The Learning Resources Center

2015

UNDER CONSTRUCTION!

Still here to serve you, just scattered!

Child Development Learning Center

University Center
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The Learning Resources Center at Rose State College provides traditional library services as well as academic testing services, classroom equipment circulation, instructional design assistance, tutoring services, an open computer lab, and distance learning support.

This is STILL true, but we are scattered around campus until Fall Semester 2016. Read on!

The Library has a collection of over 26,000 print and audiovisual items and 46 databases. The reference library covers traditional subject areas as well as a robust legal collection. A periodical print collection of over 270 titles is available along with a wide variety of full-text databases. Information literacy sessions about library services are provided upon request.

**Library Services & Procedures for Faculty**

**Library Calendar** for the 2015-2016 academic year is on the last two pages of this guide.

**Library Card** – Your Rose State College photo ID is your library card. Please bring it with you. You will need to show it when you wish to check out materials or use Library computers.

**To Check Out Circulating Books**

You may still check items out of the Library. Start with the Library Catalog. Find the items you need in the catalog and Click on the *Place Hold* button.

We will pick up hold items twice a day, at 8 a.m. and at 3 p.m., and will email you when the items are available for you to pick up in Room 103 of the University Center. Items check out for 21
days. Faculty may request an extended check out period if the materials are needed for a longer time.

To Check Out Reference Books and Magazines (Faculty & staff only)
Take your selections and your RSC photo ID to the Reference Desk in the Lobby area of the first floor of the University Center. Sign for the materials for a three-day check out. Certain highly utilized materials may not be circulated.

To Check Out DVDs and Audiovisual Hardware (Faculty & staff)
DVD’s may be checked out by placing a hold on the item through the Library Catalog. (We will email you when it’s ready for you to pick up.) You will check it out at the Circulation Desk, in the University Center, on the first floor, in room 103. Audiovisual equipment may also be checked out for one week. Reservations must be made at least one day in advance. Audiovisual staff will familiarize professors with the operation of all equipment. Call 733-7544 for additional information about Audiovisual Services.

Class Orientations and Information Literacy Sessions
Call the Reference Librarian at 733-7543 to request library orientations for your classes. The Library offers beginning and advanced orientations as well as special orientations tailored to the needs of a particular class. Please give the staff at least 24-hours’ notice. The Librarian will come to your classroom for the orientation during this time of reconstruction. Please make sure you are available with your students when we come.

If you wish to bring your class to the Library for another reason, please call in advance, 733-7543. Even though you may not need the services of a librarian, it is important that visits are coordinated in a way that provides adequate space for computers, and materials, especially since we have such limited space during the next 12 months.

Reserve Items
Bring items you wish to place on reserve (your personal materials or materials the library owns) to the Circulation Desk in room 103 of the University Center at least 24 hours before you plan to have your students use them. A copy of the reserve form with additional information is on pp. 18-19.

Tell your students that the item is on reserve under your name, and that they should inquire at the Circulation Desk in Room 103 of the University Center. Also, tell them how long the item may be checked out. All reserve material will be returned to faculty or the library shelves at the end of the academic year.

Requesting Materials for the Library
Pick up an order form from your Division Dean or call 733-7538. Complete the form and attach a review, if possible. Return the form, with review, to your Dean. Library ordering procedures are described in detail on pages 16 and 17.

Interlibrary Loan
The library has access to many other sources of information that are not owned by Rose State. If the library does not have a particular item, it may be borrowed from another library through our national computer network. The new version of our catalog will allow you to also search libraries worldwide for you item. Please allow one to two weeks for delivery. Call Library Access Services (ext.7338), if you have questions.
Microfilm
We no longer have microfilm.

OK-Share is a cooperative program among libraries at Oklahoma’s public and private colleges and universities that allows higher education students, faculty, and staff from cooperating libraries to borrow library materials from any other OK-Share library. Faculty OK-Share cards are valid for the academic year. For details see http://www.rose.edu/ok-share-program.

