

International Students Library Guide Fall 2006

Important Library Numbers

Hours Hotline
(405) 744-5029

Reference Assistance
(405) 744-9775 or
(877) 744-9161 toll free

Circulation Desk
(405) 744-6812

Library Website
www.library.okstate.edu

Library Catalog
[http://osucatalog.library.
okstate.edu](http://osucatalog.library.okstate.edu)

Help accessing online journals
& databases
(Digital Library Services)
(405) 744-9161
(877) 744-9161 toll free

For Personal Assistance

Victor Baeza
Director, Graduate &
Research Services
405-744-1241
victor.baeza@okstate.edu

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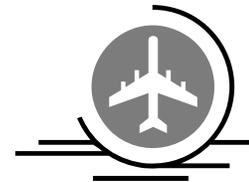
Fall 2006



Dear International Student,

The staff of the Edmon Low Library is pleased to present this brief guide to the many resources and services offered to assist you in your study and research. Some of you may not physically visit the library very often while at Oklahoma State University (OSU), so this guide will explain the physical library and its services as well as the electronic resources the library has available through the web. Within this guide you will find descriptions of the facilities, policies, procedures, and the print (paper) and electronic resources (web).

As a foreign student studying in another culture and educational system, you may have some difficulties adjusting to how library research is done at OSU and what is available to you through the libraries. The library system and its services may not seem different to many of you, but for some it may be somewhat different from those in your own country. This guide will introduce you to our library system. We hope that you will find the guide useful in your library research and that you have an enjoyable experience using the libraries on campus and their resources.



American Library Systems

Most American academic libraries use an "open stacks" system. This means that access to the books and periodicals (journals/magazines/newspapers) is not restricted. Librarians can help you in choosing what to look for and how to look for it, but you will go to the shelves yourself to find what you want. This means you will need to learn how to use the Libraries' web information systems (databases) and catalog to find call numbers and other location information. Because books on the same subject are usually shelved together, and we have an "open stack" system, you may also browse through the shelves for items you need. For journal/magazine articles you will also need to learn how to use subject indexes and databases to find article citations and full-text articles. In some countries, academic libraries provide course textbooks for students, but most American academic libraries do not, and the OSU Libraries are no different.

OSU Library System

Electronic resources are a very important part of doing research in the OSU Libraries. More and more indexes, abstracts, and journal/magazine articles are available in electronic format and are accessible remotely. This means you will be able to do research from home. To do this though, you will need to learn how to use the OSU Library web pages in order to best use the resources.

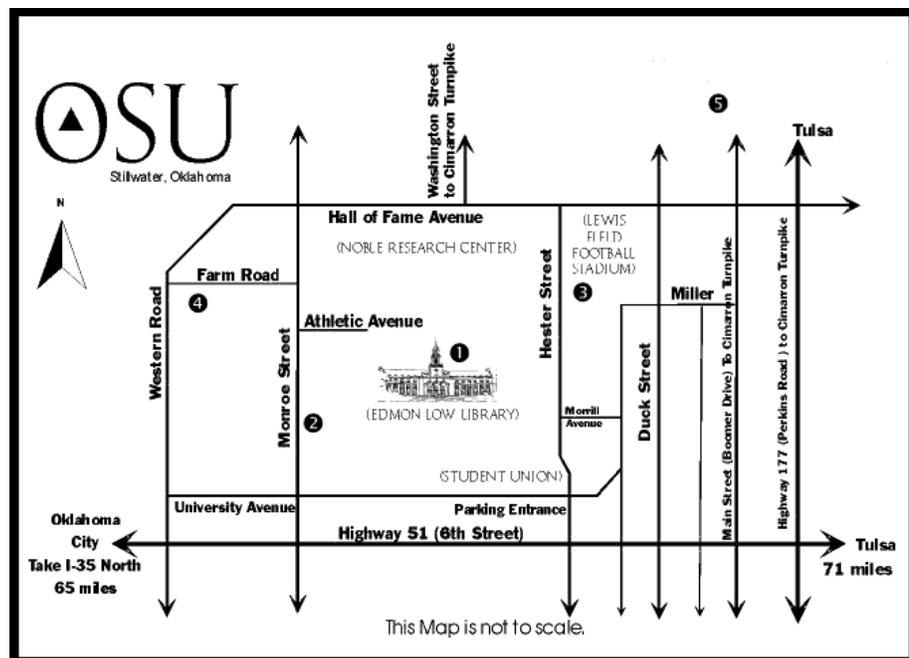
Tours and orientation sessions are held at the beginning of the academic year to help students learn how to use the library. Check the library web page at <http://www.library.okstate.edu> for a listing of any tours or orientation sessions, or visit the library. If you have questions or need assistance in using the library, please do not hesitate to ask at the Reference Desk (1st floor) or at the Government Documents Reference Desk (5th floor). Reference librarians are available to help you identify information and can show you, step by step, how to find books and other materials. If the librarian has a problem understanding you, try writing your question on a piece of paper and showing it to him or her, or show them the assignment sheet if your professor gave you one.

