Interlibrary Loan: Eliminates Boundaries

Dick Smith Library has an extensive collection of in-house and online resources to meet our users’ needs. Annually, we spend roughly $155,000 on physical materials and over $600,000 on databases to provide support to the university. With that being said, it is still impossible for the library to own every book or journal article wanted for research or personal needs.

Interlibrary Loan (ILLiad) Services
Fortunately, we are able to provide users with Interlibrary Loan Services through our ILLiad system, which allows us to call on other libraries to fill in collection gaps through resource sharing. Our interlibrary loan department is a reciprocal borrower: We borrow from other institutions, and they borrow materials from us. Sharing collections helps us provide our library users with materials that they might otherwise not be able to obtain.

Last year, the library’s interlibrary loan department borrowed just over 2,400 books, journal articles, DVDs, and other items from institutions across the country for our Tarleton users. Dick Smith Library does not charge for interlibrary loan services. If loaning libraries charge fees, we always contact our users to determine if they wish to pay the fees.

Requesting Items
Current students, faculty, and staff of Tarleton State University can request items not owned by the Tarleton library via Interlibrary Loan (ILLiad) at any time using their NTNET username and password.

Qualified off-campus users can request delivery of materials housed at the Dick Smith Library to their home campus via our courier or sign up as a distance learner to receive home/office delivery of library materials.

Each Tuesday and Thursday, courier deliveries are made to instruction sites in the Southwest Metroplex - Fort Worth (Schaffer & Hickman buildings), Waco, and Weatherford. Users choose delivery locations via their ILLiad accounts.

Share and Share Alike
As part of our reciprocal responsibilities, the interlibrary loan department not only

See BOUNDARIES Page 11
Library Instruction: In Class & On the Road

With the rapid rate at which information is created and published, learning to effectively identify, retrieve, evaluate, and synthesize information is vital for academic, professional, and personal endeavors.

To help address this need, Library Instruction Program librarians offer library sessions, which are tailored to specifications – from general overviews of library services and resources to in-depth examinations of specific database features and research resources.

Part of what makes offering library instruction sessions so rewarding is that helping users learn how to use the library’s resources and services is not a “one size fits all” process:

- research tools vary in complexity,
- different information needs require different tools, skills, techniques, and resources,
- electronic media yield and deny access to items depending on a variety of factors,
- information “dipping pools” are vast, and
- just figuring out where to start looking for information can present a challenge.

Meeting Needs on Campus

Helping address these issues is the primary goal of the Library Instruction Program, which has been embraced by many academic departments. Library sessions have been offered for courses across disciplines and course levels, and the instruction librarians welcome opportunities to collaborate with faculty to develop sessions.

Sometimes, librarians at Dick Smith Library are asked by groups and campus organizations to attend their meetings and share research tips, explain specific resources, and offer assistance.

Librarians also often meet with individuals to help them with research projects.

The instruction librarians relish these opportunities to interact with the students and answer their questions. Plus, the librarians extend their services by offering research assistance beyond the Stephenville campus.

Taking Sessions on the Road

Being asked to attend classes and meet with students, showing users how to access and use library services and resources, and getting opportunities to meet with and assist Tarleton faculty at satellite instruction sites are important parts of the library’s instructional services.

Our instruction librarians travel to all Tarleton instruction sites to offer research assistance to students, faculty, and staff. During the past year,
INSTRUCTION

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they provided 20 library instruction sessions at Tarleton’s satellite instruction sites:

- Hickman & Medical Laboratory Sciences,
- McLennan Community College, and
- Weatherford Community College.

Venturing into Cyberspace

In the past, librarians have produced online tutorials for specific classes, as well as downloadable resource lists to help address questions about identifying and locating research materials.

However, the instruction librarians would like to find ways to make their online offerings more interactive and to better address “point-of-need” questions. For example, librarian participation in online classes, as a means of offering research assistance, is a service the instruction librarians are eager to pursue.

Partnerships between faculty teaching courses with online components and instruction librarians have been slowly evolving and offer interesting possibilities.

Once invited into an online class, instruction librarians can offer research help by answering questions posted in chat sessions and discussion threads, as well as creating online tutorials and tip sheets based on instructors’ requests and class needs.

