



TODD LIBRARY UPDATE

Number 17

Middle Tennessee State University

Spring 1998

Library Instrumental in Capital Campaign



The library faces many challenges in supporting the needs of a growing university community.

Construction of a new library on campus provides an opportunity to reflect on the growth of the University and what it means to library service and programming.

MTSU has seen tremendous growth over the last few years. All units have experienced the need for expansion and renewal brought on by this growth. New programs called for by the academic master plan, as well as

increased demands in research and learning, are requiring improved library

resources. In addition, the library faces the challenges of meeting the University need in an atmosphere of rapidly expanding information, dramatic price increases for library materials, and the need to preserve collections for future use.

The library has implemented plans to deal with these challenges, including the recent release of a plan for library support. Private funds are now a necessary ingredient for adequately supporting student and faculty

learning and research. With the implementation of this plan, a number of opportunities have been made available to strengthen library resources for the MTSU community.

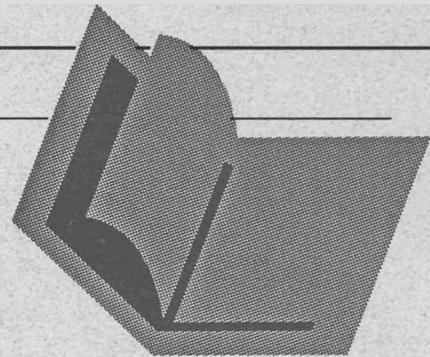
Challenges

The library faces many challenges in supporting the needs of a growing university community. With the amount of information increasing each year, and the price of books and journals rising dramatically, a number of programs have been adopted by library administrators to continue the commitment to university students, faculty, and researchers. These include petitions for strong budgets, which are important for providing the necessary collections that must be a part of a first-class institution; active partnerships with faculty and other institutions which are important to broadening availability of information; heavy investments in technology, in order to provide access to newer and more cost-effective information formats; and expert assistance which is essential for providing instruction, interpretation, and preservation of library resources.

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and more...

Project ATHENA Continues to Link Nashville-Area Libraries

Many of you have heard of or even used Project ATHENA. Project ATHENA is the product of a consortium of Nashville area libraries allowing its users access to a combined collection of well over 5 million volumes. MTSU Library has participated in the project since its inception in the fall of last year. Other participating libraries include Austin Peay, Belmont, Fisk, Tennessee State, and Vanderbilt universities, Trevecca Nazarene College, the Nashville Public Library, and Nashville State Tech. Our membership in the project allows an MTSU community member access to Belmont's collection, for example. Similarly, an Austin Peay student has access to our collection. In January, the MTSU library ranked second overall in the number of items borrowed from a participating member library (69 items), after Nashville Public Library (131 items).

Our library also ranked second overall in the number of items loaned to a participating member library (67 items), after Vanderbilt University library (116 items).

To access the combined holdings of the participating member libraries, you can search the Project ATHENA Online Catalog. From the Electronic Information Center (EIC) homepage <http://ulibnet.mtsu.edu/~eic>, simply click on Project ATHENA. You can simultaneously search all the participating library catalogs or selectively search individual library catalogs. The virtual catalog provides access to books, dissertations, and microtext material only.

After you find a book you need, submit a regular ILL request. ILL request forms are available in the ILL office or electronically at <http://ulibnet.mtsu.edu/~library/ill.html>. Note on the request form that you located the item in the ATHENA catalog and also note the ISBN and/or OCLC numbers, if listed. The library's membership in Project ATHENA does not automatically grant a MTSU community member free access to any of the other participating libraries and items need to be picked up at MTSU.

Membership in the project is subject to certain guidelines. These include the following:

A valid MTSU ID is required; the loan period is 28 days, including transfer time between libraries; the requester is responsible for all charges related to the books borrowed; one renewal is possible but its option is left to the lending library;

A limit of five books may be requested at one time.

There is no charge for loans from ATHENA member libraries. Allow one week for the delivery of requested material, although sometimes it can take longer. Also be aware that sometimes an ATHENA library may not fill a request. The book you need could be checked out or lost, for example.

