

**RichLyn Library**  
**Faculty Library Guide**  
**2009-2010**

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c 2009

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## I. LIBRARY MISSION STATEMENT

(2002) Revised 2009

*RichLyn Library supports the Huntington University Mission to provide superior undergraduate, graduate, and adult education in a Christian context to students of multifaceted backgrounds. ...*

*The librarians are charged with the acquisition, organization, housing, and dissemination of various formats and types of information consistent with the mission of the university and library. Additionally, the librarians will instruct readers in lifelong library and information skills necessary for independent academic growth. ....*

*Provision to support the ongoing growth, preservation and security of the collections is critically important to the mission of this campus. .... The library will ensure the preservation and accessibility of available official records and other pertinent material that chronicle the histories of Huntington University and the Church of the United Brethren in Christ....*

*Throughout the state, the nation, and the world, Resource sharing with other libraries will always be [critical for superior library service].*

## II. RICHLYN LIBRARY FACTS

- RichLyn Library is named after Richard and Lynette Merillat, friends of Huntington University.
- The RichLyn Library building is 23 years old this January, 2010.
- Huntington University's RichLyn Library has a collection of over 164,000 items. The collections of the library are mainly made up of the Reference Collection, government documents, microforms, current periodicals, and CDs/DVDs collections on the main level. The lower level houses the beginning of the general collection, the curriculum materials center, the media software collection, and the historical center. The upper level houses the latter half of the general collection, scores, bound periodicals, and book-sale books.
- In addition, the library has international interlibrary loan access to items through [OCLC's](#) First Search/WorldCat to over 41,000 other libraries via computer networking.
- Interlibrary loans are free if obtained from within the state of Indiana.
- RichLyn Library, Huntington University, is a member of the following library consortia: Academic Libraries of Indiana ([ALI](#)), [INCOLSA/OCLC](#), and the Private Academic Library Network of Indiana ([PALNI](#)).
- RichLyn Library's interlibrary loan service uses a van courier service five days per week.
- There are over 12,000 bound periodical volumes in the library's collection, including over 300 annual print periodical subscriptions and tens of thousands of electronic titles (See p 20—A-Z Periodicals list).
- Five group study rooms are available on a first-come-first-served basis and a large conference room along with a smaller seminar room may be reserved.
- RichLyn Library has two librarians, one paraprofessional, and two staff members on its team along with approximately 25 student workers.
- The library allows food and drink in the building with the exception that neither drinks nor food are permitted near the computers.
- The library has telephones for on-campus/local use at the Information Desk and in the After-hours Study Room.

### III. CIRCULATION PERIODS, FINES & RENEWALS

Fiction/Non-fiction/Non-print Media: Students: 2-week

#### Faculty & Family Members:

1. **Faculty** – one semester
2. **Family** members issued separate borrower's card with a 2-week check-out. Younger children not in school may use the family card with parental permission (See **Addendum D**).

#### Periodicals:

1. **Current issue**: overnight – return (check-in) during 1<sup>st</sup> hour the next day.
2. **Loose issues**: 3-day.
3. **Bound issues**: 2-week.

Popular Books: 2-week.

Renewals: --two renewals for all items except popular recreational books, which have one renewal, and no renewals for Reserves. Faculty may check-out their personal Reserves for any length of time for items on Reserve for another Faculty member or department with that department's permission.

Fines: Overdues/Lost or Damaged: Full-time employees of HU do not pay fines but are expected to return (check-in) items on time. Employees are expected to pay for replacement of lost or damaged items.

Fines: Students or Employees' Families (See **Addendum D**):

- General Fines:
  - Two-week check-out late fees are 15 cents per day up to the cost of the book and processing fees.
  - Current periodical issues: \$1.00 per day.
  - 3-day periodical issues: 75 cents per day

- Bound periodicals: 50 cents per day.
- **Reserve Fines:**
  - Hourly Reserves: 50 cents per hour.
  - Other Reserves: 50 cents per day.
  - Items taken from the library without permission: \$25.00 per item.
- **Popular DVD Fines:** 75 cents per day.
- **Lost Items:**

Cost of replacement & \$10.00 processing fee.

**Assistance:** Ms. Jean Michelson, Circulation Coordinator,  
[jmichelson@huntington.edu](mailto:jmichelson@huntington.edu), (#4054).

**Historical Center/Archives:** 1-week with permission of the director/archivist (#4157).

Open afternoons.

#### **IV. RESERVES:**

- **Definition:** Materials, which are kept on shelving behind the Circulation Desk, that generally have shorter loan periods than typical loans. Items are shelved or filed behind the circulation desk for specific periods of time for designated classes.
- **Check-out Periods:** Reserves may be placed for 2hr, 3hr, 4hr, 1-3 day, and 1-week (special situations excepted). Reserve forms may be found at the circulation desk.
- **Types of Reserves:** There are open and closed Reserves: Open are allowed to leave the library. Closed s are in-house use only unless prof-permission is given for overnight.

- **Faculty Reserve Reservations:** Faculty may reserve personal copies of articles or books, or library items. Generally it is best to reserve materials during regular daytime office hours. If items have been placed on Reserve, they will be indicated in the Online catalog (OPAC) under the *Course Reserves* tab. Usually a Faculty handout of library class Reserves should be included in the syllabus and given to students.
- **Reserve Renewals:** There are no renewals for Reserves.
- **Reserve Fines:** Please remind students that Reserve fines are expensive and can add up quickly (See Fines, pp 5-7).
- **Assistance:** Mrs. Pat Jones, Library Assistant, [pjones@huntington.edu](mailto:pjones@huntington.edu), (#4061).

#### **V. INTERLIBRARY LOANS/DOCUMENT DELIVERY: (ILL)**

- **ILL Requests:** You may request loans for both book and/or journal articles from your homes or offices. See below, or check with Ms. Jones (#4061) or a librarian (#s 4062 or 4063) to walk you through the process.
- **ILL Charges:** RichLyn Library borrows materials free-of-charge (exceptions exist) from libraries within the state of Indiana. Libraries may charge for interlibrary loans if borrowed from specialized libraries (e.g. law) or outside the state.
- **ILL Delivery:** A van courier service delivers ILL books to the library five days each week.

