruction on locating and analyzing information one-on-one at the reference desk, in a classroom or computer lab setting for either a for-credit program-specific course customized for the assignment session, or in an open session on a particular database or topic. We continue to increase the number of electronic resources (many of them full-text) for users and are exploring ways to provide better access to library resources from off-campus. The library web pages (www.govst.edu/library) are the gateway to access and are constantly being upgraded and expanded. The Reference Desk is staffed all the hours the library is open, and when the library isn't open, e-mail questions can be sent and a quick response can be expected. Online forms for library services like interlibrary loan are also available.

We welcome suggestions for enhanced library services and hope you will provide input on what library services you need to be successful at GSU.

Remember: when you have an information need, "Ask a Librarian"! (www.govst.edu/library/ask.htm)

One of the goals of the Interlibrary Loan Department (ILL) is to maximize access to materials and services for GSU students, faculty, and staff by locating and requesting items not owned by the GSU Library. While dedicated to providing this service in the shortest turnaround time possible, the ILL staff recognizes that there are emergency situations which require special attention. At the beginning of Spring/Summer Trimester 1999, Interlibrary Loan began offering a new RUSH service for retrieving journal articles not found in the University Library. Because the cost of this service is part of the library's budget, any GSU student, faculty, or staff member can request three articles through the RUSH service each trimester. The journal articles are received within three business days. RUSH requests can be indicated on interlibrary loan forms found at the reference or circulation desks and on the library's web site (http://www.govst.edu/library/online.htm). As with any ILL request, the more accurate the information supplied, the more expeditious the processing. To eliminate the period of time required for mailed articles to reach their destination, articles obtained through RUSH requests are not mailed but retrieved at the circulation desk. Since the inception of RUSH service, more than 100 article requests were received and filled. During the month of May 22 requests were received, while in June 67 requests were made.

Courtland (Amy) Smith and Izungwe Kwembe, who process RUSH requests, received excellent response from patrons using the service. On the feedback forms patrons indicated they would even be willing to pay for such a service if necessary. To quote one graduate student, patrons are "very pleased" with the service.

Hats off to Interlibrary Loan!
Brush up your online library research skills! With new online library services being added regularly, keeping up with the changes and making the most effective use of your library research time is a constant challenge. Why waste time trying to figure out how to use databases on your own or standing in lines waiting for the assistance of a reference librarian? Attend one or more of the online library research skills workshops being offered this Fall in the library instructional lab.

In these one-hour workshops participants will learn how to use effectively library-related research databases found on the Web. A list of topics and professors is found below. Specific dates and times can be found on the library’s web site (http://www.govst.edu/library/instruction.htm) or at the reference desk in the library. Please sign up for workshops either online (http://www.govst.edu/library/online.htm) or at the reference desk. There is no charge, but space is limited.

**Workshop Topic /Professor**
- Advanced Web Searching /Diane Dates Casey
- Education Resources /Linda Geller
- Finding Full-Text Articles /Diane Dates Casey
- Government Resources /Ann Glascoff
- Health and Medical Resources /Rebecca Bostian
- Computers in Libraries for Beginners /Maureen Bendoraitis
- Legal Resources /Ann Glascoff
- Literary Resources /Diane Dates Casey
- Management & Public Administration Resources /Mari Ellen Leverence
- Marketing Resources /Lydia Morrow Reutten
- Online Resources Beyond GSU /Colleen Waltman
- Psychology Resources /Beth Hansen-Shaw
- Searching IO for Beginners /Diane Dates Casey
- Searching IO for Advanced Users /Diane Dates Casey
- Social Sciences Resources /Diane Dates Casey
- Social Work & Addictions Studies Resources /Mari Ellen Leverence
- Software for Library Research / Maureen Bendoraitis
- Tax Resources/Beth Hansen-Shaw
- World Consumer Markets /Lydia Morrow Reutten

Sign up today!

*Diane Dates Casey*
Over the past several months, library faculty and staff have collaborated in a group effort to revise our Web site. Now that we’re “up and running” and in the final phase of this project, we hope the GSU community finds our site a useful and enjoyable Web experience.

Our site’s new look starts on our homepage. After the photo downloads, you’ll see a header at the top of the page that links you to the GSU homepage. Scroll down to the bottom of the page and you’ll see a navigation bar that links you to other departments at GSU. However, in the center of the page you will see important links (“buttons”) that take you to pages for specific library information, functions, and services.