Library

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The Importance of Private Support

In January 1999 a pace-setting library building will open to the campus community. While the University has been supportive of the library's space needs, adequate funds to purchase additional materials or provide supplemental staffing for this facility are still needed. State funds alone can no longer meet the needs of an aspiring institution and a quality library. Private support is an important ingredient in providing a quality education.

Opportunities for Giving

A number of opportunities exist to support the library in its mission to support quality education at MTSU.

Brick Courtyard

Located in front of the new library, the brick courtyard will recognize supporters of the library with personally inscribed bricks. Bricks are now available for purchase for \$200 each. Individuals who wish to support the library and its efforts to meet the needs of students, faculty, and researchers may purchase a brick and have their name inscribed.

Library Book Fund

The book fund supports individual or group purchases in particular subject areas of importance to the library. A special bookplate will be placed inside each book purchased through the program.

Endowed Positions

Certain key positions in the library, such as the dean and the head of special collections, have been identified for support. Interest from the endowment will be used to pay the salary of the position, and budgeted salary funds can then be used for other pressing library needs. The need for new positions has become critical over the last few years as the University has experienced dramatic growth.

The Fund for Library Excellence

Dramatic inflation in the price of materials has significantly impacted the library's ability to meet the needs of the University's academic programs. In addition, new formats for information are forcing decisions about whether to purchase print or electronic versions. New books, journals, and nonprint resources must be enhanced by electronic access to information and staff with the skills to provide new services to the MTSU community. Gifts will

form an endowment for purchase of materials needed by students, faculty, and researchers.

Building Naming Opportunities

With the construction of the campus library, supporters can now provide ongoing support and be recognized by the naming of a physical portion of the new building. Physical spaces available for support include the new library building itself, the lobby atrium, building conference rooms, the new special collections area, library instruction classrooms, group study rooms, and faculty research studies.

Library resources and services are essential to teaching and learning. At the heart of the educational experience at MTSU should be a richly developed and well connected library, providing materials from its own collections and access to resources from across the globe. To continue to make this vision a reality, private support is most critical.



Lexis-Nexis UNIVERSE Now Available Campuswide

Campuswide unlimited access to the Lexis-Nexis UNIVERSE database became available at MTSU on March 1. Lexis-Nexis UNIVERSE is an online database which offers the full-text of hundreds of newspaper, newswire, and magazine articles and many legal and business resources. The more than 6,000 sources included in the database were compiled specifically for the needs of academic institutions. MTSU access to Lexis-Nexis UNIVERSE is made possible by a 1998-99 Student Technology Funds Proposal prepared by Dr. Michael Hallett and endorsed by several departments of the University. It has been supported through the library's assistance in obtaining reduced pricing and early access.

Listed below are answers to some frequently asked questions about this information research product.

FAQs

Q. Hasn't MTSU had Lexis-Nexis already?

A. Formerly, Lexis-Nexis Educational Access has been available at MTSU through passwords in the Journalism, Criminal Justice, and Speech and Theater departments. Now all students and faculty and staff will be able to use the UNIVERSE database with an unlimited number of concurrent users.

Q. How and where can users access Lexis-Nexis UNIVERSE?

A. There are several places where users can connect. These include the Electronic Information Center in the library, campus computer labs, faculty offices, or any computer on campus connected to the campus network. Using Netscape, simply go to the library home page (<http://www.mtsu.edu/~library/>) and choose Lexis-Nexis from the What's New section. Access is also available to the university community off-campus through a frank account by logging in to frank, typing lynx at the frank command prompt, locating the library home page, and connecting from there to Lexis-Nexis UNIVERSE.

Q. How is UNIVERSE different from the Lexis-Nexis database which has been available in the past?

A. UNIVERSE is a special, somewhat smaller database compiled by Lexis-Nexis especially for universities and designed to meet the needs of college students and professors. It is easier to use than the traditional service and the search methods are designed to retrieve fewer, more relevant results than the full-text searching of the traditional Lexis-Nexis. A "topic" search in UNIVERSE will search the title and leading paragraph(s) of an article rather than the entire full text.

Q. UNIVERSE gets the full text of lots of articles and information about businesses, etc., so, how is it different from the Internet?