Syllabus Information
Please consider adding the library your syllabus. Help us to promote our services, and help your students find reliable sources for their assignments. Suggested text:

The Library is the best place to start your research. They have online databases and other great resources that give you broader and better results than by just googling your topic. Go to http://www.rose.edu/online-databases to get started. The online databases can be used anywhere on the RSC campus or from your home computer. (You will need to log-in on campus first, just once each semester). For assistance, call the Reference Desk at 733-7543. Library hours for Fall and Spring Semesters are Mon-Thurs 7:30 am to 10 pm; Friday 7:30 am to 5:00 pm; Saturday 10:00 am to 4:00 pm; Sunday 1:00 pm to 8:00 pm. (Times may vary for holidays & between semesters.)

Bibliographies -- If you need a bibliography of Library holdings on a specific topic, call the Library Director at 733-7538 (ext.7538).

Student Reading Lists – The librarians will be happy to assist you in your preparation of student reading lists by adding call numbers and locations. Call the Library Director at 733-7538 (ext.7538) for assistance.

Office of Instructional Support (ATTIC)
The Office of Instructional Support is in the Professional Training Center, in the fishbowl area of the first floor, should faculty need assistance with D2L. They are happy to help you with anything they can. Although they will not have a faculty lab this academic year, they will have a small recording studio.

Conference Rooms
There are no study or conference rooms at the Learning Resources Center remote sites during this academic year (2015-2016.)

Student Computer Lab
Computers and printers are available for use in the Library Computer Lab, 2nd Floor of the University Center. The list of software on the computers in the lab is https://www.rose.edu/content/academics/student-resources/library/resources/computer-lab/. Bring your Rose State College photo ID and a USB drives or CD-R. Paper (8.5” x 11”) is furnished. The computer lab closes 15 minutes before the Library.
Notification of Periodical Contents

Faculty and administrative and professional staff may choose to receive photocopies of the contents pages of up to five periodicals. The contents pages are photocopied by library staff shortly after they are received and the copies are distributed by campus mail. The library can supply lists of periodicals from which to choose. Call 733-7539. This service provides the table of contents only.

Academic Testing Services administers make-up tests, advanced-standing tests, the Computer Proficiency Exam, and tests for self-paced, correspondence, and Internet classes. Academic Testing is located on the first floor of the Science and Math Building. Bookmarks and brochures listing hours and describing procedures are available at Academic Testing. This information is also online at https://www.rose.edu/content/academics/student-resources/learning-resources-center/testing-center/. Call 733-7440.

Internet Access

Computers in the Library at the University Center (require network log-on) and Reference areas (Priority given to research needs.) provide access to the Internet. Have students bring their Rose State College photo ID to log-in. Also, have them bring USB thumb drives or a CD-R, if they wish to download information. Paper is furnished. Material cannot be saved on the computers. The upstairs computer lab closes 15 minutes before the rest of the Library. (The campus also has a wireless network that students may access: http://1.1.1.1)

Instructional Support Center/Desire2Learn (Professional Training Center, fishbowl)

This office provides instructional design and technology support for faculty. Support services include curriculum, instructional, and assessment strategies, PowerPoint and multimedia development, faculty web page development, and use of the Desire 2 Learn learning management system. Please contact Travis Hurst at 733-7917 or Dana Lindon-Burgett at 733-7433.

Online, Blended, and Web-Enhanced Courses -- Rose State College currently uses Desire2Learn (D2L) for its online learning management system. Any faculty member may use the learning management system in any course whether it is designated as online or not. Please see https://www.rose.edu/content/academics/brightspace-by-d2l/for-faculty/ for information.

Distance Education/Academic Outreach (Child Development Center)

The Distance Education Office coordinates and facilitates delivery of courses outside the traditional service area.

The concurrent program helps high school students meet high school requirements and successful completion of college course work demonstrates that students are capable of the academic rigor college demands.

Please contact Jan Bugby at 733-7951 or by e-mail, if you have additional questions about ITV courses, or scheduling the ITV rooms.
Tutoring Services (Room 101)

Free tutoring services are available to RSC students for general education classes. Area high school students are also eligible for Tutoring Services. To schedule a tutoring session, students should call 733-7417.

The Library makes Tutor.com (online tutoring) available 24/7 through D2L only. Look for it on D2L under “college resources” at the top yellow ribbon on your D2L home page.

