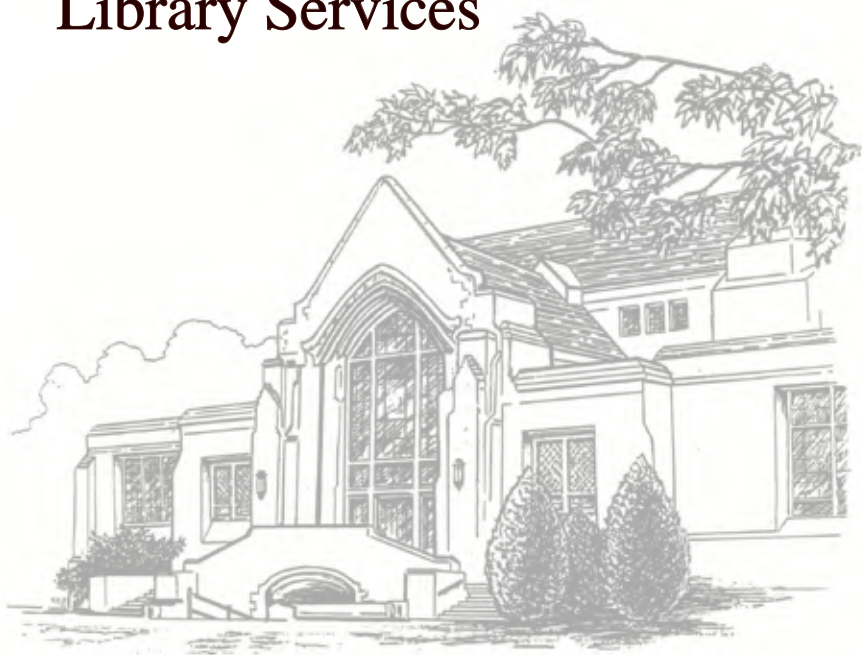


Booth Library

Faculty Handbook of Library Services



Eastern Illinois University



BOOTH LIBRARY

After a 30-month building renovation project, President Louis V. Hencken and Dean Allen Lanham cut the ribbon on February 14, 2002, officially reopening the Booth Library building. Booth Library's \$22.5 million renovation dramatically updated EIU's library facilities for the 21st century.

The library collection consists of over 1 million cataloged materials including books, journals, government documents, maps, music scores, videos and DVDs, and 1.3 million microtexts selected to support the University's educational mission. Leisure reading interests are served through materials in the general book collection, current best sellers, and popular magazines and paperbacks.

Booth Library, the general library of the University, is named in honor of Miss Mary Josephine Booth, who served as Librarian at Eastern from 1904 to 1945. A comprehensive program of library services is offered to students, faculty and citizens of our service area. The library staff is available for personal assistance for all library users.

COLLECTIONS

Books

The book collection is shelved on all levels of Booth Library. Books are arranged in call number order according to the Library of Congress classification system. (See maps at the library's web page for specific collection locations.) Books in the general collection are charged out to faculty members for a period of 16 weeks.

Electronic Resources

In addition to the print and media collections, the library subscribes to over 100 databases which provide access to journal articles, citations, audio and video files, and images. Access is available through the library's web site. Electronic and audio books can be accessed through the EIU Online Catalog. Remote access to these resources requires authentication of your library ID found on your Panther Card.

Florence Coles Ballenger Teachers Center

The Ballenger Teachers Center (BTC) is comprised of teaching and learning materials and services for students and faculty of the College of Education and Professional Studies, and to regional elementary and secondary public school teachers and administrators. Located off the Marvin Foyer, the BTC includes juvenile and pre-K through 12 curriculum collections of more than 48,000 volumes. For further information, call 581-8442.

Government Documents

Booth Library is a selective depository of United States federal and Illinois state documents. The location for most of the library's document collection is 2000 North. For further information, call 581-6072.

Illinois Regional Archives Depository (IRAD)

The Illinois Regional Archives Depository (IRAD), located 1000 South Foyer, contains records of historical and genealogical significance from various governmental units in East-Central Illinois. This collection is not accessible through the EIU Online Catalog. IRAD maintains limited hours. Call for an appointment at 581-6093.

Media

Library Technology Services (LTS) houses the library's media collection of DVDs, video cassettes, laser discs, 16 mm films, software, etc. Faculty who need non-print materials for class use may reserve them by telephone (581-6091), through the library's website, or at the LTS desk (4000 South). Faculty may charge out sound recordings for one week and all other items from this collection for two weeks.

New Books

The newest general stacks books are shelved in the library's Marvin Foyer.