These important homepage links are located on the left side of the photograph. The first link, called Search Books/Journals, takes you to a page where you choose to search for books in ILLINET Online (the online catalog), or look for journal articles in either the alphabetical or subject area online database lists.

The second link, called About the Library, takes you to a page where you will find general information about our library. Information on this page includes the mission of the library, how to access the online catalog and databases from home, library hours, frequently asked questions, the library’s newsletter, and our staff directory.

The next link, Services/Departments, jumps you to a page that provides information about the various departments and services in our library. Here you can learn about the acquisitions, administration, cataloging, circulation, documents, interlibrary loan, reference, and serials departments.

When you click on the fourth link, called Instruction/Training, you’ll go to a page that will eventually provide a variety of Web tutorials, as well as information about library instruction. Right now you’ll find an online tutorial that teaches you how to access 1990 Census of Population and Housing statistics.

The fifth link on the homepage, called Online Requests, takes you to interactive service request forms. These are the forms you’ll use to request interlibrary loan and reference assistance.

Clicking on the sixth link, or FAQ, sends you to a list of frequently asked questions. Here you’ll find answers to questions ranging from “who can use the library” to “what databases can I access from home.”

In addition to the six buttons on the left side of the homepage, you’ll see six icons below the photo. When you move your mouse over these icons you’ll see pop-up messages indicating that these are short-cut links to ILLINET Online, the journal databases page, the government information page, our suggestion box, library hours, and online request forms.

As you move through our Web site you’ll also notice some new links appearing on the left banner. In addition to the original links on the homepage, many pages will consistently show buttons for Ask a Librarian, Hours, Advanced Web Searching, and Government Information.

The Ask a Librarian link lets you contact a subject area librarian by e-mail, or complete an interactive form for reference assistance. The Advanced Web Searching link takes you to a page with a selection of search engines. The Government Information link sends you to our Government Documents page, and the Hours button provides another quick jump to the Library Schedule page.

Finally, on the bottom of each page you’ll find a convenient navigation bar that repeats the main links for our site.

We hope our new site helps to guide you through a productive, informative, and enjoyable visit to the library’s online resources.
Ten new services are available this fall via the library's Web page:

- AIS – The electronic journal *Communications of the Association for Information Systems*.
- CQ Researcher – In-depth reporting on current and controversial topics of the day.
- Dissertation Abstracts – References and abstracts for doctoral dissertations back to 1861.
- EDRS – Full text of many ERIC documents in education.
- GrantSelect – Information on nearly 10,000 funding programs from both private and public organizations.
- Health and Psychosocial Instruments (HAPI) – Evaluation and measurement tools.
- Mental Measurement Yearbook (MMY) – Information and critical reviews of more than 2,000 commercially available educational, personality, achievement and intelligence tests.
- ScienceDirect – Full text and abstracts of more than 1,100 Elsevier Science journals in the life, physical, medical, technical and social sciences.
- UnionLists – Helps determine if a library holds a specific journal issue.

Simply access www.govst.edu/library/acs.htm for a listing of these and other library database links. Currently these databases can only be accessed when using Governors State University as the Internet service provider.

*Nancy Shlaes*

Did you know that you can find out what journals the GSU Library owns in Illinet Online, the GSU online catalog? A "browse title" search should bring up the online record for each of the journals, magazines, or newspapers which the library has.

Some changes in the journal and magazine records in Illinet Online occurred recently. The Serials Department, which processes journals, magazines, and newspapers, began converting information from its stand-alone, in-house serials control system in July to the DRA Serials Module which supplements title information previously available on Illinet Online. In addition to a summary of the issues held by GSU, you now see which issues have been received and the expected receipt date for upcoming issues.

The conversion project involves staff members entering the complete holdings information for each individual title currently received. Consequently records, which have already been processed, have detailed information, while unconverted records remain skeletal. When the project is complete, you will be able to determine which issues are available for use in the library before arriving at GSU.

In the best of all possible worlds the University Library would own every title which a student or faculty member desired. The reality is funds are limited, so librarians must develop a library collection — print, media, and electronic — which meets the learning, teaching, and research needs of the majority of students and faculty. To assist in developing such a collection, librarians are seeking suggestions of titles to add to the library's collections. Suggestions can be made using the online form found on the library Web site (http://www.govst.edu/library/online.htm). Suggestions will be accepted from GSU students, faculty, and staff, but priority will be given to faculty requests. All requests will be forwarded to the appropriate librarian subject specialist for action. While suggestions may be made at any time, new material funds are spent primarily from September through February. So titles suggested during this timeframe will receive the greatest consideration.

*Diane Dates Casey*