- **Journal articles** may be delivered electronically. Mrs. Jones (#4061) will email requested articles to you.
- **Pick up your ILL books** at the library circulation desk when notified via email or phone call that your ILL books have arrived; ask a desk attendant for your books. Return them to RichLyn Library by the due date. Inform the desk attendant that they are ILL books. If books are not returned promptly, some libraries drop their services to us.

## **VI. REMOTE ACCESS TO INTERLIBRARY LOAN (ILL) SERVICES, RECOMMENDED:**

### **Introduction:**

These services allow remote access to create independent loans of journal articles and books from other libraries throughout the state of Indiana. As previously noted, libraries from outside the state and some specialized libraries (e.g. law) may charge for loaning materials. The library typically will not send ILL requests to non-Indiana libraries unless you specifically request us to do so. Journal articles are generally delivered within a week by email and need not to be returned. Book loans from Indiana libraries are generally free. But they must be checked-in to the library by the book's due date. Both pickup and return your books to the library circulation desk during daytime office hours. You will be notified by email when your book arrives.

### **Periodical Article Interlibrary Loan Requests:**

EbscoHost databases have an ILL link at the bottom of citations that do not have full text. Simply click the Request ILL link, complete the form, and submit. It takes approximately a week to receive an item through your email account. If not using EbscoHost databases and you wish to order a journal article, click on the INTERLIBRARY LOAN link found in the left-hand column of the library's home page; then click the Article Request Form; complete the form, and click Submit Request.

### **Book Interlibrary Loan Self-Initiated Requests:**

To borrow books from your office, not off-campus, you will need to set up a First Search/WorldCat new account. The following information serves as a guide for setting up your account:

Click on the INTERLIBRARY LOAN link found on the library's home page, and click on the Click here for the ILL Book Request Form. You may wish to print a copy of <http://www.huntington.edu/library/illbook.htm>, INTERLIBRARY LOAN BOOK REQUEST FORM, which gives instructions on how to create My Account. Complete and submit the form. Remember, your user name and password both need to be at least eight characters long. Please remember your password. Any time you wish to send for ILL books from campus, you may do so using your account.

Once you have successfully created an account, go back to the "First Search: INCat—Indiana Library Catalog Basic Search form and search for the book(s) you want to

borrow. From your successful account registration on, you may go directly to the First Search search-box and search for the book(s) you want. Select the book title from those received by clicking on the highlighted title. Then either click on the ILL icon toward the top of the screen or click on the "Borrow this item from another library" link. Fill out the form (all asterisk items are required). Double-check the Patron Type and Patron Status to make sure the computer did not default to something other than your status as Faculty. Click Select. Repeat as often as you wish.

In addition, FirstSearch details the status of all the books you have borrowed. You may find this information by clicking on the Resource Sharing tab found at the top of your Account screen. You may *Cancel* any of your ILL items if the *Status* is "*Submitted.*" Once the item has been received by the lending library, you may not cancel.

As an option to the above, you may simply complete and submit an interlibrary loan form directly to our ILL loan assistant, Mrs. Pat Jones (#4061). To do this, click on the INTERLIBRARY Request Form. Lastly, click ILL Book Request form for OFF-CAMPUS USERS. Complete the form and Submit Request.

## VII. HOURS OF OPERATION:

### Regular Year:

Mon, Tue, Thu	07:30 a.m.—11:00 p.m.
Wed	07:30 a.m.—12:00 midnight
Fri	07:30 a.m.—09:00 p.m.
Sat	10:00 a.m.—10:00 p.m.
Sun	02:00 p.m.—11:00 p.m.
Mon—Friday	Office Hours—07:30 a.m—05:00 p.m.

### J-Term & Summer:

Mon-Thu	07:30 a.m.—07:00 p.m.
Fri	07:30—05:00 p.m.
Sat	12:00 p.m.—05:00 p.m.
Sun	Closed

Vacations: As Posted

## VIII. CLASSIFICATION of BOOKS and NON-PRINT MEDIA:

RichLyn Library uses both Dewey Decimal (Dewey: **Addendum C**) and Library of Congress Classification (LC: **Addendum B**). The collection is in transition while the librarians are moving the collection from the Dewey to LC. This process should be complete within a few years, perhaps less. The south-west upper level presently houses the beginning of the LC collection. The lower level media center also houses LC for DVDs and CDs.

As the process continues and the LC collection grows, the LC book collection will be divided between the upper level and the lower level on the outside wall of the archives (See Addenda B & C). If you need assistance locating materials, ask one of the librarians (Bob Kaehr, [rkaehr@huntington.edu](mailto:rkaehr@huntington.edu); #4063 or Randy Neuman, [rneuman@huntington.edu](mailto:rneuman@huntington.edu); #4062) or one of the staff.

## **IX. DATABASES AND RECOMMENDED REMOTE ACCESS TO THE DATABASES:**

“Distance Education Notes & Notices” April 30, 2009 (Revised July 20, 2009)

### **Introduction:**

These electronic databases are recommended as important resources for searching for articles (See p 20 A-Z Periodicals for a listing of titles). There are many more databases, both periodical and book databases, than given in this short overview. In addition, note that many general or non-specific subject (Academic Search Premier) databases may be as useful as subject specific databases; therefore, it is always wise to check other (even general) electronic resources before dismissing one’s research efforts.

### **Access to Database Journal Articles:**

Go to the library’s homepage (<http://www.huntington.edu/library>) and click on *Electronic Resources*. Scroll down the page until an appropriate resource or vendor (e.g. EbscoHost) is found. On the right side of the screen if there is an Off-Campus Link, you must click it first to access the databases from off campus. A screen will appear asking for your campus username and password. Faculty uses the same log-in as used when logging into our campus system. You may access the library’s databases and e-books from either the Portal or the library’s homepage. The following relates to students using the library’s homepage.

