

# Library Chronicles

Dick Smith Library

Fall 2010

[www.tarleton.edu/library](http://www.tarleton.edu/library)

## 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.

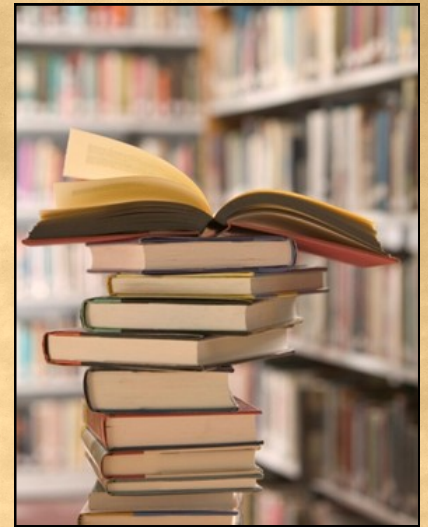


We've sent items to libraries as diverse as the  
Tsinghua University Library in Beijing,  
Executive Office of the President Library,  
Alaska State Library,  
JFK Memorial Library,  
University of Texas Libraries, and  
New Mexico Federal Prison.



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**

| Courier Delivery Locations   | Pick Up Items @  |
|--|--|
| Southwest Metroplex<br>(Fort Worth)  | Fort Worth Schaffer Building, Main Desk<br>Fort Worth, Hickman Building, Suite 500   |
| Waco   | McLennan Library, Circulation Desk   |
| Weatherford  | Student Services Building, RM 102  |
| Online and other instruction sites<br>Sign up for Home/Office Delivery<br>of Library Materials | Tarleton students, faculty, and staff who do not work/live in the Stephenville area or near courier delivery locations and are enrolled exclusively in off-campus courses or programs are eligible for home/office delivery. |

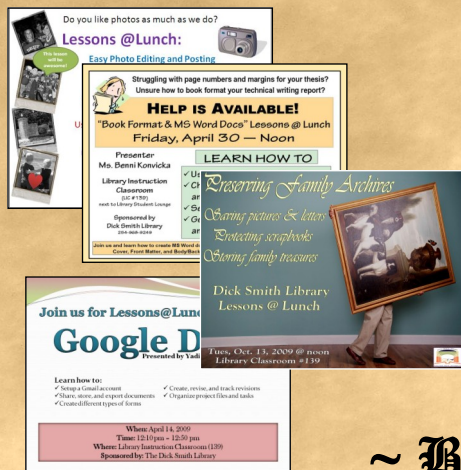






# Noontime Presentations Foster Learning

## ~ Lessons @ Lunch ~



The library offers Lessons@Lunch instructional sessions on a wide variety of subjects in the Library Instruction Classroom throughout the school year. These sessions provide a fun opportunity to pick up a new skill, explore software features, and learn more about new technology.

Led by representatives across campus or library staff, Lessons@Lunch are held at noon to fit people's schedules and are offered to staff, students, and faculty.

## ~ Brown Bags ~

Dick Smith Library both facilitates and sponsors Brown Bag presentations during the noon hour. Usually held in the library's Multi-Purpose Room, these sessions offer students, campus groups, and faculty opportunities to share information about and showcase research interests, special events, travel experiences, hobbies, and much more.

Topics are diverse and have ranged from popular culture to academia:

- Norway in a Nutshell
- Islam & American Politics
- Celebrating African American Authors
- Honor Among Students: Why Cheating is Wrong

Interested in sharing your knowledge, skills, ideas, research, or travel experiences?

**Call us!**

We'll help you set up a Lessons@Lunch or Brown Bag.

**(254) 968-9456**

**Schedule Sessions: 254-968-9456 ~ wilterding@tarleton.edu / Reserve Multi-Purpose Room: 254-968-9450**

## 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](mailto: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](mailto: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](mailto: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.

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## ~ 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.



# 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.

The library is in the process of getting all the past issues of *The J-TAC* digitized for online access.

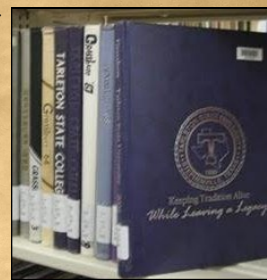
*Grassburr* yearbooks, from the first issue in 1916 to the present (except for 1932), are housed in the library's Special Collections Suite on the lower level.