Campus Libraries

There are four libraries on the OSU Stillwater campus. In addition to the main Edmon Low Library building there are the Cunningham Architecture Library, the Mary L. Williams Curriculum Materials Library, and the William E. Brock Memorial Library in the College of Veterinary Medicine. Click on the “About the Library” link on the library home page at <http://www.library.okstate.edu> for the current hours, phone numbers, and location information.

Library Locations

1. Edmon Low
2. Curriculum Materials
3. Architecture
4. Veterinary Medicine
5. Annex



CIRCULATION SERVICES: 744-6812

Borrowing Regulations

Undergraduate students can...

- Check out up to 50 items
- Keep items for up to 30 days (loan period) for most items (special items, like videos and laptops, will have different due dates and times)
- Renew (check out again) most items either in person or by logging in to the OSU Catalog or by using the “Renew Online” link at the bottom of most library web pages.

Graduate students can...

- Check out up to 100 items
- Keep items (loan period) for up to 120 days for most items (special items, like videos and laptops, will have different due dates and times)
- Renew (check out again) most items either in person or by logging in to the OSU Catalog or by using the “Renew Online” link at the bottom of most library web pages.

Laptops

The Library has over 100 laptops for use by OSU students. All of the laptops are loaded with Microsoft Office (Word, Excel, PowerPoint, Access), Internet Explorer, and Netscape. The laptops are checked out for a five hour period of time and can be taken out of the library. They cannot be renewed, so they must be returned within the five hours. They are wireless and can be used anywhere on campus that has a wireless network. Laptops can be borrowed at the Edmon Low Library Circulation Desk. Everyone checking out a laptop must sign a Statement of Responsibility before using the laptops. The Statement of Responsibility specifies that users are responsible for a laptop while it is checked out to them and will be charged for lost, stolen, or damaged equipment. A fee sheet is attached to the Statement of Responsibility.

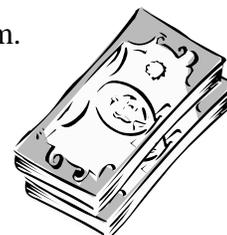
Student Laptops Facts

- Loan period is five hours.
- Laptops can be taken from the building.
- Applications and software can be installed on the laptop.
- Saved files or loaded software will be erased when computer is turned off.
- Do not leave the laptop unsupervised; you are responsible if it is lost, stolen, or broken.
- Return laptops to a circulation staff person; do not leave it on the counter.

Recalls

OSU students can recall items that are currently checked out. The person who has the item will have 14 days to return it after the recall has been placed. A recall can be done in person by going to the Circulation Desk or can be done through the libraries web pages. For online recalls go to the library's web page at <http://www.library.okstate.edu> and click on the "Services" link, then on the "Renew Your Books, Laptops, Etc.." link under the "Request It Online/Web Forms" section. People recalling books are notified by e-mail when items have been returned and are ready for them to check out. Recalled items will be held at the Circulation/Reserve desk for 10 days.

If a book you have is recalled, you will be notified by e-mail. The e-mail will include the new due date, which will be 14 days from the time the recall was placed. Remember to return recalled material on time. The fine for overdue recalled items is \$5 a day per item.