*IMPORTANT NOTICE (note from Mr. Gary Campbell, [#4130], Director of Technology Services): Starting at noon today, Tuesday, July 21<sup>st</sup>, [2009], student network user names will be changed from the old format (e.g. s123456) to a new*

*format. The new format is last name, first initial, tie breaker (e.g. jonesr, smithj3).*

*On July 10<sup>th</sup> or 13<sup>th</sup>, e-mails were sent to your HU e-mail address and your personal e-mail address (if a personal e-mail address is on record) that gave you your new network user name. Your network user name is used for access to the HU portal, HU e-mail, My Classes (Moodle), HU wireless network registration, and University owned computers.*

*You will also have an additional e-mail address that is your new network username followed by @huntington.edu (e.g. [jonesr@huntington.edu](mailto:jonesr@huntington.edu)). Your old e-mail addresses will continue to work. Note that your password has not been changed.*

*If you cannot locate the original e-mail, after noon today you can find your new user name by going to the web page link below and following the instructions: [https://my.huntington.edu/ics/Network\\_User\\_Name.jnz](https://my.huntington.edu/ics/Network_User_Name.jnz). You can also find it by going to the [HU Portal](#) or [My Classes](#).*

Once signed-in, a sign-in is not needed again. If a domain name is asked for, it is \hc. Access is given to all the proprietary (subscription-based) resources. If there are difficulties, contact the library's system's administrator, Randy Neuman (#4062).

### **Westlaw/Newspapers:**

In addition to the database vendor, EbscoHost, another database provider needs to be highlighted, Westlaw, a legal database. Westlaw gives access to over 450 full-text newspapers from throughout the world, including the New York Times.

### **Free, Web-based Databases:**

All the listed sites that do not have *Off-Campus Link* in the right-hand column are free, web-based (e.g. The Free Library). Many are excellent resources for finding free journal articles. Remember, if a free database only has the citation or abstract, you may borrow the article(s) from another library.

### **EbscoHost Databases:**

Here are a few pertinent, proprietary databases provided by EbscoHost arranged according to curricular areas: EBSCOHOST Databases by curricular areas: Remember, the databases listed here come from only one of the database providers, EBSCO. Academic Search Premier, another EBSCO database, covers topics of a general nature including most areas of the curriculum.

- **Education:**
  - ERIC ...314,000 full-text documents from the Education Resource Center
  - Professional Development Collection ...520 high quality education journals; 350 peer-reviewed; 200 educational reports
  - Middle School Plus ...140 popular, middle school magazines; ...gives reading level (Lexiles); thousands of biographies and historical essays; ...primary source documents, and an image collection of 400,972 photos, maps and flags.
  - Primary Search ...full text to more than 70 popular magazines for elementary school research; ...gives reading level (Lexiles)

- **Business:**
  - Business Source Premier ...the industry's most used business research database...more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles back to 1886. ...marketing, management, MIS, POM, accounting, finance and economics; ... updated daily
  - Regional Business News ...75 business journals, newspapers and newswires from all metropolitan and rural areas within the United States
  - Corporate ResourceNet ...contains full text from nearly 1,200 quality magazines and journals to meet the diverse information needs of today's companies.
  
- **Psychology:**
  - PsycINFO ...the APA's renowned resource for abstracts of scholarly articles, book chapters, books, and dissertations; it is the largest resource devoted to peer-reviewed literature in behavioral science and mental health. It has over 2.5 million citations and summaries dating as far back as the 1800s. Journal coverage spans from 1887 to present, includes material selected from more than 2,200 periodicals in more than 27 languages.
  - PsycARTICLES ... a definitive source of full-text, peer-reviewed scholarly and scientific articles in psychology containing more than 137,000 articles

*from 66 journals from APA, the Educational Publishing Foundation, and the Canadian Psychology Association, and Hogrefe Publishing Group.*

- SocINDEX with Full Text (Sociology & Psychology) ... *the world's most comprehensive and highest quality sociology research database featuring more than 777 full text journals dating back to 1908 and 820 full text books and monographs; full text to 13,947 conference papers (8/3/09).*
- **Bible & Religion**
  - ALTA Religion Database with ATLA Serials ...*combines the premier index to journal articles, book reviews, and collections of essays in all fields of religion with ATLA's online collection of major religion and theology journals. ...includes more than 1,633 journals (518 currently indexed), more than 225,000 essay citations from over 18,700 multi-author works and 494,000 book review citations. ...begins in 1949 to the present.*

## **X. ONLINE PUBLIC ACCESS CATALOG (OPAC):**

### **Searching the OPAC:**

Use the drop-down arrow below the *Search keywords* box. You will see various ways to search for a book in our collection. Most people use Title keyword, Author keyword, or Subject keyword searches. On the same screen, you may use the "Library catalog to search" to search various private academic libraries (PALNI) from Indiana. Using the "browse a list of headings" you may search the catalog results from an

alphabetical/ numerical list. In addition you may use Boolean searching. The AND search is the default. Truncation is done using the question mark. As an example, entrepreneur? searches entrepreneur, entrepreneurs, entrepreneurial, and entrepreneurship, all in the same search.

### **Advanced Searching:**

In addition, you might want to explore the catalog using more sophisticated searching using the *Advanced Search* tab toward the top of the screen. This will allow you to do Boolean searches by Year, Format, Collection, Language and other parameters. In addition, you may check the button for *Words Adjacent* for searching exact phrases.

## **XI. CHECKING-OUT MATERIALS:**

### **Confidentiality:**

RichLyn Library does not share information about who has checked out what item(s) without the borrower's permission. Users may place a hold on items that have been checked out, however, so that they may be the first to check-out the item after it is checked-in.

### **Circulation Desk:**

At the circulation desk on the main level, you may check-out a book, video, DVD, CD, etc. for one semester. Reference books circulate only with a librarian's permission. Some other restrictions may apply.

### **Renewals Online:**

To renew a book, from the library's home page, click on *ACCESS OUR CATALOG*. Then click the *My Account* tab in the upper-middle of the screen. Next enter your ID's 14 digit barcode from the back of your ID card and your library password, usually your last name or the first five letters of your last name. If this does not work, check with the circulation coordinator, Jean Michelson, at the circulation desk (#4054). After logging in, you may see which items you have checked-out (including due dates); renew your materials online, etc.

To RENEW an item, click on the *VIEW/RENEW LOANS* tab. Click on the underlined name of the item to renew. A screen appears, Details for your loan (Number ...). Click on the second underlined word, Renew, to the right. The previous screen should appear with the revised due date. If you have renewed two times, the screen will read that you will not be allowed to renew. You may also click on *RENEW ALL* to renew all your items. This function, however, does not always work. ...verify. Do not forget to click Log-out to exit the system. Once you have logged out, then click on *GO* on to the next screen.