Electronic Reference Services

E-mail reference questions--You may contact the reference desk via e-mail for reference information. The e-mail address is refdesk@rose.edu. If you need a reference question answered quickly, call us at 405-733-7538. You may also text us at 66746:

Text Message Reference: Text rosie to 66746 for instructions! (Message & Data Rates May Apply. Text STOP to 66746 to opt-out. Text HELP to 66746 for help. Privacy Policy + Terms & Conditions: mosio.com/privacy)

The Library online databases are available on- and off-campus. See the Log-In Instructions at http://www.rose.edu/online-databases. When logging into the databases from off-campus, faculty and staff members enter the same as on-campus (network log-in). All users will enter their network passwords.

Library Catalog: http://rose.worldcat.org/. You can access book and journal titles, ebooks, audio, video and other sources through the Library Catalog. You may also search libraries worldwide through this link.

Online databases--The Library is constantly adding to the online databases. Check the Library home page for links to the latest databases. The following databases and more are available through the library’s online databases web page at

http://www.rose.edu/online-databases

America's Historical Newspapers 1690-2000

- Books In Print lists books available from publishers, with some reviews.
- Careers-Internet is a set of online pamphlets describing different careers.
- CollegeSource has the full-text of college catalogs and links to colleges from around the country.
- CountryWatch has general information about countries as well as travel advisories.
- Credo Reference: 600 encyclopedias, dictionaries, atlases and reference handbooks.
- The CQ Researcher is a magazine on current events. A great place to find essay and speech topics.
- DynaMed is an evidence-based medical treatment guide from EBSCO.
- E-Books are now available through EBSCOhost and through SpringerE-Link
- EBSCOhost provides access to a 35 varied databases--general, academic, business, health and for children.
- Encyclopædia Britannica The full-text sources Encyclopædia Britannica for quick information.
- Facts on File the source for fast facts or news from 1940 to the present. Great section on debate topics and controversial issues.
- 15thStreet News index is now available online as are the indexes for Pegasus and Logos.
· Gale Literary Index indexes Gale reference books.
· Hoover’s Business Database provides information about open stock companies.
· InfoTrac provides literary resources, directory and encyclopedia resources.
· JSTOR
· Learning Express provides sample tests for such exams as ASVAB, GED, and ACT.
· Marquis Who’s Who on the Web provides short biographical information of living people from various fields (1607-present).
· Mergent Online provides information on open-stock companies.
· MTS Lab Training – medical lab technology
· NewsBank includes the Daily Oklahoman, Tulsa World and other national newspapers.
· Nursing Reference Center
· Oklahoman is now available online back to 1901.
· Online Electronic Journals – This is list expanding.
· Oxford English Dictionary has all 22-volumes and updates of this classic set.
· ProQuest - Historical NY Times (full-text images, 1851-2006), PsycINFO, and PILOTS Published International Literature on Traumatic Stress.
· PubMed is an index which covers the fields of medicine, dental, nursing, veterinary medicine, healthcare systems and preclinical sciences.
· Salem Reference Books – Health and History are available.
· Science Full Text Select provides articles from scientific technical, agricultural and applied mathematical journals.
· SIRS Knowledge Source provides general full-text articles on social issues, government information, and a humanities database.
· Tutor.com provides tutoring 24/7.
· WorldCat includes over 49 million records of materials in libraries around the world. This database is used for interlibrary loan, and requests may be made directly from this database. Many selected Internet sources are also included in WorldCat. (You are also searching WorldCat when you search Libraries Worldwide from the Library Catalog link.

Video Streaming
Films on Demand and VAST-Academic Video Online.

Chronicle of Higher Education is available online. (Do NOT change these logins to your own personal login!)
URL http://www.chronicle.com/
User name 22007097
Password: qeyuyYMA

Today’s Daily Oklahoman may be accessed through
URL http://www.newsok.com
Email rsc lucr@yahoo.com
Password roosestate

Journal Record may be accessed at
URL http://www.journalrecord.com/
User refdesk@rose.edu
Password rsclrcjr

Other Web sources are in our computer catalog and linked from the Library Web page under “Web Links.”
URL https://www.rose.edu/content/academics/student-resources/library/resources/web-links/

The electronic resources may be accessed through the Library web site’s “Online Databases.” –
http://www.rose.edu/online-databases

TEXT a Librarian is here!
Text rosie to 66746
Assignment Alert

To ensure that the Library staff can most effectively help students with research projects, professors are encouraged to contact us when making a Library or research assignment. Please attach a copy of your class hand-out. You may e-mail us or make a copy of this form and route it to the Library Reference Desk.