Fines and Lost Item Charges

Regular Items

The fine rate for regular overdue items is **25¢ per day per item**, but the fine rate for regular overdue recalled items is **\$5 a day per item**. Items not returned within 60 days of the due date are assumed to be lost and the borrower will be billed for the replacement of the item(s), plus a **\$20 non-refundable** processing fee per item. **Excessive unpaid fines can lead to the loss of library privileges.**

Reserve and Special Permission Items

Reserve items with a 2-hour loan have a **\$1.20 per hour per item** fine rate, while reserve items with longer loan periods have a **\$5 per day per item** charge. The fine for special permission items with a 2-hour loan period is **60¢ per hour per item**, and items with longer loan periods have a **\$1 per day per item** charge. If a recalled, reserve or special permission item becomes 30 days overdue, the borrower is billed for the replacement of the item(s), plus a **\$20 non-refundable** processing fee will be charged.

Replacement Costs

The replacement cost of a reserve test file is **\$20 plus a \$20 non-refundable** processing fee. If the reserve item is a photocopy, the replacement cost is **\$10 plus a \$20 non-refundable** processing fee.

Note: If you return a lost item(s) after you have been charged for it, only the replacement cost will be returned to you. The **\$20 processing fee is non-refundable**. All library users are charged for lost or damaged books checked out on their IDs.

Overdue Notices

All borrowers are responsible for observing due dates. Items not returned on time are subject to fines and/or replacement costs, plus a **\$20 non-refundable processing fee**. A courtesy notice is sent through e-mail before the item is due and two overdue notices are sent through e-mail as reminders before you are charged for the item(s).

Warning – all library notices are sent through e-mail. You must provide the Circulation Desk with an e-mail address so you can receive these notices.

Book Searches

Any patron may place a search request on an item that cannot be found in the library. If the OSU Catalog shows that an item is on the shelf, but you can't find it, a search can be place on it online. To place a search, go to the library web page at <http://www.library.okstate.edu> and click on the "Services" link. Then click on the "I Can't Find This Book on the Shelf!" link and fill out the form. Whether the item is found or not, an e-mail notification will be sent within 3 weeks concerning the resolution of the search. Items found are held for 14 days once the notification is sent and can be picked up at the Circulation/Reserve Desk.

Reserves

Reserves are things that instructors have asked the library to hold for their students. Most of the time they are things the library owns, but they can be items owned by the instructor that everyone in a class needs to use. Sometimes an instructor will put a copy of the class textbook on reserve for the students because the **library policy is to not purchase course textbooks**. Although most physical Reserve items are located at the Circulation/Reserve Desk on the first floor of the Edmon Low Library, some are located at the branch libraries, and some are available online through the library web page. If you have questions or difficulty accessing any of the files online, contact your instructor or Johnny L. Johnson, Head of Access Services at 744-9728.

INTERLIBRARY SERVICES (ILS)



Introduction

Interlibrary Services (ILS) is responsible for borrowing books and obtaining photocopies of articles the OSU Library does not own. It is our goal to put this material into your hands as quickly as possible. Though ILS transactions are processed through computers, response time on a request can vary from a few days to a few weeks, depending on the circumstances of the lending libraries, the time of year, as well as other factors.

Requests should be submitted electronically via the ILS web request forms. Placing requests through Interlibrary Services will require that you logon.

How to Logon

You must activate your OSU O-Key System account. The O-Key System will assign you a username and you will need to create your own password. This information is available from your "personal Profile" in the O-Key System. To access your "Personal Profile," login at <http://www.okey.okstate.edu>.

Example Username, pistol.pete@okstate.edu

Example Password, OSUrulez



Information about the O-Key system and the IT Migration can be found at <http://www.it.okstate.edu/migration/>. Please direct questions about this process to the IT Help Desk at 744-4357 or (877) 951-4836 (toll-free outside Stillwater).

First-Time Users

The first time you access the OSU Interlibrary Services Document Delivery System, you will need to follow the "First-Time Users" link to supply essential information about yourself, such as your name, address, email address, etc. Without this information, the library will NOT be able to send you notices when your requested material arrives, post electronic material to our server for your use, or grant you access to your previous requests. You will have to supply this information only once. In the future, once you have logged on, the system will recognize you. You will also be able to edit your information.

Visit ILS's web site at <http://www.library.okstate.edu/access/ils/index.htm>.