### **XII. ACADEMIC LIBRARIES OF INDIANA (ALI):**

ALI is a cooperative of Indiana academic state libraries. PALNI is a cooperative of the private academic libraries within the state. We have a reciprocal borrowing arrangement with all these libraries. You and our students may borrow from these participating libraries in person. Generally you must show two forms of ID, your HU ID

and an official picture ID, along with an ALI borrower's card to check-out materials from their libraries.

Reciprocal Borrowing Program forms may be obtained at the circulation desk, completed and returned to the Circulation Coordinator, Jean Michelson (#4054). In return you will receive a borrower's card identifying you as a member of ALI's borrowing program.

### **XIII. MISCELLANEOUS**

#### **Bibliography Helps:**

There are many such sites; here are two plus a valuable writing center site. It is important to remember that bibliography makers are very handy tools to help create bibliographies (MLA, APA, Chicago, etc.), but they are not always current. Check the citations against the latest edition. Latest MLA and APA editions are shelved at circulation and are on Reserve.

1. **KnightCite** (<http://www.calvin.edu/library/knightcite/>)
2. **EasyBib** (<http://www.easybib.com/>) \$8.99 per year if you want more than MLA. MLA is free.
3. **OWL@Purdue** (<http://owl.english.purdue.edu/>) (Online Writing Center)

#### **Google Books:**

Allows you to search for over seven million full-text online books. The *Limited Preview* and *Full View* of books are extremely helpful. Use the *Advanced Book Search* to

search for full-view only; in addition GoogleBooks allows you to limit your search by years, etc. <http://books.google.com/bkshp?ie=UTF-8&hl=en&tab=wp>

**User Name/Password for Special Uses** (contact a librarian for passwords):

**Chronicle of Higher Education and the Los Angeles Times.**

#### **Periodicals Databases Listing:**

This database is found on the library's homepage. It allows for searching to find the location of all our online periodicals.

#### **XIV. REVIEWS:**

##### **Choice Reviews:**

RichLyn Library subscribes to Choice Reviews for academic library collections.

Choice reviews printed books, online books, and audiovisuals such as CDs for the academic community.

##### **Choice Reviews Online:**

[http://www.cro2.org/default.aspx?page=about\\_oat&pid=2870833](http://www.cro2.org/default.aspx?page=about_oat&pid=2870833) *Current Reviews for Academic Libraries* is the premier source for reviews of academic books, electronic media, and Internet resources of interest to those in higher education. More than 35,000 librarians, faculty, and key decision makers rely on Choice magazine and Choice Reviews Online for collection development and scholarly research. Choice reaches almost every undergraduate college and university library in the United States.

Each year Choice publishes more than 7,000 reviews that are: Timely -typically the first comment on scholarly publications. (CHOICE ReviewsOnline: [http://www.cro2.org/default.aspx?page=about\\_oat&pid=2870833](http://www.cro2.org/default.aspx?page=about_oat&pid=2870833)).

## **XV. LIBRARY BUDGET & ACQUISITIONS: BOOK & PERIODICAL:**

### **Curricular Area Budgets:**

Departmental groupings have a designated amount of money to be spent by the Faculty annually. Check with the library secretary, Deb Springer (#4060) or your department head for the specified amount. Some department heads may want to verify the orders, so please check with them. If you have a special need for materials in addition to your departmental allocation, please contact the Director of Library Services, Bob Kaehr (#4063). There is a small contingency fund that may be tapped for such purchases. Whether online, print, or non-print materials, all library purchases come from the book allocations. In addition, it will help if you check our online catalog, the OPAC, to see if we already have the book.

### **Instructions for Ordering:**

Choice reviews are sent to individual Faculty members monthly via email. Please use these or other reviews for ordering new materials. Submit them to Deb Springer (#4060), Acquisitions Secretary, RichLyn Library [dspringer@huntington.edu](mailto:dspringer@huntington.edu). You may submit your orders throughout the year in person, by campus mail, or via email. The cut-off date is usually around the middle of February. This is so that all orders are

processed in time to be placed in the current year's budget. We do not carry over funds from one year to another according to the campus audit policy. Please remember to include all the available bibliographic information regarding the item ordered. This will help expedite your orders so that they arrive in a timely manner.

Periodical/newspaper purchase requests should be discussed with the Library Director, Bob Kaehr (#4063). Journal purchases are considered on a case-by-case basis. There are no Faculty grouped allocations for periodicals.

#### **XVI. GIFTS:**

RichLyn Library accepts gifts of books, periodicals, non-print items, etc. if they meet the needs of the campus. Such gifts will be placed in the appropriate collection, and remaining items that are not needed will be placed in the library's perpetual book sale. Sale books are placed in study carrels on the upper level near the beginning of the bound periodicals on the north end of the floor. Books sell for 25 cents per paperback and 50 cents per hardback. Purchases may be made at the circulation desk.

If requested, substantial gifts will be acknowledged by letter giving basic bibliographic data of the gift. But in no case will the library make an appraisal for such purposes. Questions regarding giving materials to the library should be addressed to the Director of Library Services, Bob Kaehr (#4063).

### **XVII. CURRICULUM MATERIALS CENTER:**

An extensive collection of education materials for use in classroom PreK-12 teaching is available in RichLyn Library's Curriculum Materials Center. The center contains four distinct collections: a collection of kits, games, and regalia; a collection of textbooks; a collection of junior fiction and nonfiction; and a collection of activity books (professional). The Library Assistant (#4061), Mrs. Pat Jones, supervises the purchase of special collections such as the Newberry Award winners, etc.

### **XVIII. GOVERNMENT DOCUMENTS: --Official Selective (Partial) Repository of U.S. Gov. Docs.**

There are approximately 50,000 items in the [government documents](#) collection housed on the main level next to the Reference Collection. This, of course, does not nearly represent the electronic resources such as CDs, DVDs, and the Internet. The Associate Director of Library Services, Randy Neuman (#4062), supervises this collection. Access is via the Online Public Access Computers (OPAC).

