

Green Notes

Rockhurst University Greenlease Library
Vol. 3 Issue 1 August 2002

Academic Year Hours:

Monday—Thursday	8 AM to Midnight
Friday	8 AM to 4:30 PM
Saturday	Noon to 4:30 PM
Sunday	Noon to Midnight
Labor Day Holiday Hours:	
Aug. 31—Sept. 1	Closed
Labor Day Sept. 2	6:30 PM to Midnight

How to Order Library Materials for Your Department

Our fiscal year begins July 1st, but the library will not start ordering materials until the budget is allocated. Even though we order through the end of June, the deadline for faculty requests has to be Feb. 28th in order for us to have your orders placed.

Faculty have two ordering options: completing request slips which are available in the library or submitting online order requests from the library web site.

1. Please TYPE all information on the paper request slips-especially the title and author information.
2. Supply the accurate ISBN. ISBN's can be 10 digits or 9 digits followed by the letter "x". There are different ISBN's for paper or hard bound titles, so please include only one ISBN per title.
3. For videos and other specialized items, please supply the publisher and contact information. Our book vendor does not supply videos, etc. We must contact the publisher directly.
4. When ordering online, please click SUBMIT only once. Indicate update information or changes that you need to make in the NOTE field if you have to re-submit an order request. This saves extra time and avoids confusion.
5. To order a NEWER or the LATEST edition for a title we already have, please indicate that information in the EDITION or NOTE field.
6. If you need items by a specific date, please indicate this information in the NOTE field as well.

Once orders are received, we will verify that the titles are not duplicates in our database.

How To Order Materials. . . cont.

Request slips or Online request forms will be returned to the requester if the title(s) are out of print or hard to find. We also return slips/forms if the item is already a part of our collection.

Reserve Policy Changes

The Rockhurst community received an email detailing the Reserve Policy Changes for faculty who wish to place items on reserve for their students.

Faculty must have an activated library account in order to place items on reserve.

Please submit reserve items at least two weeks before the first day of class (or two weeks prior to the class period when materials will be needed).

This is how we can guarantee that items are ready for students to access by your target date. Processing requires 1-2 days, so faculty members should not tell students to ask for items within 24-48 hours of leaving the materials with us.

Please see the entire policy on the Library's web page in the Faculty Handbook section.

Library Material Ordering Process and Status Report

Faculty have two ways of submitting book/non-book order requests to the library's acquisitions department. This can be done by either using the paper slips available at the library or by submitting requests online from the library's website.

During the fiscal year, requests are processed within one to two weeks from receipt unless the item is hard to find or out of print. If your request is urgent, please indicate this in the notes field or call Julia at 4143.

After orders are placed, faculty will receive an email status report for the titles that were submitted. The length of time for items to be received by the library varies. Books that have been on order for 10 months are automatically cancelled by our chief book vendor. When books are received, processing in acquisitions usually takes 24-48 hours. Then the items are sent to cataloging. The items are cataloged and linked to the library database. Once this has occurred, you will receive your request slips with the call numbers of the titles you requested printed on them. When you have been notified that the book has arrived and you want to check it out, look on the "New Book" table located on the main floor first. If the item is not there, ask for the item at the Circulation Desk by stating it is new but it isn't on the "New Book" table.

Telling us this will prompt us to check for it in cataloging. We offer three week "Loaned for Review" checkout on items that have not been fully processed. If an item isn't processed fully, we can request a rush for processing. The amount of time it takes will depend on the item's stage in the cataloging process.

FirstSearch Enhancements

Patrons using the password-protected version of FirstSearch will see some enhancements that are specific to the Rockhurst University Greenlease Library.

Enhancement 1: On every screen in FirstSearch there are links at the bottom left of the blue menu bar that will allow the user to view important library web pages within their FirstSearch session:

- Rockhurst Periodicals: The library's Periodical Holdings Catalog, which lists the journals and newspapers in the library collection;
- Interlibrary Loan Forms: The Interlibrary Loan web pages that allow patrons to submit an electronic request for materials not owned by our library;
- Research Guides: The Subject List of Research Guides that links patrons to helpful research guides for specific subject areas;

Enhancement 2: Most FirstSearch databases now allow a user another method to directly submit an Interlibrary Loan request for material we don't own. This is done from within a detailed FirstSearch record. Look for the new "ILL" icon on the gray toolbar in the record. When selected a form will display and when it is submitted the information about the material and the information in the form filled out by the user will be transmitted via email to our Interlibrary Loan department. Not all FirstSearch databases have this new option. The databases that do not are: Dissertation Abstracts, Business Dateline, Disclosure, Worldscope, World Almanac and Union Lists. These databases either offer direct access to the full text information with library staff assistance or index items not available via Interlibrary Loan.