ILS Office Hours

Mon-Thurs 8 am - 5 pm
Friday 8 am - 5 pm
Saturday Closed
Sunday 10 am - 6 pm

These are for Spring and Fall semesters hours. Hours vary during breaks, holidays and intercessions.

Copyright Laws

All borrowing and photocopying of material is done within the provisions of the U.S. Copyright law and its guidelines, the National Interlibrary Loan Code of the American Library Association, and the Oklahoma Interlibrary Loan Code.



Most electronic resources have been purchased by the library for educational and research use by the OSU community. Licensing agreements prohibit access to these materials by unauthorized users. Nearly all data in almost all of the databases are protected by copyright, and all use is subject to the OSU Revised Appropriate Computer Use Policy. The policy is available online at http://it.okstate.edu/policies/pol_appr.php.

Articles, Electronic Delivery and Document Delivery

To request an article you will need to login to the ILS Document Delivery System using your O-Key Username and Password at <http://illiad.library.okstate.edu/illiad/ILL/logon.html>. Once logged in you just fill out the bibliographic (item) information on the appropriate request form.

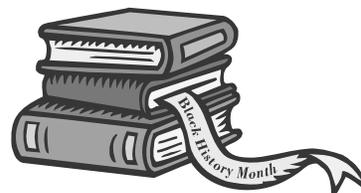
If the OSU Library subscribes to the journal in print and has the issue you requested, we will scan the article into the ILS Document Delivery System and notify you via e-mail that it is available electronically. If the Library subscribes to the journal electronically, we will send you an e-mail containing the URL for the article you requested. If the OSU Library does not own the journal or does not have the issue you need, we will submit a request to our extensive network of lending partners. Most articles are sent to ILS electronically and we will post these files as PDF's on the ILS Document Delivery System. Articles remain on the web server for 90 days. Articles can be viewed, printed or saved to disk and then deleted from the web server.

You will need a current version of Adobe Acrobat Reader and Netscape or Internet Explorer to view these files. These programs are freely available on the Internet.

Ordering Books or Theses

To borrow books or theses, search the OSU Library Catalog to see if the OSU Library owns the title. Using your O-Key Username and Password, login to the ILS Document Delivery System at <http://illiad.library.okstate.edu/illiad/ILL/logon.html>. Fill out the bibliographic data on the appropriate request form.

If the OSU Library owns the book or theses you are requesting, we will retrieve it from the stacks and place it on the Hold Shelf at the Circulation Desk in the Main Library if it is a book from the Main Library. Books will be kept on the Hold Shelf for one week, after which they will be returned to the main collection.



If the OSU Library does not own the book you have requested, we will again submit a request to our extensive network of lending partners. Usually, books are loaned free of charge, but most libraries will not lend reference works, rare or fragile materials, new publications or journals. Doctorial dissertations and master's theses are often supplied in microform. Due dates are set by the lending library and most lending libraries seldom allow renewals. Loaned materials are usually delivered via courier or US Postal Service. The average time to obtain a book is over a week. Books kept overdue are subject to a fine of \$5/day and will cause your circulation privileges to be blocked. Books and theses (items which must be returned) can be picked up at the Main Circulation Desk.

Annex Materials

Materials from the North Boomer Annex can be requested via the request forms at <http://www.library.okstate.edu/annex/requests.htm>. If you are affiliated with OSU, the link provided will take you to the ILS Document Delivery System Logon page. Complete the login process and fill out the appropriate request form. Articles will be scanned and posted to the ILS web server and accessible via the ILS Document Delivery System. Books and theses located in the Annex will be retrieved and placed on the Hold shelf at the Main Circulation Desk. Delivery times are posted on the North Boomer Annex Request Form page at the URL above.

If you are not affiliated with OSU, follow the links provided on the North Boomer Annex Request Form page at the URL above. Copies of articles and books retrieved from the North Boomer Annex will be available on the Hold shelf at the Main Circulation Desk.

Delivery Times

Delivery times are approximate, but you should plan on an average of 4 days for article requests. Some article requests may take longer. For particularly urgent situations, ILS may be able to obtain some articles more quickly. Because of increased cost and reliable service, we ask that you limit RUSH requests to those materials that are required for a project with a closely pending deadline. Check with ILS personnel before submitting a RUSH request.