### **XIX. ARCHIVES of HUNTINGTON UNIVERSITY and the UNITED BRETHREN IN CHRIST:**

RichLyn Library houses the United Brethren Historical Center, the archives of Huntington University and the United Brethren in Christ, on the lower level of the library. Documents, photos, and museum material may be used to supplement teaching in several areas including history, religion, and ministry. Check out materials and use of the facility must be approved by the Historical Center Director, Randy Neuman (#4157).

The Center is open Monday through Friday except for vacations or as posted from 1:00 p.m.—5:00 p.m.

## **XX. SCORES, MUSIC CDs, RECORD ALBUMS, DVDs, and Non-print Media**

*(Equipment for AV may be reserved at the Circulation desk.)*

**Scores:** Music scores are housed on the upper level next to the Music Listening Center labeled with a heading SC and the Library of Congress Classification, M.

**Non-music/data CDs and DVDs** are located on the lower level on the Media Center shelving.

**Music CDs and popular DVDs** are located on the main level near circulation. Media cases are shelved while the actual discs are located at the Circulation Desk. Take an empty case to the desk attendant to check-out the disc.

## **XXI. POPULAR RECREATIONAL READING:**

The library provides popular or recreational reading materials both secular and Christian on browsing racks near the circulation area. There are also popular DVDs and CDs in the same area. New popular books are purchased throughout the year. When a popular book is no longer being checked out, they are replaced with new titles, thereby keeping the collection fresh. If you have a particular title in mind that we do not have, make a recommendation to the Associate Director, Randy Neuman (#4062).

## **XXII. EQUIPMENT:**

The library serves the HU community with electronic equipment that facilitates the classroom/learning environment. Equipment, except where otherwise noted (See Appendix G), is checked-out to Faculty, administration, and staff according to need and availability. In some cases, equipment may be checked-out by students with a faculty member's permission. A faculty member's signature or email to [jmichelson@huntington.edu](mailto:jmichelson@huntington.edu) may be needed to authorize a student's checking out of equipment. E-mail Jean Michelson a class list if the entire class needs to use a certain piece of equipment.

The library has a scanner that may be used for Power-Point presentations, etc. The library also provides a stereo audio cassette duplicator. Both audio and video tapes may be purchased at the circulation desk. Copyright restrictions should be observed when using the duplicator or copier. In addition, the library has laminators. One is for small projects (40 cents per lamination), and the other is a 27" continuous roll laminator (40 cents per foot). Please call 15 minutes ahead to allow for the machine to warm.

Deliveries are made for all portable equipment except laptops. Please remind students that if they need laptops for Power-Point presentations that they need to get the laptops from us and return them to us.

### **XXIII. PRINTING, COPYING & SCANNING:**

**Copier:** The library has a copier on the main level (10 cents per copy). The copier will also print B&W transparencies, which we provide, for 40 cents. In addition, we sell transparencies that work with our color ink jet printer for 75 cents plus 25 cents to print. Check with a desk attendant for assistance. The copy machine receives copy cards that may be purchased at \$2.50 (25 copies) and \$5.00 (50 copies) increments from a circulation desk attendant during daily office hours. In addition, the copy machine has a dollar-bill change maker. Departmental charges may be made using the library's office copier. Check with the library secretary. Two-sided copying is available.

**Scanner:** In addition the library has a scanner in the study carrel next to the Information Desk (See XXII. EQUIPMENT).

**Computer Printing:** All printing from the computers is free except for the color printer, which is 25 cents per copy. Pick up printouts at the Circulation Desk.

### **XXIV. PLAGIARISM & COPYRIGHT:**

#### **Plagiarism:**

Huntington University takes the offense of plagiarism very seriously. The official statement concerning plagiarism is found in **Addendum F**. In addition, here is a link to an online HU plagiarism help guide that may be used by Faculty or students in combating plagiarism, <http://campus.huntington.edu/plagiarism/>. It was developed

through the efforts of the Huntington University Technology Learning Council. For a definition of the different types of plagiarism, see **Addendum E**).

### Copyright:

Below is a copyright web site link that was developed by Skidmore College. This site and others are the opinions of the sites' providers and do not necessarily represent the opinions of Huntington University, RichLyn Library. Therefore, if you want legal advice, consult with a copyright attorney. If you have specific legally non-binding copyright questions, you may call the library director, Bob Kaehr (#4063), for help in finding an answer. <http://www2.skidmore.edu/cits/policies/copyright.cfm#music>

### XXV. LIBRARY STAFF DIRECTORY

Robert Kaehr Director of Library Services	Administration, Acquisitions, Reference	Office: 359-4063	rkaehr@huntington.edu
Randy Neuman Associate Director of Library Services	Technical Services, Computer Services	Office: 359-4062 Archives: 359-4157	rneuman@huntington.edu
Pat Jones Library Assistant	Interlibrary Loan, Reserves, Cataloging, Curriculum Materials	Office: 359-4061 Tech services 359-4075	<a href="mailto:pjones@huntington.edu">pjones@huntington.edu</a>
Jean Michelson Circ Circulation Coordinator	Circulation, Audiovisual Scheduling, Delivery & Maintenance	359-4054	jmichelson@huntington.edu
Randy Neuman Director of Historical Center & Archivist	Gov Docs, Tech Services, Systems Admin, Archives	Office: 359-4062 Archives: 359-4157	rneuman@huntington.edu
Deb Springer, Secretary- Acquisitions	Ordering, Periodicals check-in, Receptionist	359-4060	<a href="mailto:dspringer@huntington.edu">dspringer@huntington.edu</a>

## **XXVI. SUBJECT GUIDES, ONLINE:**

Clicking on the link, SUBJECT GUIDES, on the library's homepage will take you to a curricular listing of online subject guides assembled by the library director, Bob Kaehr, in cooperation with Faculty. The links are updated annually. If you have a web site to suggest for the guide, please contact the librarian.

These links may be used by both Faculty and students. Since the sites are "reviewed" by professionals, students may be assured that they are reasonably safe to use for research purposes.

Besides curricular-related web sites, there are a number of miscellaneous study helps, citation makers, writing helps, and online journal sites that will be of general help to users.