**Did You Know?**

During the 2009-2010 academic year, the instruction librarians at Dick Smith Library offered 180 sessions for over 3,500 attendees.
Collections: Addressing Information Needs

~ Reference Collection & Government Documents ~

To help users find answers that won’t require sifting through thousands of search results and that readily yield reliable sources, the library offers reference materials on the library’s main floor.

This collection supports all subject areas, offers over 10,000 items, and houses materials like

- atlases & almanacs,
- subject-specific dictionaries,
- citation style manuals,
- legal resources,
- literary criticism guides, and
- general & subject encyclopedias.

Also, reference e-books are in databases such as Credo Reference, Web of Knowledge, and PsychiatryOnline.

Government Documents

The library is a depository for United States and Texas government publications.

We have over 18,000 government documents on subjects such as agriculture, education, banking, criminal justice, health, housing, and transportation.

In addition, online government documents can be accessed via the library catalog.

Reference Department & Government Documents: 254-968-9249 ~ reference@tarleton.edu

~ Education-Curriculum Collection ~

The Curriculum Collection, on the lower level of the library, offers resources and services that support Tarleton’s education programs and is regularly used by faculty, students, and staff to prepare lesson plans, presentations, and projects. The collection includes

- Juvenile and young adult fiction
- Non-fiction trade books
- Texas state-adopted textbooks
- Reference books & resource materials
- Agriculture services and development materials
- Ellison die cut machine & lamination
- Standardized tests
- Charts, posters, and other non-book materials

Special Services / Curriculum Collection: 254-968-9251 ~ pape@tarleton.edu

~ Periodicals Collection ~

Periodicals is a term used to collectively describe journals, magazines, and newspapers. Dick Smith Library offers a robust collection of periodicals, which are available in print, online, and microform formats. To locate specific titles, users can search the library catalog or SFX. They can also use the library’s SFX utility to locate specific articles.

The Periodicals Department staff orders, catalogs, processes, and preserves periodicals to meet users’ information needs. In addition, they provide lists of subject-specific titles and are happy to help users find what they need.

The collection also offers a special section dedicated to newspapers and popular magazines (aka: the Hot Titles), which include Pro Rodeo Sports News, People, Better Homes and Gardens, Rolling Stone, and many more.

Periodicals Department: 254-968-9867 ~ periodicals@tarleton.edu
Databases: Access to a World of Information

Annually, the Dick Smith Library spends approximately $600,000 to subscribe to over 170 databases. In general, these databases provide access to full-text articles, article citations and abstracts, and online reference books, along with research reports and pre-publication article notices. In addition, the library subscribes to several specialty databases that offer online access to music, maps, statistics, and more.

Databases are important and highly useful tools for obtaining materials in most subjects. They offer 24/7 online access to significantly more materials than the library could purchase as individual titles.

Choosing which databases to offer is a decision reached by evaluating options, interlibrary loan activity, and user requests. In order to provide users with the best choices, library staff must also consider criteria like cost, degree program changes, anticipated usage, and the longevity of journals in a given database.

Consequently, it is not unusual for our databases to change each year. Library staff are available in person, by phone, and through email to help users choose and use databases.

~ Get Publishing Insights @ the Library ~

Library databases most often offer access to full-text articles, research reports, article citations, advance preview articles, reference books, book reviews, and similar research materials.

However, specialty databases provide unique features like journal impact reports, calls for papers, citation analysis, and journal comparisons. Dick Smith Library offers three specialty databases of this type.

Journal Citation Reports (JCR)
JCR helps scholars find the most important, appropriate, and influential journals in which to publish.

Using citation data from over 11,000 journals, JCR users can evaluate and compare journals to determine which publications are most frequently cited and influential, as well as which have the highest impact.

Currently, this database covers science, technology, and social sciences. JCR includes Eigenfactor™ Metrics that are designed to reflect journals’ prestige and influence.

Web of Knowledge
This database has a robust search interface along with several features that help users analyze citations and topic coverage, as well as conduct cited reference searches.

It offers a citation map that shows citation relationships (cited references and citing articles) between articles.

Citation reports show the number of published articles and citations in a topic area for the past 20 years using a bar graph format.

Publishing Opportunities Database
Looking for a conference or publishing opportunity? This database might be just what you need.

Faculty, students, and others interested in presenting and publishing research papers can search this database for journal, conference and special issue “Calls for Papers.”