Books, theses and other returnable materials must be delivered to us via courier or the US Postal Service and thus take longer to receive. The average time to receive books is 2 weeks. Some materials may take longer.

Open URL

Many of the indexes and databases subscribed to by the OSU Library have Open URL capability. While viewing an item record in WorldCat for instance, if you want to borrow a book we do not own, click on the “Borrow from Another Library” link. This will open a login dialog box and a request form in the OSU ILS Document Delivery System. Much of the bibliographic information should automatically be completed on the request form. If there is missing or erroneous data, you can copy and paste this into the request form.

REFERENCE SERVICE: 744 -9775

Reference staff can help you...

- find information on a topic;
- develop search strategies for research papers;
- search catalogs, databases/indexes, and web;
- locate facts and statistics;
- assist with remote access to library resources
- find books and journal/magazine articles.



Reference can also provide...

- answers to questions on library services/resources;
- instruction on the uses of the library;
- guidance on information tools beyond the library;
- helpful subject research guides;
- directions to good electronic research tools

Public Computer Stations

There are four types of public computer stations available for OSU students at the various library locations:

Edmon Low Library

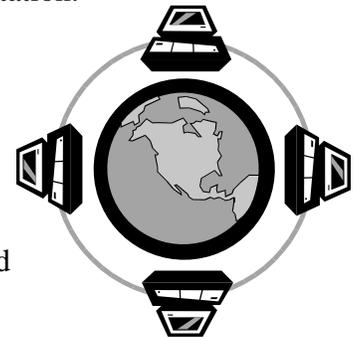
- Computers with Internet access, including Library Internet-delivered databases and public catalog, and Microsoft Office are found on the First and Fifth Floors.
- Limited Internet access to Library Internet-delivered databases and public catalog only are on the First Floor.
- OSU public catalog only. These are found on Basement, First, Third, and Fourth Floors.
- Adaptive technology stations, for hearing and visual impairments, are found on First Floor.

Curriculum Materials Library

Located in the basement of Willard Hall, the CML has public Internet stations along the north, west and south walls. There is one wheelchair height workstation.

Architecture Library

Located on the 2nd floor of the Architecture Building, the Architecture Library has 3 public Internet stations with access to the AIA Architecture Index and Sweet's Catalog for Architects and Engineers on CD.



William E. Brock Memorial Library at the OSU Center for Veterinary Health Sciences

Located in 102 McElroy Hall, the William E Brock Memorial Library has six public workstations, an assistive technology computer station, one OSU Library Catalog Only terminals (one in east stacks room and one in west stacks room), and a Veterinary Medicine Computer Reference terminal which provides access to CD and online resources whose licensing. The Library also has wireless internet access for current OSU Faculty, Staff, and Students who provide their own equipment. There is one laptop that may be checked out by current OSU faculty, staff, and students. For additional information visit www.library.okstate.edu/vetmed/services/pubcomp.htm.

Off-Campus Access Instructions (EZ Proxy)

The OSU Library offers off-campus access to students to online journals, indexes, databases and services through EZProxy. Links to EZProxy can be found at the bottom of most OSU Library web pages. More information and access instructions for EZProxy may be found on the web at <http://www.library.okstate.edu/dls/ezproxy.htm>. If you have questions about EZProxy contact Digital Library Services at lib-dls@okstate.edu, 405-744-9161 or toll free outside Stillwater 877-744-9161.

EndNote

EndNote is a personal citation/bibliography manager program that runs on Macintosh and Windows computers. It makes creating and managing bibliographies a lot easier because it organizes references in a database, which then can be used to with a word processor (i.e., Microsoft Word) to format citations, create bibliographies automatically, and insert citations in your text or footnotes.

EndNote is available for **FREE** to OSU Students through the Edmon Low Library. Students may install the software on a campus computer, as well as on a laptop or home computer. **The total number of installed copies per registered user must not exceed two.** You can get the software online at <http://www.library.okstate.edu/bibmanager/index.htm>, or by going in person to the Digital Library Services office located in the Library Dean's Office. If you have questions about EndNote contact Digital Library Services at lib-dls@okstate.edu, 405-744-9161 or toll free outside Stillwater 877-744-9161.