## **XXVII. INFORMATION SERVICES:**

### **Research Consultation:**

Presently RichLyn Library provides library users with trained student personnel at the Information Desk. They are stationed throughout the evenings and during the weekends. They are trained to give short-answer, ready reference service to how, what, when, where questions, and they have minimal training for longer research reference questions.

Your students who wish a longer consultation with a librarian may either make enquiry during the daytime office hours or make an appointment with the librarians' secretary for a Research Assistance Program (RAP) session. RAP sessions may be scheduled for up to an hour. At the time of scheduling, a short form must be completed

that indicates the student's topic, what has been done by way of research up to that point, and a few other items. This appointment assures the student that dedicated time will be given to their research needs.

Of course, this service is available to Faculty but in a much more informal manner. Simply contact a librarian directly or schedule an appointment with the secretary regarding needs connected with research, essays, database usage, or fact-finding projects. The librarians may be consulted regarding structuring assignments for library-based assignments, copyright or plagiarism issues (See **Addenda E & F**), some style-manual usage concerns, needed resources to cover research needs, information literacy, classroom instruction, or other library matters (#s 4062 or 4063; **Addendum A**).

### **Information Literacy:**

For students and faculty, learning how to evaluate information and determining best resources to use from better resources is critical for becoming information literate. Indeed using the traditional research tools and knowing how to use information formats such as web sites, videos, microforms, CDs, and printed texts are all important to

becoming information literate. Understanding when to use them as well as why one uses each of these tools is also necessary to be considered information literate.

According to the Information Literacy Competency Standards for Higher Education, Association of College & Research Libraries (January 18, 2000), (<http://www.ala.org/ala/mgrps/divs/acrl/standards/standards.pdf>),

An information literate individual is able to:

- *Determine the extent of information needed*
- *Access the needed information effectively and efficiently*
- *Evaluate information and its sources critically*
- *Incorporate selected information into one's knowledge base*
- *Use information effectively to accomplish a specific purpose*
- *Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.*

### **XXVIII. AFTER-HOURS STUDY & STUDY FACILITIES:**

The library has an all night, after-hours study room located at the front of the library building to the right of the main entrance. There is a pop machine, telephone (local), computer wall jack, write-on board, a few reference books, a pencil sharpener, and a drinking fountain, and restroom availability. Campus police patrol throughout the night.

The library has a variety of seating and study accommodations. Everything from rectangular, square, and round tables seating up to six, or tables for individuals, and bean bag seating is scattered throughout the building. Throughout the building, there are numerous study carrels, all with electrical outlets. The top floor has been designated as a quiet floor, but generally quiet spaces can be found throughout the library.

There is a music listening center on the upper level. Head-phones may be checked-out at the circulation desk. There are study/reading atriums on each end of the shelving on the upper level and an atrium at the end of the reference collection on the main level. A main solarium canopies the main and lower levels and is a favorite reading area.

Faculty members sometimes gather with small groups of students or classes in one of the lounge areas located at the north end of the reference collection on the main level. Comfortable lounge seating, study tables and chairs are also available in this area located adjacent to the reference books.

## ADDENDUM A

### FACULTY/LIBRARIANS COLLABORATION

Librarian assistance is available within these areas

Copyright Issues: Fair Use

Literacy:

- Evaluating assignments,
- Evaluating web sites,
- Evaluating databases,
- Training in the use of databases for individuals or classes,
- Providing guides,
- Providing database trials,
- Providing Faculty hands-on workshops as requested or library initiated,
- Providing tailored bibliographies for individual courses upon request

Plagiarism Issues

Web-based Reserves; copying electronically, etc.

Library Instruction for Students:

- Offering guidance concerning assignments
- Creating assignments; grading assignments
- Instructing classes regarding library-based assignments
- Providing guides
- Lecturing to classes as requested
- Providing hands-on experiences with databases and the Web
- Individual instruction for either students or Faculty
- Alternatives to the typical literature review

Information Literacy Training for Faculty: Individually or via workshops

Collection Development Issues:

- Databases/Indexing: Which to purchase? Ownership issues.
- Format: CD-ROM, DVD, online?
- Books/Periodicals, print; departmental book budgets

**ADDENDUM B:****LIBRARY OF CONGRESS CLASSIFICATION (LC)**

A-General Works

B-Philosophy, Psychology, Religion

C-Auxiliary Sciences of History

D-World History and History of Europe, Asia, Africa, Australia, New Zealand, etc

E-History of the Americas: America and the United States

F-History of the Americas: United States local history, British America (including Canada), Dutch America, French America, Latin America, Spanish America

G-Geography, Anthropology, Recreation

H-Social Sciences

J-Political Science

K-Law

L-Education

M-Music and Books on Music

N-Fine Arts

P-Language and Literature

Q-Science

R-Medicine

S-Agriculture

T-Technology

U-Military Science

V-Naval Science

Z-Bibliography, Library Science, Information Resources (General)

**ADDENDUM C:****Dewey Decimal Classification (Dewey)**

000 Computer science, knowledge & systems	500 Science
010 Bibliographies	510 Mathematics
020 Library & information sciences	520 Astronomy
030 Encyclopedias & books of facts	530 Physics
040 [Unassigned]	540 Chemistry
050 Magazines, journals & serials	550 Earth sciences & geology
060 Associations, organizations & museums	560 Fossils & prehistoric life
070 News media, journalism & publishing	570 Life sciences; biology
080 Quotations	580 Plants (Botany)
090 Manuscripts & rare books	590 Animals (Zoology)
100 Philosophy	600 Technology
110 Metaphysics	610 Medicine & health
120 Epistemology	620 Engineering
130 Parapsychology & occultism	630 Agriculture
140 Philosophical schools of thought	640 Home & family management
150 Psychology	650 Management & public relations
160 Logic	660 Chemical engineering
170 Ethics	670 Manufacturing
180 Ancient, medieval & eastern philosophy	680 Manufacture for specific uses
190 Modern western philosophy	690 Building & construction
200 Religion	700 Arts
210 Philosophy & theory of religion	710 Landscaping & area planning
220 The Bible	720 Architecture
230 Christianity & Christian theology	730 Sculpture, ceramics & metalwork
240 Christian practice & observance	740 Drawing & decorative arts
250 Christian pastoral practice & religious orders	750 Painting
260 Christian organization, social work & worship	760 Graphic arts
270 History of Christianity	770 Photography & computer art
280 Christian denominations	780 Music
290 Other religions	790 Sports, games & entertainment
300 Social sciences, sociology & anthropology	800 Literature, rhetoric & criticism
310 Statistics	810 American literature in English
320 Political science	820 English & Old English literatures
330 Economics	830 German & related literatures
340 Law	840 French & related literatures
350 Public administration & military science	850 Italian, Romanian & related literatures
360 Social problems & social services	860 Spanish & Portuguese literatures
370 Education	870 Latin & Italic literatures
380 Commerce, communications & transportation	880 Classical & modern Greek literatures
390 Customs, etiquette & folklore	890 Other literatures
400 Language	900 History
410 Linguistics	910 Geography & travel
420 English & Old English languages	920 Biography & genealogy
430 German & related languages	930 History of ancient world (to ca. 499)
440 French & related languages	940 History of Europe
450 Italian, Romanian & related languages	950 History of Asia
460 Spanish & Portuguese languages	960 History of Africa
470 Latin & Italic languages	970 History of North America
480 Classical & modern Greek languages	980 History of South America
490 Other languages	990 History of other areas