E-mail -- REFDESK@ROSE.EDU or Route to the Library Reference Desk or call 405-733-7543.

Please include the following information.

Course and Section #:

Professor:

How to contact:

Assignment:

Special Research Requirements:

Date Assigned:

Date Due:

Developed by Prof. Toni Castillo
### Staff Areas of Responsibility

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>Academic Testing Services</strong></td>
<td>Karen Mills</td>
<td>S&amp;M 120</td>
<td>733-7440</td>
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<td>(will relocate to Business soon.)</td>
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<tr>
<td><strong>Access Services</strong></td>
<td>Linda Dillner</td>
<td>UC 106A</td>
<td>736-0259</td>
</tr>
<tr>
<td><strong>Equipment Check-out</strong></td>
<td>Circulation Desk</td>
<td>UC 106A</td>
<td>733-7338</td>
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<td><strong>Bibliographic Services</strong></td>
<td>Melissa Huffman</td>
<td>UC 113</td>
<td>733-7538</td>
</tr>
<tr>
<td><strong>Cataloging of Materials</strong></td>
<td>Mary Kirk</td>
<td>UC 212 &amp; 213</td>
<td>736-0268</td>
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<tr>
<td></td>
<td>Ken Stockwell</td>
<td>UC 212</td>
<td>736-6226</td>
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<td>Linda Dillner</td>
<td>UC 106 A</td>
<td>736-0259</td>
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<td><strong>Computer Lab</strong></td>
<td>Barb Pfrehm</td>
<td>UC 203</td>
<td>733-7914</td>
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<tr>
<td><strong>Distance Education</strong></td>
<td>Jan Bugby</td>
<td>CDLC 103</td>
<td>733-7951</td>
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<td></td>
<td>Terrance Grayson</td>
<td>CDLC 107</td>
<td>736-0350</td>
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<td><strong>Equipment Orientation</strong></td>
<td>Brent Fisher</td>
<td>CDLC 110</td>
<td>736-0265</td>
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<td>Nathan Coyle</td>
<td>CDLC 110</td>
<td>736-0267</td>
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<tr>
<td><strong>Instructional Design</strong></td>
<td>Dana Lindon-Burgett</td>
<td>PTC</td>
<td>733-7433</td>
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<td><strong>Instructional Technology</strong></td>
<td>Travis Hurst</td>
<td>PTC</td>
<td>733-7913</td>
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<td>Barb Pfrehm</td>
<td>UC 214</td>
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<tr>
<td>(Library)</td>
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<tr>
<td><strong>Interlibrary Loan</strong></td>
<td>Ken Stockwell</td>
<td>UC 212</td>
<td>736-0226</td>
</tr>
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<td></td>
<td>Mary Kirk</td>
<td>UC 213</td>
<td>736-0259</td>
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<td><strong>LRC Administration</strong></td>
<td>Chris Meyer, Dean</td>
<td>CDLC 104</td>
<td>733-7917</td>
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<td></td>
<td>Melissa Huffman, Library Director</td>
<td>UC 113</td>
<td>733-7538</td>
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<tr>
<td></td>
<td>Nikita Earle</td>
<td>CDLC 104</td>
<td>736-0261</td>
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<td><strong>Library Orientation/</strong></td>
<td>Reference Librarian</td>
<td>1st Floor</td>
<td>733-7543</td>
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<td>Information Literacy</td>
<td>Barb Pfrehm</td>
<td>UC 214</td>
<td>733-7914</td>
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<tr>
<td><strong>Periodical Tables of Content and Discard Requests</strong></td>
<td>Mary Kirk</td>
<td>UC 213</td>
<td>736-0268</td>
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<td><strong>Purchase of Library Materials</strong></td>
<td>Melissa Huffman</td>
<td>UC 113</td>
<td>733-7538</td>
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<td><strong>Reference Services</strong></td>
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<td>UC 1st Floor</td>
<td>733-7543</td>
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<td></td>
<td>Barb Pfrehm</td>
<td>UC 214</td>
<td>733-7538</td>
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<tr>
<td><strong>Reserve Materials</strong></td>
<td>Circulation Desk</td>
<td>UC 1st Floor</td>
<td>733-7338</td>
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<td></td>
<td>Linda Dillner</td>
<td>UC 106 A</td>
<td>736-0259</td>
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<tr>
<td><strong>RSC Special Collections</strong></td>
<td>Brad Robison</td>
<td>UC 214</td>
<td>733-7402</td>
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<td><strong>Table of Contents Service</strong></td>
<td>Mary Kirk</td>
<td>UC 213</td>
<td>736-0268</td>
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<td></td>
<td>Matthew Gray</td>
<td>UC 212</td>
<td>733-7539</td>
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<tr>
<td><strong>Video Conferencing</strong></td>
<td>Jan Bugby</td>
<td>CDLC 103</td>
<td>733-7951</td>
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<tr>
<td><strong>Tutoring Services</strong></td>
<td>Elizabeth Nalagan</td>
<td>CDLC 115</td>
<td>733-7417</td>
</tr>
</tbody>
</table>
Business Building