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](mailto:spurr@tarleton.edu)**

## Cross Timbers Historic Images Project

[Home](#) [Search](#) [Collections](#) [K-12](#) [Links](#) [Contact](#)

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.

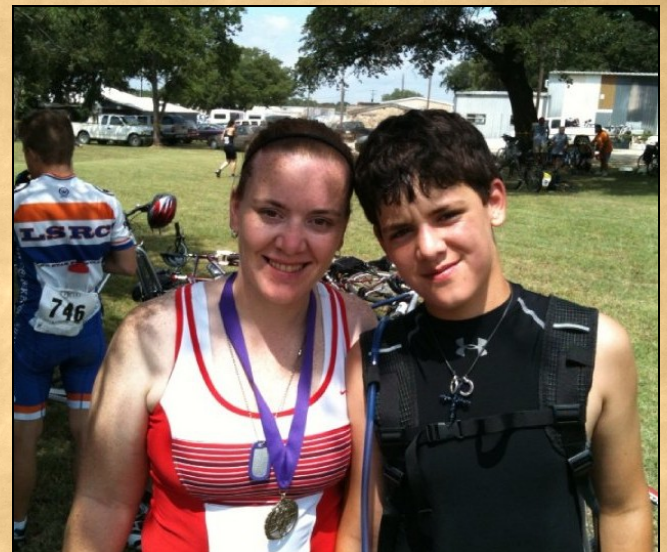
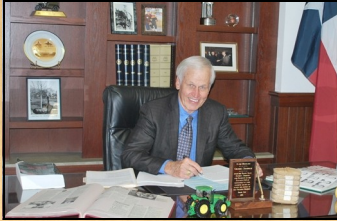
Offering photos from Tarleton, Stephenville Museum, Hico's Wiseman Studio, Stephenville's Baxley Studio, Dublin's Rogers Studio, and individuals, the project's historic photos have been used for family research and in publications that include the Alumni Association's book *Tarleton State University: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

**Cross Timbers Images: 254-968-9871 ~ [gstone@tarleton.edu](mailto:gstone@tarleton.edu)**

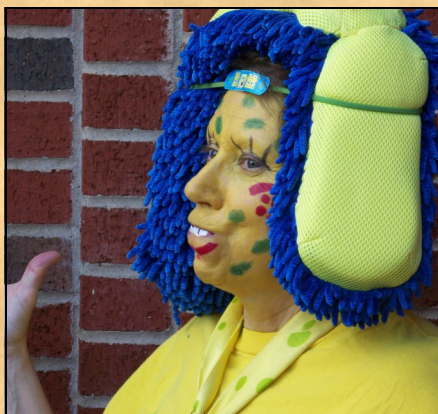




# We've Got Spirit - Yes we do!







**We've Got Spirit - How 'bout you?**



# 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.



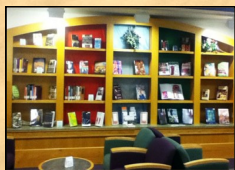
### Student Lounge

Relax and use our lounge computers, TV, vending machines, and book exchange: take a book, leave a book.



### New Books Display

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



### General Stacks

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



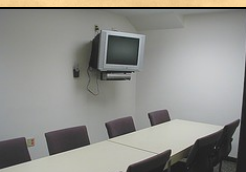
### Special Reading Area

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.



### 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.

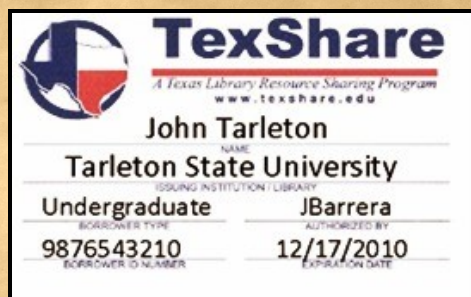


# TexShare: Get Carded & Enjoy It

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](mailto:mylibrary@tarleton.edu)**

## ~ DSL Celebrates Literacy & Libraries ~

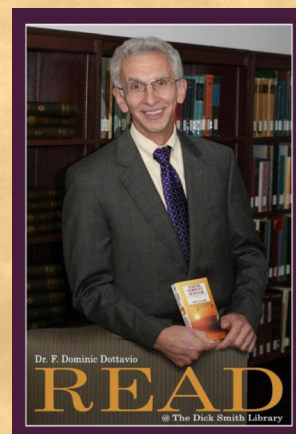


In April 2010, the Dick Smith Library revealed its first READ posters during its celebration of National Library Week, which acknowledges the importance of libraries and library staff to their communities of users.

