



# The Link

Rentschler Library Faculty Newsletter. Fall 2009

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## Getting Them Here & Keeping Them Here: Students Facing Tough Times.



While colleges and universities across the nation are bemoaning diminished enrollment figures this year, Miami Hamilton is joined by other regional

campuses and community colleges who are experiencing increased enrollment. For many, the current economy played a large role in students' decision making process—especially for those students who have been personally affected by layoffs, foreclosures, and the stress of seeking employment in a competitive environment.

According to the Higher Education Research Institute, 49.4% of college students plan on paying for college by getting a job—a record high in the 32 years they have asked that survey question<sup>1</sup>. Listening to the students talking here on campus, it seems likely that the number is significantly higher at MUH. In addition to using their wages to pay for tuition and books, many also use their earnings to supplement—or provide—the family's income.

<sup>1</sup>. <http://tiny.cc/p2OJU>

The balancing act of class attendance, homework, jobs, and family life can be tough on students, and retaining students that are in the middle of a personal financial crisis can be tough on universities. In the next column are a few ways Miami Hamilton faculty and staff can help students struggling to manage college costs.

- **Be open to older editions.** Unless your required textbook underwent some major changes, consider letting students use earlier editions that they can purchase cheaper used. If you have an extra copy of the class textbook, you can also place it on reserve at Rentschler as an option for students.
- **Limit the amount of printing they have to do.** Many students have given up home Internet access and/or do not have home printers, and printing on campus can add up at 10 cents/page. Do they really need that entire PowerPoint printed out?
- **Make sure they know what resources are available.** If you assign creative projects, make sure they know they can check out digital cameras and laptops from the library. Students needing extra academic help can get free tutoring at the Office of Learning Assistance. For those facing difficult personal and/or financial situations, the Office of Student Services offers free counseling services that can help students learn stress management techniques.

Knowing what Miami Hamilton has to offer is the first step to helping students get the assistance they need; showing that we care may be the most important step we take to keeping them here.

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# Upcoming Workshops

## Course Reserves: Your Questions Answered

### What are Course Reserves?

If you have supplemental resources, required readings outside of your class textbook, or videos that students need to watch, consider placing the items on reserve at Rentschler Library. The instructor determines the circulation time for each item, which can include 2 hr (library use only), overnight, or 3 day checkouts. Only your personal copies and Miami University Libraries' copies can be placed on reserve; we are unable to put OhioLINK or materials from other libraries on reserve.

### Can I put items on Reserve for my students to download or photocopy at the library?

The library's equipment cannot be used to download reserve videos or reserve music that is protected by copyright. Instead, dvd's and cd's can be played on the public computers, and reserve videos can also be viewed in the library's dedicated viewing rooms. Students can use the library's photocopying equipment to reproduce supplemental print materials, like articles and book chapters. However, it is a violation of copyright law to photocopy an entire textbook that is a required class purchase.

### What are Electronic Reserves?

Electronic reserves make book chapters and journal articles available to students 24/7, by providing online access to them through the library's database. Copyright restrictions do apply, but some general guidelines include the following:

- Unless University Libraries already has electronic access to a journal, only one article from a particular journal issue can be used per class
- Only 10% or 1 chapter of a book
- Items cannot remain actively "on reserve" for more than 3 subsequent semesters, unless University Libraries already has electronic access for that subscription.

### What cannot be put on Electronic Reserve?

Items that cannot generally be placed on electronic reserve include:

- Journal articles in a coursepack that students are expected to purchase;
- Worksheets from workbooks that students are expected to purchase
- Copyrighted materials that do not include a complete citation information and which do not give a clear indication of copyright ownership.

### Who can access Electronic Reserves?

Only students that are registered for that particular class are able to access the materials online. To ensure this, students must enter their Miami password to access the content.

### How do I put items on Reserve?

Please come to Rentschler Library's circulation counter to fill out a request form. If you are placing articles or book chapters on electronic reserve, please be sure that your photocopies are clear, legible, and that complete citation information is visible. Depending upon library staffing and the volume of requests, it can take up to 2 weeks to make reserve items available to students. For more information, please contact Kim Taylor at 785-3179.

### Thursday, Aug. 20th

#### Instruction Open House

Curious about the benefits of library instruction? This "Open House" will give you the chance to learn more about current student research strategies & library resources.

### Friday, Aug. 28th

#### Library Website Tour

Discover the big changes to the library's website so that you can take advantage of the new features. You'll also learn how to navigate the new Library Catalog's "limiters" & explore new options in the item records.

### Friday, Sept. 4th

#### Del.icious

Learn how to bookmark, tag, & bundle online resources so that you can find them faster, share with others, & get organized.