1. Academic Testing Services administers make-up tests, advanced standing tests, the computer proficiency exam, and tests for self-paced, correspondence and Internet classes.

Child Development Center

1. Tutoring Services provides free tutoring to RSC and high school students (grades 9–12) in general education courses. (CDLC 115-117) Free online tutoring is available to RSC students in English, science and mathematics from 2-11 pm, seven days per week.

2. RSC Special Collections include some of the College’s official and historic documents, some publications by Rose State faculty and staff, and all issues of Pegasus and Logos. All issues of the 15th Street News are now in the collection, and are indexed in an online database at http://www.rose.edu/online-databases. During the reconstruction period, this collection is available only to library staff. We will retrieve whatever you need from that collection.

3. The Circulating Book Collection (Closed Stacks) includes all of the books that may be checked out. They may still be checked out during the renovation, but must first be requested through the online catalog. (In other words, you can’t browse the collection this year.)

4. The Closed Stack Reference Collection includes all of the reference materials that are not in the University Center. Call the reference librarian (7543) to get information about how to access what you need.

5. Disability Services Coordinator/Counselor is in CDLC 109. Students and faculty may contact Janet Griffith at 733-7407.

6. Distance Education Jan Bugby, CDLC 103 schedules and coordinates, ITV courses or scheduling of ITV rooms. Call Jan at 733-7951 or contact by e-mail.

7. Distance Education, Specialized Enrollment; Terrance Grayson is in CDLC 102

8. LRC Administrative Offices (Chris Meyer and Nikita Earle) are in CDLC 104.
University Center

9. The Library has music CDs, video recordings, video cameras, and other media. These materials may be checked out only by faculty and staff for one week. You will find these items by using and requesting them through the online public access catalog. Laptop computers are available to faculty for checkout at the Computer Lab desk.

10. Student Computer Lab on the 2nd floor of the University Center, has computers and printers available for use. Students need a network logon to utilize the computers. Students should bring a Rose State College photo ID and should plan to save work on a USB flash drive.

11. This is an open lab. The computers will not be reserved for groups.

12. A copier is provided for photocopying at $.10 per 8.5 x 11 copy.

13. The Circulation Desk (First floor) is where printed materials are to be checked out. Bring your RSC photo ID to use as your library card. The checkout period for most materials is 21 days.

14. The Reserve Materials are located behind the Circulation Desk. These items are available for a two-hour checkout for in-library use only. Students MUST BRING their student ID.

15. The Library Catalog (http://rose.worldcat.org/) shows what materials the library has by author, title, subject and call number. The Reference Librarian (on the first floor) will be glad to help you.

16. The Reference Librarian (first floor lobby) will help you find the information and materials that you need. This is the place to ask questions about using the library.