Search results also reveal pertinent information such as the publication or conference title, scope and topics, deadlines, formatting requirements, guidelines for submissions, publication frequency, and contact details.

Information: 254-968-9249 ~ reference@tarleton.edu
Archives: Discovering the Past

Not only does Dick Smith Library offer expansive book collections, current print and electronic periodicals, and journals, newspapers, and magazines via subscription databases, we also offer a variety of historical materials. These archives house historical collections relating to the history of Tarleton State University, Texas, and Erath County, as well as political documents like the Charles W. Stenholm Congressional papers, Mike Moncrief State Senatorial papers, and Bob Glasgow State Representative papers.

Tarleton State University collections include the papers of various University presidents, committees, and departments, as well as former and current faculty members. The C. Richard King papers, Randall Popken papers, and Dan Malone’s Prisoners’ Voices Project papers represent a sample of these collections.

Other archival collections include historical and present publications of The J-TAC and Grassburr yearbook along with the Cross Timbers Historic Images Project.
~ The J-TAC & Grassburr Archives ~

Issues of The J-TAC from 1919 to 2007 are available on microfilm in the Periodicals Dept. on the library’s main floor.

Original paper copies of The J-TAC can be located in the Tarleton Room (Special Collections Suite) on the lower level. Issues from August 2007 forward are online.

Grassburr yearbooks, from the first issue in 1916 to the present (except for 1932), are housed in the library's Special Collections Suite on the lower level.

This collection is available for in-library use Monday through Friday, 8 AM-5 PM.

In addition, the library offers a circulating collection of Grassburr yearbooks, on the lower level, which can be checked out for a week by eligible borrowers.

With sufficient notice, the library will honor requests to copy and mail or scan and e-mail reasonable numbers of pages from yearbooks.

~ The Value of Archival Materials ~

- Provide tangible links to the past.
- Contain first person accounts of events and belief systems, offer insights into past generations, and give evidence of societal values over time.
- Document events and citizen rights.
- Hold governments accountable.
- Preserve the history and records of individuals and groups that otherwise might be lost.
- Can be used by educators at all levels of study.

Archives: 254-968-1808 ~ spurr@tarleton.edu

Cross Timbers Historic Images Project

In 2001, the Dick Smith Library received two grants to initiate the Cross Timbers Historic Images digitization project. With Glenda Stone as director, and partnering with the Stephenville Museum, members of the steering committee included area historians, teachers, librarians, museum staff, and other interested individuals.

The Cross Timbers Historic Images Project is a collection of 19th and 20th century historic images from the Cross Timbers area of Central Texas, which includes these counties: Comanche, Eastland, Erath, Hamilton, Hood, Palo Pinto, and Somervell.

Offering photos from Tarleton, Stephenville Museum, Hico’s Wiseman Studio, Stephenville’s Baxley Studio, Dublin’s Rogers Studio, and individuals, the project’s historic photos have been used for family research and in publications that include the Alumni Association’s book Tarleton State University: The Traditions Remain and Rick Sherrod’s Stephenville, a pictorial history, due in March 2011.

Cross Timbers Images: 254-968-9871 ~ gstone@tarleton.edu
We've Got Spirit - Yes we do!
Meeting, Study, and Gathering Spaces

Dick Smith Library has spaces to meet your needs whether you’re looking for a place to hold group study or a meeting, a quiet space to study, or a place to meet and socialize with friends.

If you need a space for studying or meeting with a group, we have 9 first-come, first-served and 4 reservable meeting rooms that will seat 6-14 people. If you need a space for larger groups, our Multi-Purpose Room can hold up to 100 people.

We have audiovisual equipment (i.e. TVs and VCRs, DVD players, overhead projectors, cassette tape recorder/player, opaque projector, flip cameras, etc.) you can request to use in the rooms.

We also offer spots for quiet study along the outer walls of the library (main & top floors), at tables throughout the building, and in “Quiet Zone” areas.

On the other hand, if you’d like a place to visit with friends or hang out, the library offers areas that fit the bill. Our student lounge, in the foyer, is a great place for friends to gather and play board games, watch TV, read a book, or check email.

Room Reservations: 254-968-9450 ~ Circulation Desk

~ Relax & Enjoy Your Library Spaces ~

Sauvé Cafe
Have a smoothie, coffee, or baked treat. The coffee shop accepts cash, credit, and Texan cards.