*Workshops are held from 9am-10am in Rentschler Library's Instruction Lab.*

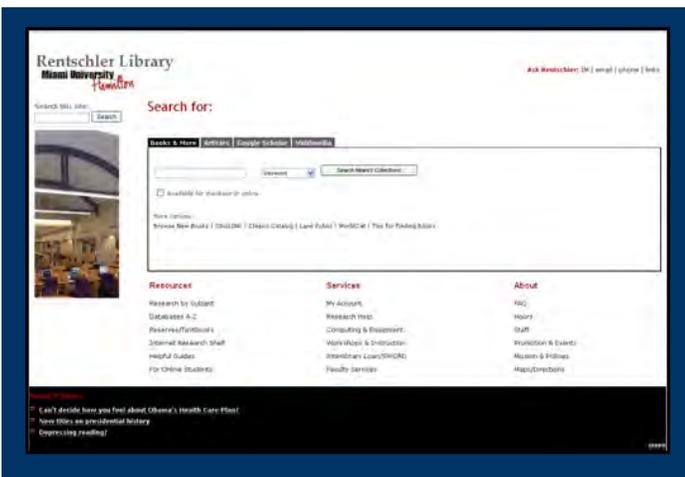


## New Rentschler Library Website

<http://www.ham.muohio.edu/library>

In an effort to better serve the students and faculty of Miami Hamilton, the Rentschler Library website underwent a complete overhaul this summer. The site's goal is to be an online presence that reflects Rentschler Library's physical presence—a resource that provides students and faculty with the tools and resources needed for personal and academic success, while maintaining a welcoming and personable atmosphere. A few of the many new features include:

- **“Research by Subject”** : Researchers are directed to databases frequently used for their discipline, the corresponding MU LibGuide, and additional relevant resources.
- **“Internet Research Shelf”**: Users can find everything from statistics available online for research use, to tax forms for personal use.
- **“Helpful Guides”** include tips for identifying “scholarly v. popular” materials, locating primary sources, creating citations, and for finding books and articles.
- **Catalog Search Boxes** that help users find commonly sought materials from Rentschler, including biographies, ethnographies, and popular fiction.
- **Contact Information** is easily found at the top of each page, including an instant messaging popup, email forms, and phone listings.
- **“Faculty Services”** section lets you go right to the services and resources you use most.



## New Oxford University Libraries Site

<http://www.lib.muohio.edu>

The Oxford campus is also unveiling a new site this Fall. Here is a quick look at two of the biggest changes.

**The Catalog:** The new catalog makes searching for items much more intuitive for students and includes features for texting item records to cell phones, bookmarking records in Del.icio.us, exporting them to RefWorks, and copying the citation information into MLA, APA, etc. formats. Although the new Catalog does not have an Advanced Search option, researchers can use a series of “Limiters” to narrow their search. Join us for a workshop on how to navigate the new sites and catalog on Friday, August 28th (9-10am) to help ease the transition.

**LibGuides:** MU Librarians have created Library Guides in their subject areas to serve as focused research points for students. The guides are tailored for research in each discipline and include tabs for finding books, articles, online resources, etc. You can search LibGuides by subject to find which guides may be relevant to your class—you can even link to them from your Blackboard pages. The new Rentschler Library website also provides a link to individual subject guides in the “Research by Subject” section.

## New: Research By Appointment

Students and faculty that need more in-depth help developing their search strategies, locating research sources, or learning to use the library's resources can now request “Research by Appointment” to receive one-on-one help from a Rentschler librarian. While “drop-in” assistance will continue to be provided, making an appointment with a librarian guarantees individualized attention that can be tailored to the researcher's needs. Appointments can be made online or in person, and will usually require 48 hours advanced notice. Typical sessions will last 30-45 minutes, depending upon research needs and availability.

We ask that researchers come to the appointments prepared by bringing a copy of the assignment (if applicable), any outlines or citations already created, and a motivated attitude for conquering research.



## Meet Your Library Staff

### **Krista McDonald**

Library Director

(513) 785-3100 | [mcdonak@muohio.edu](mailto:mcdonak@muohio.edu)

Subject liaison for: Education, Family Studies, Psychology, Social Work, Visual Arts, and Women's Studies.

### **Kathleen Pickens-French**

Public Services Librarian

(513) 785-3180 | [pickenke@muohio.edu](mailto:pickenke@muohio.edu)

Subject liaison for: Anthropology, Black World Studies, Criminal Justice, Geography, Law, Latin American Studies, Music, Political Science, Recreation, and Sociology.

### **Gayle Riley**

Senior Program Assistant

(513) 785-3001 | [rileygl@muohio.edu](mailto:rileygl@muohio.edu)

Responsible for Periodicals, Microforms, Library Purchasing & Requisitions.

### **Mark L. Shores**

Assistant Director

(513) 785-3203 | [shoresml@muohio.edu](mailto:shoresml@muohio.edu)

Subject liaison for: Business, Computer Science, Finance, History, Management, and Marketing.

### **Kim Taylor**

Library Associate

(513) 785-3179 | [taylorkm@muohio.edu](mailto:taylorkm@muohio.edu)

Responsible for Circulation, Reserves, Supervising Student Assistants, and Fines.

### **Polly Whitaker**

Reference Librarian

(513) 785-3229 | [whitakpj@muohio.edu](mailto:whitakpj@muohio.edu)

Subject liaison for: Physical Sciences, Life Sciences, Communication, Engineering, Language and Literature, Mathematics, Nursing, Philosophy, Theatre, and Religion.



## Subject Liaisons: Your Link to Rentschler Library

Subject Liaisons are responsible for making decisions about the library collection, including purchasing and withdrawal, in assigned subject areas. Each professional librarian serves as a liaison to several departments so that faculty have an easily identifiable point of contact within the library. Their role is to stay aware of the collection's strengths and weaknesses so that purchases can be made that support class research, while also balancing the needs of the greater Miami Hamilton curriculum.

How can you help make sure our collection serves your students' research needs? Please give your Subject Liaison a copy of your syllabi and keep them informed of changes in research assignments. Together, we can build a stronger collection that contributes to the intellectual and cultural development of the MUH community.