Periodicals

Periodicals (magazines, journals, and newspapers) are located 1000 North and South. Periodicals are arranged in call number order according to the Library of Congress classification system. Current periodicals are housed behind the Periodicals/Reserve desk and are charged out for one day and due before closing on the following day of library operation. Bound journals are charged to faculty for five days. Faculty members are allowed browsing privileges behind the Periodicals/Reserve desk. Booth Library also purchases popular magazines for recreational reading. These titles are shelved in front of the Periodicals/Services desk (1000 South, Atrium). They are identified in the EIU Online Catalog by the Atrium Periodicals location designation. This collection does not circulate.

Recreational Reading

Booth Library purchases materials for recreational reading. Best sellers, graphic novels, popular magazines, and read & relax paperbacks are shelved in front of the Periodicals/Reserve desk, 1000 South Atrium. These popular materials are accessible through the EIU Online Catalog and are identified by their specific location designation. Best sellers check out for one week and popular magazines are non-circulating.

Reference

Reference materials are those most frequently consulted as sources of information or as guides to other resources. The Reference Collection is non-circulating, but faculty may charge out reference items for up to four hours provided services are not impeded. The Reference desk is located in 3000 North. For further information, call 581-6072.

Reserves

Reserve materials are supplemental print and non-print items that EIU faculty members have asked to be set aside for students. The print reserve collection is located behind the Periodicals/Reserve desk, 1000 South Atrium (581-6092). The media reserve collection is located behind the Library Technology Services desk, 4000 South (581-6091).

Circulation Services offers an electronic reserve service which makes course reserve readings available to students via the Internet. All electronic reserve items will also be held in the print-based reserves collection at the Periodicals/Reserve desk. The electronic reserves database can be accessed by a link from the Booth Library web site. To place items on electronic reserve, contact the Periodicals/Reserve desk at 581-6092.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Federal copyright law places several limits on library reserves. Further information is available at www.library.eiu.edu/reserves/public-Ereserves.html or by calling 581-6092.

Special Collections

Library materials deemed rare or requiring special handling are identified in the EIU Online Catalog by the Special Collections location designation. This collection is available for use in-house only during library hours. For further information, call 581-6071.

University Archives

The University Archives, located 1000 South Foyer, contains records and publications of historical or research value pertaining to Eastern. Materials in this collection are not accessible through the EIU Online Catalog. Faculty and administrators are encouraged to make use of this collection for research or instructional purposes. Call for an appointment at 581-7552.

GENERAL INFORMATION

Booth Library Home Page

<http://www.library.eiu.edu>

Change Machine

A change machine is located in the copy room near Circulation Services, 3000 South.

Collection Development Policy

The Collection Development Policy Manual is available on the library's web page.

Computer Lab

Booth Library's open computer lab has 58 computers, 3 media stations with scanners, and access to laser and color printers, 4000 South.

Delivery of Library Materials

Items owned by Booth Library as well as requested interlibrary loan items can be delivered to your office mailbox.

EIU Online Catalog

Use the EIU Online Catalog to locate books, magazines, journals, sound recordings, videos, etc. This catalog also connects with I-Share which includes not only materials at Booth Library, but it can also search the holdings of 75 other Illinois academic libraries. The catalog is available through the library's web page. Using the EIU Online Catalog, you may view a list of items charged out, request materials from other libraries, and renew materials online.

Emergency Procedures

During an emergency, please follow the directions of the library staff. In the event of an injury or security problem, report the incident to a staff member.

Faculty Carrels and Lockers

A limited number of carrels and lockers are available throughout the library. Contact Library Administration, 581-6061 for more information.

Faculty Reading Room

A reading room with a computer is available for faculty use behind the Periodicals/Reserve Desk, 1000 South Atrium.

Group Study Rooms

Group study rooms are available on a first-come basis, 4000 South.

Interlibrary Loan

Materials not available in Booth Library may be requested through interlibrary loan. Submit requests at the Circulation desk or through the library's web page. Materials borrowed through interlibrary loan are delivered to faculty office mailboxes. For assistance, call Circulation Services at 581-6071 or Interlibrary Loan at 581-6074.

Library Instruction

Library instruction can be general or tailored to fit your class assignments. The Booth Library E-Classroom is available for library bibliographic instruction. Call Reference Services at 581-6072 or fill out a request form on the library's web page to arrange library instruction sessions.

Library Lounge

A lounge area and vending machines are located 1000 North.

Library Services for Individuals with Disabilities

Booth Library is accessible to individuals with disabilities via the South entrance. Facilities are identifiable by the universal disabled symbol. Assistive technology is available in the Reference Room, 3000 North. Booth Library's TTY (text-writing telephone) number is 581-6072. The Booth Library homepage complies with specifications brokered by the World Wide Web Consortium. The library makes every effort to comply with the Illinois Web Accessibility Standards.

Lost and Found

Lost items are held at the Circulation Services desk, 3000 South.