A. Using an Internet search engine to perform a general Internet search for a topic will retrieve items from personal home pages, commercial pages, organization pages, newsgroup postings, and other sources. It is often difficult to determine the reliability of the information if the original source is unknown. Lexis-Nexis UNIVERSE, on the other hand, includes such well-known sources as Associated Press news stories, published magazine and trade journal articles, recognized reference books, SEC filings of company information, legal information from case reporters and law reviews, and many others.

Q. Well then, how is it different from the InfoTrac *Expanded Academic Index* and other databases already in the library?

A. *Expanded Academic Index* from InfoTrac is available campuswide because the library purchases an annual site license for it, just as will be done for UNIVERSE. *EAI* indexes and abstracts more than 1,600 periodicals including some popular titles as well as many scholarly journals from 1980 to the present. It provides the full text of nearly 600 of those titles since 1990 for most. Scholarly journals are not included in UNIVERSE. *EAI* provides controlled vocabulary subject headings and advanced search techniques which are not available in UNIVERSE. Subject coverage includes the sciences, humanities, and all other subjects covered by university classes while UNIVERSE focuses mostly on news, business news and information, and legal news and information. The "Lexis" portion of the name refers to the legal emphasis and the "Nexis" refers to the news emphasis.

Other databases purchased by the library and made available at the Electronic Information Center are generally indexes with abstracts to scholarly articles in a specific subject area. Examples include *PsycLIT*, *Historical Abstracts*, *ERIC* (education), *MLA Bibliography*, and others.

Q. Is UNIVERSE really easy to use?

A. Yes, it is easy to enter a search and users will generally come up with some results. The Main Menu page contains a list of broad subject areas with links to search forms where users type in a search topic. A description of what is covered in each broad area is given just below the Main Menu. Standard navigation techniques move you around the Main Menu page. To use the database, click on the appropriate broad subject, complete the Search Form which appears by entering all the appropriate criteria for your search, and click Search. After a short delay, the Document List page appears listing the documents which matched your criteria.

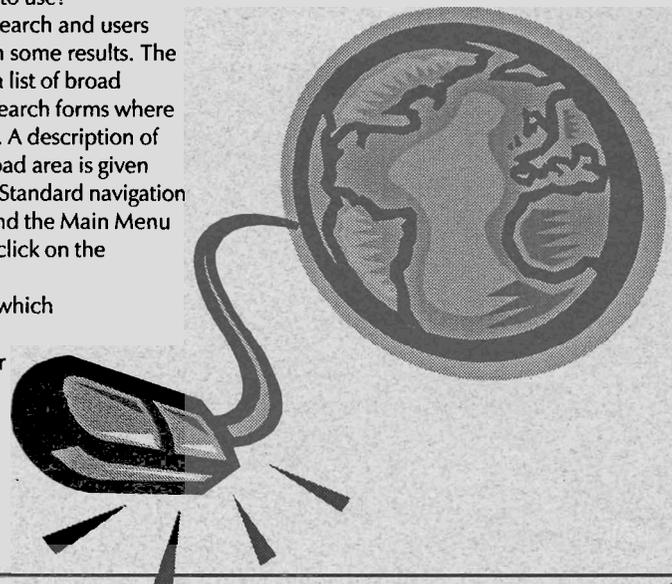
Click on a document in the list to go to the Document Viewer page to display the full text. Use the KWIC View link on the navigation bar to display the portions of the document containing your search terms (the 50 words surrounding it). Be sure to use the Search Form Tips to help you refine or revise your search. Use your browser's features to print or save a copy of the text.

Q. Will the library have any classes on how to use UNIVERSE?

A. Yes. Any faculty member may request a demonstration for their class by scheduling it through Bibliographic Instruction. We also welcome other groups to come in for a demonstration. For example, department chairs may want to schedule departmental meetings in the library instruction room where we can show UNIVERSE. We will also have open classes at various times when anyone may come to a short class. The schedule for these will be posted in the library. Phone Sharon Parente at 2549 or the Reference Desk at 2817 to schedule a demonstration or for more information on classes.