New Books Display
Stop by our constantly evolving book display to see recent additions covering a variety of topics.

Special Reading Area
Take a turn on a rocking chair, enjoy the view of the outdoor patio, and relax for awhile.

Listening & Viewing Stations
Watch a movie, listen to music CDs, enjoy a record, or escape with an audiobook at our AV stations.

Student Lounge

General Stacks
Browse our selection of fiction titles (mysteries, classics, romance, etc.), hobby and special interest books, memoirs, and biographies.

Did You Know?
Dick Smith Library has more than 500 audiobooks for your listening pleasure. They provide a great way for commuters and road trippers to get in a bit of “reading” while traveling down the highway.

The library’s collection of audiobooks is shelved in the Audiovisual Collection on the lower level.
TexShare: Get Carded & Enjoy It

Has it been a while since you were last carded? It might be time to get a TexShare card.

Dick Smith Library participates in the TexShare Card Program of the Texas State Library and Archives Commission. This is a reciprocal borrowing program that includes public, academic, and other libraries across Texas.

The program lets card holders visit and check out materials at other participating institutions free of charge. Materials borrowed with a TexShare card are subject to the lending library’s policies and must be returned in person or by first-class mail to that library.

TexShare lists participating libraries on its website. All Tarleton students, faculty, and staff are eligible for TexShare Card Program privileges.

TexShare cards can be requested online or in person at the library’s circulation desk. Cards are valid for one semester and are renewable.

Each semester, as part of their Library Off-Campus Services mailing, the library’s Circulation Department sends TexShare cards to all students enrolled in off-campus and online courses if they live outside of the Stephenville area.

Last year, the Dick Smith Library issued a total of 9,336 TexShare cards to local and off-campus members of the Tarleton community.

Circulation Desk: 254-968-9450 ~ mylibrary@tarleton.edu

~ DSL Celebrates Literacy & Libraries ~

In April 2010, the Dick Smith Library revealed its first READ posters during its celebration of National Library Week, which acknowledges the importance of libraries and library staff to their communities of users.

Created to promote literacy and reading, this year’s READ posters feature President F. Dominic Dottavio and the Purple Poo.

Dr. Dottavio's poster shows him holding A Sand County Almanac, which he said is “both a compelling piece of literature and one of the most important texts ever written on the need to maintain a delicate balance between human needs and the natural environment.”

The Purple Poo's poster depicts them holding, reading, and reacting to publications representing Tarleton State University’s rich history.

BOUNDARIES

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serves the Tarleton community, we also share resources with libraries around the world.

During the past year, we filled over 5,400 requests from other libraries that needed to borrow materials owned by the Dick Smith Library.

Sharing resources with other libraries helps us build partnerships around the world. These partnerships, in turn, help us give Tarleton library users access to library resources that are not available locally.

Interlibrary Loan: 254-968-9660 ~ ill@tarleton.edu

Follow Us

Facebook  LOL Blog

RSS Feed  Flickr  Twitter
Dick Smith Library Staff Information

Donna Savage, University Librarian
~ lead administrator for planning and budget activities for library facilities, services, and resources; serves as liaison between Library and other academic and non-academic units

Glenda Stone, Assistant Director for Monographs & Technical Services
~ responsible for collection development, acquisitions, cataloging, processing, material repairs, and the Cross Timbers Digital Images Project

Trudy Carlson, Associate Director for User Services
~ responsible for Access Services, Reference/Instruction, Special Services, and Archives

Janie Jones, Assistant Director for Serials & Electronic Resources
~ responsible for periodicals, microforms, bindery, mail, electronic collections, and digital special projects

Tracy Holtman, Automated Systems Department Head
~ oversees maintenance of library computer hardware and software, maintains the library web pages, and administers SIRSI, the integrated library system software

Jennifer Barrera, Access Services Department Head
~ oversees Circulation, Interlibrary Loan, inventory control, distance services for off-campus students, and room reservations

Cathy Wilterding, Coordinator of Outreach and Instruction Services
~ presents library instruction sessions, assists individuals/groups with research, creates online materials with research advice and strategies