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

From Page 1

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](mailto:ill@tarleton.edu)**

Facebook



LOL Blog



## Follow Us



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# Dick Smith Library Staff Information



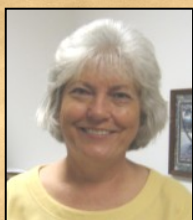
**Donna Savage,  
University Librarian**

~ 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



**Trudy Carlson,  
Associate Director for User Services**

~ responsible for Access Services, Reference/Instruction, Special Services, and Archives



**Glenda Stone,  
Assistant Director for Monographs  
& Technical Services**

~ responsible for collection development, acquisitions, cataloging, processing, material repairs, and the Cross Timbers Digital Images Project



**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**

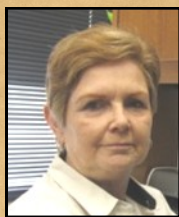
~ promotes the library, provides research assistance, teaches information-seeking skills



**Melissa Cookson,  
Catalog Librarian**

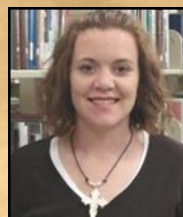
~ catalogs library materials and maintains records already in the catalog to facilitate access





**Linda Land,  
Administrative Services  
Coordinator**

~ oversees accounts for budget control, policy adherence and internal audit; analyzes fiscal data for planning and decision making



**Tonya Dobson,  
Administrative Assistant**

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



**Kim Resendez,  
Circulation Manager**

~ oversees circulation desk and student workers during daytime hours Monday through Friday



**Peggy Smith,  
Evening Circulation Manager**

~ oversees circulation desk and student workers during evening hours Sunday through Thursday



**Kris Hendon,  
Interlibrary Loan Specialist**

~ processes interlibrary loan requests and document delivery for campus and distance students



**Thomas Schilb,  
Reference Assistant**

~ maintains reference collection, provides reference services, and creates book displays



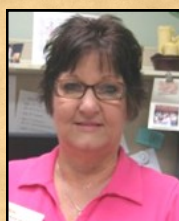
**Kay Wiley,  
Acquisitions Specialist**

~ receives and verifies library material shipments, orders supplies, works with accounts payable



**Sharon Alexander,  
Cataloging Specialist**

~ processes new library items so they are shelf-ready and repairs damaged materials



**Sandy Dennis,  
Periodicals Specialist**

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



**Rashelle Hansen,  
Electronic Resources Specialist**

~ updates and adds catalog records for periodicals, prepares library marketing and periodicals brochures



**Chris Grantham,  
Computer Technician**

~ maintains hardware and software for over 200 public and staff computers and laptops in the library



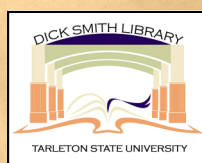
**Vickie Sowell,  
Special Services Assistant**

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



**Gary Spurr,  
Collections Archivist**

~ processes and describes manuscript and archive collections at the Dick Smith Library and the W. K. Gordon Center in Thurber



**Dick Smith Library  
Tarleton State University**

Box T-0450  
Stephenville, TX 76402  
Phone: (254) 968-9937  
Fax: (254) 968-9467



# Student Workers: Get the Job Done

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.

## 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

**Library Administration Office: 254-968-9246 ~ [dobson@tarleton.edu](mailto:dobson@tarleton.edu)**

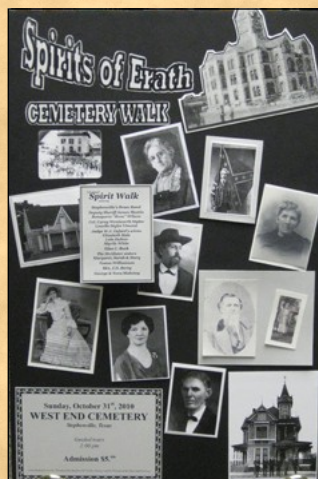
# ~The Friends of the Dick Smith Library ~

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.

**Friends of the Dick Smith Library: 254-968-9246 ~ [dobson@tarleton.edu](mailto:dobson@tarleton.edu)**