Q. This database is very expensive. Is it really worth the money?

A. Yes. UNIVERSE will give MTSU students and faculty convenient access to the text of many news and business sources not now available in the library nor anywhere else on campus. Library faculty and faculty in several departments have wanted Lexis-Nexis for a long time, but the traditional program was far too expensive. Even though the UNIVERSE program is somewhat scaled down from the complete database, it is also less expensive, so that now with the use of Student Technology Fees, the cost is within reason. It is a continuing cost, however, and funds will need to be allocated each year in order to continue access to this resource.



Interlibrary Loan Services Supplements Local Collection

Introduction

No library can be completely self-sufficient in meeting the diverse needs of its users. Decreasing acquisitions funding has led to fewer new books on the shelves and difficulty in purchasing new periodical subscriptions. At the same time, MTSU's student population has increased dramatically over the past ten years. These factors have combined to shape the evolution of Todd Library's Interlibrary Loan (ILL) service from that of a small, ancillary service designed to meet an occasional search request to a central component of Todd Library's service output. ILL is designed to help supplement the local collection and growing demands for scholarly resources on the part of both students and faculty. By borrowing resources from other libraries around the state and country (and sometimes internationally), ILL is able to expand access to the available holdings of other libraries for the patrons of Todd Library. Likewise, Todd Library is also heavily involved in sharing its own resources with libraries close to home and far away.

This is a costly enterprise which should be used wisely. As a 1993 study developed and conducted by the Association of Research Libraries and the Research Libraries Group notes: Analysis of the data...shows that a research library spends an average of \$18.62 to borrow a research document/article or to purchase a photocopy of the item for a patron, and \$10.93 to lend a document to another library.

Unfortunately, here at Todd Library, it is not uncommon for requested books and/or photocopies to arrive and never be picked up at all, wasting time and resources. It is important that items selected through interlibrary loan be those that are key to individual information and research needs. The following provides an overview of MTSU's Interlibrary Loan Services policy.

What is Interlibrary Loan?

Interlibrary loan is a library-to-library transaction involving the sharing of library resources among and between libraries having reciprocal lending agreements. Procedures and practices differ but are governed by various codes and resource sharing agreements, including the National Interlibrary Loan Code for the United States (1993). These codes constitute detailed agreements to which a library adheres in a reciprocal lending relationship. Many libraries, including MTSU's Todd library, have entered into special resource sharing agreements with other libraries. Todd Library has resource sharing agreements, for example, with Solinet, a southeastern regional library consortium, Tenn-Share, a statewide network, and ATHENA, the Nashville-area network of libraries. (See article on ATHENA in this newsletter). Further, Todd Library complies with the CONTU Guidelines on Photocopying Under Interlibrary Loan Arrangements when filling requests for photocopies.

Who can use interlibrary loan services?

All MTSU faculty, staff, and students may request material through ILL. Undergraduate students must obtain a faculty signature unless the item needed comes from an ATHENA member library.

When should ILL services be used?

It is important that patrons always **first** check the online catalog (PALS) before submitting any ILL requests. If a book is checked out, it may be recalled. If the library does not own the book, or if it is missing, it may be requested through general interlibrary loan. ATHENA allows somewhat broader borrowing possibilities from member libraries for materials currently on loan.

What can be borrowed or obtained?

Books, dissertations, and research articles not available at the MTSU library may be borrowed or obtained through ILL.

What can not be borrowed or obtained?

Reference or rare books, genealogical materials, maps, privately published reports, and entire issues or volumes of periodicals may not be borrowed or obtained through ILL.

How is a request submitted?

Requests may be submitted electronically from ILL's Web page (<http://frank.mtsu.edu/~library/ill.html>) or by filling out the proper paperwork in the ILL office in Todd Library. One request must be filled out for each item requested. Each request must be filled out completely. Incomplete request forms will not be processed. Currently, 15 requests per person per week may be submitted. This limit allows the ILL staff to process all requests in a timely manner. Requests will be processed in the order received.

What might delay a request?

Inaccurate information can slow the requesting process. Write legibly! Including periodical ISSN numbers or book ISBN numbers help too.

Are there any fees?