**ADDENDUM D:****SPOUSES and CHILDREN of FULL TIME FACULTY and STAFF**

Because faculty and staff are allowed lengthy check-out periods for a large number of items, and pay no fines, separate family member library cards are issued. The family card or spouse card has the same two-week/two-renewal loan period and fines as do Huntington University undergraduates. The family cards have a limit of 10 items to be checked out at any one time. Overdue notices are sent to the spouse or parent who works for Huntington University. Relatives of Faculty and Staff may NOT check-out "Reserve" items unless they are enrolled in the class related to the reserve material.

These family cards are issued free for the spouse of faculty/staff and high school children of faculty/staff, but have applicable fines. Younger children may use the spouse (of faculty/staff) card with parental permission. When the younger children reach high school age, they may apply for their own card. If both spouses work for the university, the special family card for the children will be issued on a case by case basis to determine whose name it should be in. Those needing that type of card need to see Mrs. Michelson.

A staff/faculty member and their spouse must have separate library cards. Use of these family cards prevents faculty/staff family members from tying up large numbers of library items for a long period of time. Children in middle school or younger must be accompanied by an adult when they are in the library.

## **ADDENDUM E:**

### **DEFINITION of PLAGIARISM:**

“The action or practice of plagiarizing; the wrongful appropriation or purloining, and publication as one's own, of the ideas, or the expression of the ideas [**literary, artistic, musical, mechanical, etc.**] of another” (Oxford English Dictionary Online. 2005).

<<http://dictionary.oed.com/>> [emphasis mine].

Notice in the Oxford definition; plagiarism is the stealing of ideas and can be from a variety of genres, *literary, artistic, musical, mechanical*, etc. Plagiarism is not exclusive to literary ideas. Some plagiarize such diverse things as computer programs, speeches, and choreography. Some students plagiarize by intentionally giving wrong citations. For instance, making up a citation for material when faking a citation, is plagiarism. When a student cites a secondary reference within a work, but then cites secondary work as their primary source, this is also plagiarism. Another type of plagiarism is self-plagiarism. Self-plagiarism happens when a student submits a paper already turned in for a previous class. Readily available and detailed explanations of plagiarism reside online and in print. Additionally, for students, there are free, online, downloadable programs that check papers for possible plagiarism. One such site is the Glatt Plagiarism Self-Detection Test (<http://www.plagiarism.com/self.detect.htm>). There is no reason for intentional or unintentional plagiarism. However, if you are unsure about a particular passage passing the muster, please ask your professor.

With the advent of the Internet and multiplicity of web sites available to the public, a new and pernicious peril awaits the scholastic enterprise of writing and publishing, cut-and-

paste plagiarism. Of course, the temptation to plagiarize from the resources on the Internet is the same as with print materials, but today it is easy to search for almost any topic and simply cut and paste materials into a student's essay or research paper. It is, however, equally simple to find Internet, cut-and-paste plagiarizing, using search engines and software especially designed to sniff out such improprieties.

Another type of prevalent plagiarism has become popular among students and others, the using of online paper mills and copying from other students' papers. Often such work does not meet the writing standards of professors. In addition, software detection companies such as Turn-it-in also ferret out papers from such online paper mill "services" as Term Papers 4U.

In addition, there are those who would choose to plagiarize by collusion. Such plagiarism is using another's paper, either quoting or paraphrasing it, without proper citation. Again, software is available to Faculty to detect this type of plagiarism. Plagiarizing is not worth the effort. The potential for getting caught and suffering the consequences is simply self-destructive. It is simply wrong to steal someone else's creative endeavors, intentionally or unintentionally.

**ADDENDUM F:****CAMPUS STATEMENT ABOUT PLAGIARISM:****A.1.14 [Campus] STATEMENT ON PLAGIARISM**

In writing papers, reports, and summaries for your college courses, you will be held responsible for knowing the difference between legitimate and illegitimate use of published and unpublished source material. Illegitimate use is called plagiarism, and at Huntington University, the penalty for plagiarism may range from a grade of F on the work in question to failure of the course. (Intentional plagiarism is a much more serious offense than “unconscious” plagiarism, although the student is obligated to avoid both.)

Plagiarism is the use of the ideas, information, or wording of another without proper acknowledgement, leaving the false impression the material is original with you. Everything you quote, paraphrase, or summarize from another source must be referenced properly (in the current MLA style). The only exception is information that is common knowledge in the field you are exploring—that is, facts, dates, and figures that are well known to the experts in the discipline and thus are not the property of any specific author.

The MLA Handbook for Writers of Research Papers (New York: Modern Language Assn., 1984) has this to say about the varieties of plagiarism:

... to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else.... The most blatant form of plagiarism is to repeat as your own someone else’s sentences, more or less verbatim .... Other forms of plagiarism include repeating someone, else’s particularly apt phrase without appropriate acknowledgement, paraphrasing another person’s argument as your own, and presenting another’s line of thinking...as though it were your own. (sec.1.6)

....