Amanda Pape, Special Services Librarian
~ responsible for materials and services on lower level of library: children’s books, teacher resources, audiovisuals, special collections, maps

Jodie Baker, Reference Librarian
~ answers reference e-mail, maintains subject guides and internet links, gathers statistical information

Jodee Tennyson, Acquisitions Librarian
~ purchases books and other materials for the library, oversees book purchase approval plan

Yvonne Mulhern, Outreach/Reference Librarian
~ promotes the library, provides research assistance, teaches information-seeking skills

Melissa Cookson, Catalog Librarian
~ catalogs library materials and maintains records already in the catalog to facilitate access
Linda Land, Administrative Services Coordinator
~ oversees accounts for budget control, policy adherence and internal audit; analyzes fiscal data for planning and decision making

Kim Resendez, Circulation Manager
~ oversees circulation desk and student workers during daytime hours Monday through Friday

Kris Hendon, Interlibrary Loan Specialist
~ processes interlibrary loan requests and document delivery for campus and distance students

Kay Wiley, Acquisitions Specialist
~ receives and verifies library material shipments, orders supplies, works with accounts payable

Sandy Dennis, Periodicals Specialist
~ prepares print journals, theses and dissertations for the bindery; processes print periodicals, assists users, and supervises student workers

Chris Grantham, Computer Technician
~ maintains hardware and software for over 200 public and staff computers and laptops in the library

Gary Spurr, Collections Archivist
~ processes and describes manuscript and archive collections at the Dick Smith Library and the W. K. Gordon Center in Thurber

Tonya Dobson, Administrative Assistant
~ coordinates hiring and payroll for library student workers each term; manages building maintenance, staff travel, and leave requests

Peggy Smith, Evening Circulation Manager
~ oversees circulation desk and student workers during evening hours Sunday through Thursday

Thomas Schilb, Reference Assistant
~ maintains reference collection, provides reference services, and creates book displays

Sharon Alexander, Cataloging Specialist
~ processes new library items so they are shelf-ready and repairs damaged materials

Rashelle Hansen, Electronic Resources Specialist
~ updates and adds catalog records for periodicals, prepares library marketing and periodicals brochures

Vickie Sowell, Special Services Assistant
~ assists users with materials in Special Services collections, responsible for laminating service

Dick Smith Library
Tarleton State University
Box T-0450
Stephenville, TX 76402
Phone: (254) 968-9937
Fax: (254) 968-9467
Established in 1991, The Friends of the Dick Smith Library at Tarleton State University is a volunteer organization dedicated to supporting the Library. The Friends work with library staff to identify needs and offer financial help to acquire enhancements and amenities not included in the library’s budget.

The Friends actively promote the library’s value to Tarleton and area communities. They sponsor activities and events like book talks, lectures, and “Dinner in the Stacks” programs that promote the library’s collections and resources. The Friends also provide aid by creating library endowments and obtaining bequests to Dick Smith Library.

The Friends are able to provide this support through the generosity of donors, membership dues, and an annual book sale.

In addition, they partner with the Friends of the Stephenville Public Library to offer the Spirits of Erath: Cemetery Walk, an annual event celebrating the area’s history.

Benefits of Working @ DSL

- Convenient location
- Opportunity to meet other students
- Learn new skills
- Flexible hours
- Friendly atmosphere

The library employs roughly 30 students each semester to assist in all areas of library service: processing materials, repairing damaged items, working in interlibrary loan, assisting users at the periodicals desk, and performing all aspects of circulation services.

You do not need to have prior library experience. You just need customer service skills and a willingness to learn.

Applications are available in the Library Administration Office, on the upper level floor across from the elevator, and can be dropped off M-F, 8am-5pm.

You will need to bring a current class schedule with you to submit with your application form because we offer a wide range of hours and will work around your class schedule.

Did You Know?

Dick Smith Library has 4 full-time staff members who were student workers in the library.

- Jodie Baker, Reference Librarian
- Rashelle Hansen, Electronic Resources Specialist
- Linda Land, Administrative Services Coordinator
- Thomas Schilb, Reference Assistant

~The Friends of the Dick Smith Library ~

Ever thought about working in the library? It could be a great fit.

If you are a current student and need a job, you might want to consider applying for a position as a Dick Smith Library student worker.

Library Administration Office: 254-968-9246 ~ dobson@tarleton.edu