Interlibrary loan services will always attempt to borrow or obtain an item for the least cost possible. If the item comes from a Tennessee library or any library with which we have entered into a reciprocal agreement, there will be no charge for the user. However, if the requested item is not available from a reciprocal library, there will be a charge for which the requester is personally responsible. The amount of a lending or photocopying charge is determined by the lending/supplying library—and not by Todd Library. In addition, there will be a postage charge for any loans from out-of-state libraries; the amount depends on the weight of the item. Again, these are all fees which must be paid by the individual requesting the item. Faculty may not charge ILL fees to their department accounts. Lastly, the requester is financially responsible for any damage or loss of borrowed materials.

How long does it take?

Generally, it takes two to three weeks from request submission date to receipt of the material in Todd Library, sometimes longer. A study conducted by Virginia Tech concluded that the turnaround time for 90 percent of all ILL requests is 19 days. Books or other loans from Tennessee libraries are usually mailed first class and arrive much sooner than that. Books or other loans from out-of-state libraries are usually mailed fourth class. The choice of delivery method is entirely up to the lending library and not under the control of Todd Library. Photocopies tend to arrive faster than loan requests, as many of these are now sent via Ariel, a software product, which allows virtually instant transmission of documents via the Internet. The sending institution scans an article into a computer and sends it via FTP to another computer loaded with Ariel. The receiving institution simply prints the article/file on its laser printer. In any case, ILL users should allow three working days for the processing of a request.

How is notification of arrival given?

Notification will be given via e-mail or telephone (local calls only) after all material has arrived. The requester is welcome to check on the status of ILL requests any time, keeping in mind the general turnaround time mentioned above.

How long can material be borrowed?

The lending period for requested material and renewal option are determined by the lending library. The lending period is usually two weeks. Photocopies can be kept by the requester. Renewal requests must be submitted approximately four days before the listed due date. Overdue fines (imposed by the lending library as well as by the MTSU library) may accrue for loans not returned on time. Please remember that overdue loans may jeopardize our borrowing privileges with other libraries as well as the status of your own account.

Are there restrictions on materials?

The lending library may restrict a loan to library use only, or may not allow its photocopying, for example. We will abide to any such restrictions placed upon us by other libraries.

Where should material be returned?

All material borrowed through ILL must be returned to the Interlibrary Loan Office by the listed due date. After office hours, the material may be returned to a staffed Reference desk. Do not remove the interlibrary loan sleeves from the borrowed material and do not return ILL materials to a book drop.

Where is the Interlibrary Loan Office?

The Interlibrary Loan Office is behind the Reserves desk. Please contact Karin Hallett, librarian/Interlibrary Loan, at extension 5104.

New Library Scheduled to Open in January 1999

Construction of the new library is on schedule to open in January 1999. While the building is basically finished on the outside, much work remains to be done to complete the interior. As you might imagine, there is a significant amount of furniture and equipment to be purchased and installed before opening the new library. For example, wooden furniture in the public areas includes 347 study carrels and 277 tables, which will be manufactured to meet a custom design and will require six weeks to install. Shelving for 800,000 volumes will also require a six-week installation period. Office furniture installation is also expected to take approximately six weeks. Cabling of the building for voice, data, and video will include 800,000 linear feet of cable.

A professional library moving company will be responsible for moving the library's collections. The amount of time needed for this task is estimated to be 20 working days. The move is planned to begin after final exams in December when the building is complete, furnishings and equipment is in place, and the collections can be properly transported and arranged.

Pictures depicting progress on the building's interior continue to be placed on the library's web page at <http://www.mtsu.edu/~library>. You are invited to follow the completion of the interior through these photos.