17. Electronic databases provide access to periodical and newspaper articles and other full-text information sources. Ask the Reference Librarian for a demonstration. Microsoft Office applications are now available on the Reference computers, as well.

18. Magazines and Journals are shelved at the end of the Reference Collection in the University Center, room 103. (Additional Journals are in the closed stacks in the CDLC.) They are arranged alphabetically by title. Current Newspapers are shelved at the end of the magazine collection. They are arranged alphabetically by title.

19. Reference Collection: There is a small Reference Collection (mostly legal materials) in the University Center. If you need something else, contact the Reference Librarian at 733-7543.
Second Floor (University Center)

Guidelines for Equipment Check Out

Call ext. 7544 (733-7338), if you have any questions about equipment checkout.

**Equipment Picked Up by Professors:**

1. We do not guarantee to have the equipment if advance notice is not given. You may check on equipment availability in the Library Catalog.

2. The professor must give the building name and room number where equipment will be used.

Equipment must not be taken from the campus unless authorized at the time of check out.

3. All Equipment and non-print media items circulate for **one week**.

**Other Guidelines:**

1. Professors should not loan equipment to another professor without notifying the Library (733-7338).

2. Students cannot check equipment out of the Library. Professors must check-out and pick up equipment for students and be the responsible party.

3. Please let the Circulation staff know if you will need the equipment for longer than one week before pick-up.

To prevent loss or theft, all equipment must be checked out in the Circulation Department. Equipment must be supervised or under lock and key.
The Rose State College Library welcomes recommendations for purchase. Procedures for requesting materials are outlined below. If you have questions, please contact Melissa Huffman, Library Director, at 733-7538.

SUBMITTING A REQUEST

Step 1
Fill out an order request form, supplying as much information as possible. See example below. The more information you provide the more accurate and timely the order. Feel free to attach flyers, brochures, etc. pertaining to the requested material. Flyers and brochures will not be returned unless specified. Order forms can be obtained by calling the Acquisitions Department, 733-7403.

Step 2
Have your division Dean sign or initial your request.

Step 3
Forward your request to the Library Director, UC 113.

EXAMPLE OF A REQUEST FORM (Please print or type requests)
Key:

Title: Title and subtitle of book.
Author: Author's complete name--last name first.
Publ. Date: Date of publication.
Price: Price per copy.
Format: Format of item--DVD, paperback, CD-ROM, etc.
Vol: Volume number, if the work consists of more than one volume.
Edition: Edition, other than the first, or format--audiovisual, software, etc.
Copies: Number of copies. (Assumed to be a single copy unless otherwise designated.)
Publ.: Name of the publisher.
Requested by: Name of the requestor.
Dept: Division and office room number.
Division Approval: Signature or initials of division head.
Notes: Any helpful notes for locating material. (Address, phone number, citations, etc.)
Library USE ONLY: Library use only.

STEPS TAKEN BY THE ACQUISITIONS DEPARTMENT

Step 1
After requests are approved by the Library Director, orders are sent to various vendors, jobbers, or directly to the publishing company. Purchase requests that are denied by the Library Director will be returned to the requestor with an explanation for the denial. The Library Director welcomes any discussion about denied requests.

Step 2
After the requested item has arrived and has been processed through the Technical Services Department, the original request form is sent to the requestor stating the item is now available in the library. The call number of the item is included at the bottom of the request.

RUSH REQUESTS

Rush requests should be marked "RUSH" and called to the attention of the Library Director for a priority status. Please do not request rush handling unless it is necessary. Rush requests are costly and delay the acquisition of other materials.
RSC Library CLOSED STACKS REQUEST - BOOK

Title ______________________________________________________________________

Author ________________________________________

LOC Shelf # _________________________________

Edition/Volume _____________________________

Date Requested ___________ Needed By ____________

*****************************************
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Your name _____________________________________________________________________

RSC ID ___________ RSC email address: _________________________________

Phone # (primary) ____________________
<table>
<thead>
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<th>Magazine/Journal Title</th>
<th>Date</th>
<th>Volume</th>
<th>Number</th>
<th>Pages</th>
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<th>Article Author</th>
<th>Date Requested</th>
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Your name ________________________________

RSC ID _________  RSC email address: ________________________________