Media Services

Services offered include: media production, photographic services, media equipment, and support to faculty and staff using media in classrooms and at university functions. Media Services is located in Booth Library, 1000 North. Office hours are from 8:00 a.m. - 4:30 p.m., Monday through Friday. For further information, call 581-6011.

Microform Readers

Microform reader/printers are located 1000 North. It is the responsibility of the individual to comply with U.S. Copyright Law. The law is posted near each machine.

Overdues

If a faculty member has received at least three overdue notices, library personnel may deny borrowing privileges until the items are renewed, returned, or replacement costs have been paid.

Panther Card

Panther Cards can be used to operate vending machines, photocopying machines, etc. A Panther “cash to chip” machine is located in the copy room near Circulation Services, 3000 South. Panther Cards also serve as your library card to check out items and access databases remotely.

Photocopying

Booth Library provides both debit and coin-operable photocopy machines. A coin-operable color photocopy machine is located near Circulation Services, 3000 South. A photocopy machine, located in the library administration office, is available Monday – Friday from 8:30 a.m. – 4:30 p.m. for faculty members and administrative personnel on a pay-as-you use per copy basis or charged to a departmental account with fiscal agent approval. It is the responsibility of the individual to comply with U.S. Copyright Law. The law is posted near each machine.

Printing

Library Technology Services (LTS), 4000 South, provides access to black/white laser printing, color laser printing, laminating, and printing transparencies for a fee. For further information, call 581-6091.

Recommendations for Materials to be Purchased

Faculty order requests should be submitted to the appropriate subject librarian (see list on back) or through the “Materials Purchase Suggestion” form on the library’s web page. Timeliness in ordering is very important since the number of copies available is usually limited. In general, orders are processed in the order they are received. However, the library does recognize that from time to time there may be a need to obtain materials on a rush basis. Priority handling will be given to orders which clearly indicate that it is a rush request.

Rest Rooms

Rest rooms and water fountains are located in the Southwest corner, 1000, 3000, and 4000 South and 1000 North near the lounge area.

Study Areas

Quiet study areas can be found throughout the library. The entire 2000 level has also been designated a quiet study floor.

Telephones

Campus telephones are available near Circulation Services, 3000 South and on all other floors near the elevator and photocopy rooms.

User Code of Conduct

Copies of the library’s “User Code of Conduct” are posted on bulletin boards throughout the library and at each entrance. The library will take action to stop any inappropriate behavior.

HOURS

Fall and Spring Semesters

Monday-Thursday	8:00 a.m. – 1:00 a.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	12:00 p.m. – 1:00 a.m.

Summer Semester

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	2:00 p.m. – 10:00 p.m.

Intersession

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

The library also provides extended hours prior to final exams. During periods when classes are not in session, consult the calendar of library hours (available at library services desks, online at the library's web site or by calling the Hours Hotline at 581-6423).

Booth Library Subject Librarians

African-American Studies	Johnson Kuma	581-7550
Art	Marlene Slough	581-7555
Biological Sciences	Johnson Kuma	581-7550
Business, School of	Carl Lorber	581-7546
Chemistry	Karen Whisler	581-7551
Communication Disorders & Sciences	Pamela Ortega	581-7548
Communication Studies	Karen Whisler	581-7551
Counseling & Student Development	Ann Brownson	581-6099
Early Childhood, Elementary, & Middle Level Education	Ann Brownson	581-6099
Economics	Sarah Johnson	581-7538
Educational Administration	Ann Brownson	581-8381
English	Karen Whisler	581-7551
Family & Consumer Sciences	Marlene Slough	581-7555
Foreign Languages	Pamela Ortega	581-7548
Geology/Geography	Stacey Knight-Davis	581-7549
Health Studies	Stacey Knight-Davis	581-7549
History	Bradley Tolppanen	581-6006
Journalism	David Bell	581-7547
Kinesiology & Sports Studies	David Bell	581-7547
Latin American Studies	Pamela Ortega	581-7548
Library Science	Karen Whisler	581-7551
Mathematics & Computer Science	Sarah Johnson	581-7538
Military Science	Bradley Tolppanen	581-6006
Music	Allen Lanham	581-6061
Nursing	Stacey Knight-Davis	581-7549
Philosophy	Richard Seitz	581-7559
Physics	Stacey Knight-Davis	581-7549
Political Science	Jocelyn Tipton	581-7542
Psychology	Jocelyn Tipton	581-7542
Recreation Administration	David Bell	581-7547
Secondary Education & Foundations	Ann Brownson	581-6099
Sociology/Anthropology	Bradley Tolppanen	581-6006
Special Education	Ann Brownson	581-6099
Student Teaching	Ann Brownson	581-6099
Technology	Johnson Kuma	581-7550
Theatre Arts	David Bell	581-7547
Women's Studies	Pamela Ortega	581-7548