Following are examples of proper and improper handling of original source material. First, the original source paragraph upon which the examples will be based:

a. Original Source

The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving. Parents and teachers can then talk to children about what to expect during the move and in their new surroundings. Children need to know that loneliness is normal. Families can hold meetings in which children can feel free to ask questions, air concerns and resolve anxieties. Adopting a positive attitude is very important, as this optimism spreads. (Smaro 10)

b. Examples of Proper Acknowledgment

(1) Direct Quotation

(a) QUOTATION OF THE ENTIRE PARAGRAPH: Enclose in quotation marks if four lines or shorter; otherwise, indent ten spaces (double-space—see note above) and omit quotation marks. Indicate author and page number for both long and short quotations (but do not repeat any part of the citation that has already been mentioned in your comments that introduce the quotation).

(b) PARTIAL QUOTATION: Use quotation marks around the portion of the original source paragraph you choose to quote; omissions within the quoted portion are indicated by ellipsis dots (...), and your insertions into the quotation are enclosed in square brackets [ ].

EXAMPLE:

Moving can be a traumatic experience for children, and parents and teachers should “acknowledge the idea that children are affected by moving. .... Children need to know that loneliness is normal” (Smardo 10).

Moving can be a traumatic experience for children. Smardo suggests that “[a]dopting a positive attitude [toward the move] is very important, as this optimism spreads” (10).

(2) Paraphrase of Summary

A paraphrase or summary of the original source must be your composition written in your style and using your wording. Quotation marks are not used, but the usual citation of source and page number must be clearly indicated—just as in directly quoted material.

EXAMPLE:

Moving can be a traumatic experience for children. Smardo suggests that parents and teachers can help by openly and by optimistically discussing the move with the children (10).

(c) Examples of Plagiarism or Improper Acknowledgement

(1) Direct Quotation Without Proper Acknowledgment

(a) FAILURE TO USE QUOTATION MARKS AND TO INDICATE SOURCE: The second sentence of the following example is copied from Smardo without proper acknowledgement.

EXAMPLE:

Moving can be a traumatic experience for children. The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving.

(b) INDICATION OF SOURCE, BUT FAILURE TO USE QUOTATION MARKS: The second sentence in the following example is directly copied from Smardo without proper acknowledgement by quotation marks, though the author's name and page number are given.

EXAMPLE:

Moving can be a traumatic experience for children. The first step in helping children adjust to relocation is to acknowledge the idea that children are affected by moving (Smardo 10).

(2) Attempts to Avoid Direct Quotation Which Fail

(a) RUNNING TRANSLATION: The wording of the source is avoided by using synonyms and slight rephrasing, but the sequence of ideas and general sentence structure mimics the source. Omitting a passage of the original or inserting one of your own does not make this legitimate even if the source is cited. The following example (with the unacceptable synonyms and slight rephrasing in italics) is a running translation that is still plagiarism though the source is cited.

EXAMPLE:

Moving can be a traumatic experience for children. The first thing to do to help kids adjust to the move is to admit that children are bothered by it. Then parents and teachers can tell kids what to anticipate while moving and settling into their new home (Smardo 10).

(b) PATCHWORK QUILT: In this type of plagiarism, portions of the original source are inserted into one's own composition without the use of quotation marks. Though the source is cited, this is still plagiarism. (The offending passages are in italics in the example.)

EXAMPLE:

Moving can be a traumatic experience for children. The trauma can be alleviated, however, if parents and teachers talk to children about what to expect, let them know that loneliness is normal, and encourage them to ask questions, air concerns, and resolve anxieties.

Adopting a positive attitude is very important for helping children overcome the difficulties involved in moving to a new location (Smardo 10).

(c) SUMMARIZING WITHOUT CITING THE SOURCE: Even a good summary in your own words is plagiarism if you fail to acknowledge the source. In the following example of plagiarism and otherwise acceptable summary becomes plagiarism because there is no citation of the source of the ideas for the summary.

EXAMPLE:

Moving can be a traumatic experience for children. It is a good idea for parents and teachers to help by openly and optimistically discussing the move with the children.

### Work Cited

Smardo, Frances A. "Helping Children Adjust to Moving." *Children Today* 16.3 (May-June 1987): 10-13.

Updated and Revised by the HC English Department and Authorized by Academic Concerns Committee September 1989.

Addendum: Updated by Robert Kaehr, librarian, and authorized by Academic Concerns Committee February 22, 2006

**ADDENDUM G:****AUDIOVISUAL RESTRICTIONS & EQUIPMENT LIST**

1. If you need audiovisual equipment delivered, contact Jean Michelson (#4054 or [jmichelson@huntington.edu](mailto:jmichelson@huntington.edu)) at least 24 hours ahead of time. If you want to pick up the equipment, shorter notice is sufficient if the equipment is available.
2. If the video projectors are being used for academic/ professorial/university related use in the community or at a conference, we check them out to faculty or staff as long as they are not needed on campus. In addition, we only check projectors out to the three local-area United Brethren churches if a faculty or staff person is present supervising their use. Use at other churches or community organizations for “non” university related projects is allowed for a fee of \$50.00 per use providing the equipment is not needed on campus. The person borrowing the equipment is financially responsible for any abuse to the equipment and must be present when the equipment is used.
3. Equipment can be set up here in the library for students or for classroom use.
4. If you have a classroom without a video projector contact Jean Michelson (#4054 or [jmichelson@huntington.edu](mailto:jmichelson@huntington.edu)) to order what is needed. If a problem develops with the projector (or other equipment) in your classroom, we can provide a portable projector fairly quickly until the problem is solved. If you experience any AV problems please report them to Mrs. Michelson (#4054) or Gary Campbell (#4130) ASAP.

5. Audiovisual Equipment List, Selective:

VHS Camcorders

Panasonic Digital Camcorders w/memory cards

Canon Digital Camcorder w/flash drive

Sony Mavica (87) Digital Camera w/floppy disc adaptor

Tripods

Headphones

VCRs

DVD Players

Portable Speaker w/lapel or head mikes

Computer Speakers, etc

Slide Projectors

Overhead Projectors

Opaque Projectors

Analogue TVs

CD and Cassette Players

LP Record Players

35mm Camera

MYCAP adaptor for closed captioning of TV and LCD proj

AV Carts (various sizes)

Screens, Portable

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