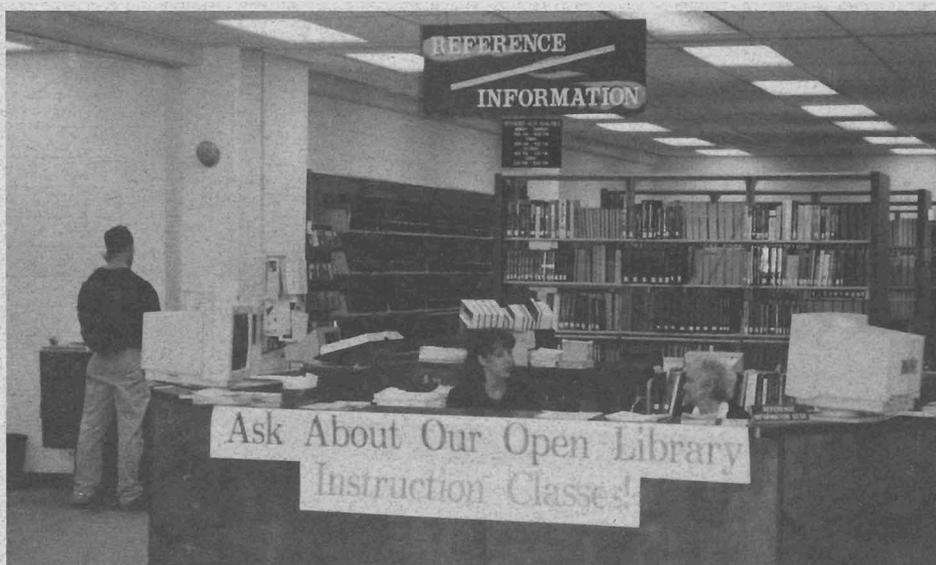


Construction on the new library is practically complete on the exterior but there is still work to be done on the interior. Above and at left are some interior areas of the building that are currently under construction.

Basics Offered Through Open Instruction Classes

The library offers many instructional classes covering basic searching techniques for **PALS**, the library's online catalog, the **Expanded Academic Index/ASAP** database, **Lexis-Nexis**, **CD-ROM** databases, and internet search engines.

The library has an active program of instruction in the use of resources and services. According to Sharon Parente, user services librarian, multiple classes are usually packaged together into one-hour time slots with specific classes lasting 20 minutes each. Lexis-Nexis and Internet search engine classes are scheduled for 45 minutes each. The classes are offered at the beginning of every semester and require no registration.



Karin Hallett (left) and Lynn Flanagan display a large sign, at the Reference Desk, advertising the library's open instruction classes earlier this semester.

Library Faculty and Staff News

New employment: **Suann Alexander** joined Todd Library on February 9, 1998, as user services librarian. She earned her MLS degree from the University of Tennessee at Knoxville in May 1997. Her undergraduate degree in Secondary Education was awarded to her by Tennessee Technological University. She has worked for several years as a cataloging and reference assistant at Pellissippi State Technical Community College and also as a library clerk at Tennessee Technological University.

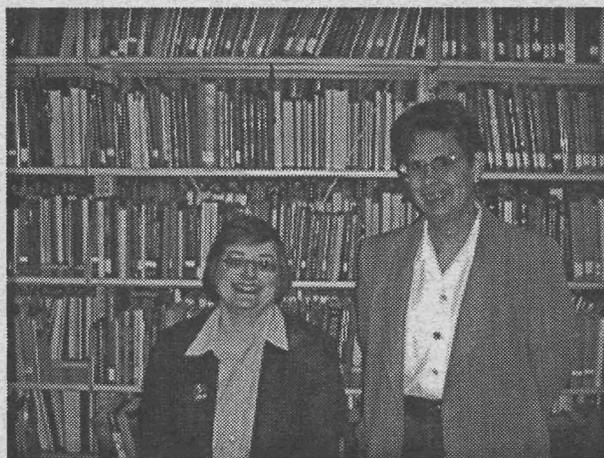
Karen Martin also joined the library staff on October 1, 1997, as interlibrary loan assistant in the user services department. She has a B.S. in communications from the University of Tennessee, Knoxville. She previously worked at Dalton College in Dalton, Ga., for 13 years as media specialist. Most recently she worked for PCA, Inc., as a portrait photographer.

Karen Hallett has assumed responsibility for Interlibrary Loan in the User Services Department due to Betty McFall's resignation in December 1997.

Don Craig, Wilma Marable, and Momolu Massaquoi have been recognized for their service to the University. In December, during the University's annual service appreciation luncheon, these three library staff members were among 64 University employees recognized for continuous and loyal service. Their combined experience at MTSU totals 55 years.



Momolu Massaquoi, left, Wilma Marable, and Don Craig were recognized during the University's annual service appreciation luncheon in December. Their combined experience at MTSU totals 55 years.



Karen Martin, left, and SuAnn Alexander are new members of the library staff.

Todd Library Update

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 AA277-498

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