Laptops A Success!

Continuing throughout this year will be the availability of laptops for check out from the Circulation Desk for faculty, staff and students with current library accounts.

- The laptop is checked out for a two-hour period after being inspected by staff.
- A battery in the laptop is expected to hold a charge up to 2 hrs. and the laptop will signal that saving the information is necessary before the laptop automatically shuts down.
- Bring your own floppy for saving information because the library does not provide this service. Anything saved on the hard drive will not be the responsibility of the Library or Computer Service staff and may not be available after you have returned the laptop to the Circulation Desk.
- The policy on the use of the laptops complies with Rockhurst University's computer use policy.
- You are fully responsible for the security of the laptop while it is in your possession. Do not leave it lying on a table while you leave to look for a book or fulfill some other personal need.

No Food, No Lidless Drinks, No Cell Phones

Greenlease Library has instituted a new policy - No Cell Phones. With the increase in cell phone use recommendations were continually made that the peace and quiet of the library space was being compromised by the loud ringing of a cell phone or a patron's conversation on a cell phone. We ask that you leave your cell on mute or on vibrate and that when a call is received, you go to the front foyer of the library or outside the building. Please also note that we don't allow cans of beverages anymore. Drinks must be in a cup with a lid. Patrons who do not respect this policy will be asked to finish the drink outside, to dispose of the drink immediately, or to leave it with Circulation until they are ready to leave. Food is still not allowed in the library. All policies are visibly posted on a sign just inside the entrance to the library.

Thank you in advance for respecting our library's environment.

Borrowing Privileges: To Have or Have Not

Any patron with fines attached to their library account will not be allowed to check out library items, whether from the circulating collection or from the Reserves. Renewing of items will not be allowed. Lastly, Interlibrary Loan requests will not be processed if you have fines. Patrons are sent fine notices and accounts with exceptional concerns receive a personal letter from the library notifying that library check out privileges have been suspended. All student fines are recorded in Banner. We hope that these procedures will support all patrons' needs for information with the timely return of materials so that others can have access to the information. Please let the Circulation Staff know if there is a way we can be of assistance.

What's In The New At Greenlease Library

New entry gates greet you as you enter the library. These allow for more fluid comings and goings without the metal bar stopping you in stride. The gates are ADA compliant and are the beginning of a phase of changes that will occur to the Circulation Desk over the next year. We hope to have Phase I of the new Circulation Desk installed around Labor Day. The TDD phone line will be placed in an easily accessible location on the counter top of the Circulation Desk. Library staff will be facing the new gate entry and should the alarm ring, ask you to step back so that your personal items can be checked for what may have set the signal off.

Assistive Technology Relocation

When looking for the assistive technology for your academic or personal use, you will notice that it is now located outside the Circulation/Reference Librarian's office on the main floor.

The library staff can assist with basic questions regarding the use of the equipment. For more complex questions, call Computer Services' Help Desk at x4357.

Fall Semester — Library Accounts

Fall Semester - New Library Accounts and Renewal of Existing Library Accounts:
All new faculty, staff and students are encouraged to visit the library's circulation desk and open a library account. Without this account you cannot access many online services including electronic resources and interlibrary loan requests. If you are returning this Fall, you will need to renew your library card. Returning faculty and staff will have received an email from the library regarding how to renew your library card. All returning students must stop at the circulation desk to renew a library card and update your personal information.

Library Safety and Security

Greenlease Library is open more hours than any other office on campus. Because this is the case, we wish to encourage you to be careful as you visit us in the dark evenings during the Fall and Winter semesters. As you walk from your residence or car be aware of your surroundings and know where the campus security phones are located. Campus Security wants you to call them if anything suspicious is noted. When you are in the library, please do not leave any of your personal belongings unattended. Although it is easy to feel safe and secure in the library, we are open to the public and theft may occur. Whenever any person or situation occurs that is unusual, we expect you to inform immediately a library staff member. Campus security phones are located in the library's front entry as a red phone and as a blue phone in the elevator.

Learning, Leadership And Service

We will continue two service projects this fall — recycling our paper with St. Francis Xavier Church and sending used greeting cards to St. Jude's Children's Ranch. Both staff and students take part in these projects. St. Francis uses the money from recycling to support extra-curricular activities and St. Jude's children make new cards from the old ones sent. They resell the cards to support educational activities.