Subject Specialist Contact List

Subject	Specialist	Phone	e-mail Address
Accounting	Roy Degler	744-6541	roy.degler@okstate.edu
African American Studies	Helen Clements	744-9774	helen.clements@okstate.edu
Agricultural Economics	Steve Locy	744-3272	steven.locy@okstate.edu
Agricultural Education, Communications and 4-H	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Animal Science	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Anthropology	Helen Clements	744-9774	helen.clements@okstate.edu
Applied Behavioral Studies	Dan Chaney	744-9772	dan.chaney@okstate.edu
Architecture	Susan Bobo	744-6047	susan.bobo@okstate.edu
Art	Tori Gregory	744-5944	tori.gregory@okstate.edu
Aviation and Space Education	Donna Schwarz	744-6310	donna.schwarz@okstate.edu
Biochemistry and Molecular Biology	Kiem-Dung Ta	744-9743	kiem.ta@okstate.edu

Subject	Specialist	Phone	e-mail Address
Biosystems and Agricultural Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Botany	Jao-Ming Huang	744-3157	jao_ming.huang@okstate.edu
Business	Steve Locy	744-3272	steven.locy@okstate.edu
Chemical Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Chemistry	Kiem-Dung Ta	744-9743	kiem.ta@okstate.edu
Civil and Environmental Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Communication Sciences and Disorders	Tori Gregory	744-5944	tori.gregory@okstate.edu
Computing Sciences	Kevin Drees	744-9751	kevin.drees@okstate.edu
Counseling and Counseling Psychology	Dan Chaney	744-9772	dan.chaney@okstate.edu
Curriculum and Instruction	Donna Schwarz	744-6310	donna.schwarz@okstate.edu
Design, Housing and Merchandising	Tori Gregory	744-5944	tori.gregory@okstate.edu
Economics and Legal Studies in Business	Steve Locy	744-3272	steven.locy@okstate.edu
Educational Administration and Higher Education	Tori Gregory	744-5944	tori.gregory@okstate.edu
Educational Psychology	Dan Chaney	744-9772	dan.chaney@okstate.edu
Electrical and Computer Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Engineering Technology Division	Kevin Drees	744-9751	kevin.drees@okstate.edu
English	David Oberhelman	744-9773	d.oberhelman@okstate.edu
Entomology and Plant Pathology	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Finance	Victor Baeza	744-1241	victor.baeza@okstate.edu
Foreign Languages and Literature	Tori Gregory	744-5944	tori.gregory@okstate.edu
Forestry	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
General Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Geography	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Geology	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Health, Physical Education and Leisure Studies	Tori Gregory	744-5944	tori.gregory@okstate.edu
History	Roy Degler	744-6541	roy.degler@okstate.edu
Horticulture	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Hotel and Restaurant Administration	Steve Locy	744-3272	steven.locy@okstate.edu
Human Development & Family Science	Helen Clements	744-9774	helen.clements@okstate.edu

Subject	Specialist	Phone	e-mail Address
Industrial Engineering and Management	Kevin Drees	744-9751	kevin.drees@okstate.edu
Journalism and Broadcasting	Steve Locy	744-3272	steven.locy@okstate.edu
Landscape Architecture	Susan Bobo	744-6047	susan.bobo@okstate.edu
Latino/Latin American Studies	Helen Clements	744-9774	helen.clements@okstate.edu
Management	Rich Paustenbaugh	744-5271	rich.paustenbaugh@okstate.edu
Management Science and Information Systems	Victor Baeza	744-1241	victor.baeza@okstate.edu
Marketing	Steve Locy	744-3272	steven.locy@okstate.edu
Mathematics	Kiem-Dung Ta	744-9743	kiem.ta@okstate.edu
Mechanical and Aerospace Engineering	Kevin Drees	744-9751	kevin.drees@okstate.edu
Microbiology and Molecular Genetics	Jao-Ming Huang	744-3157	jao_ming.huang@okstate.edu
Music	David Oberhelman	744-9773	d.oberhelman@okstate.edu
Native American Studies	Helen Clements	744-9774	helen.clements@okstate.edu
Nutritional Science	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Occupational and Adult Education	Tori Gregory	744-5944	tori.gregory@okstate.edu
Philosophy	Roy Degler	744-6541	roy.degler@okstate.edu
Physics	Kiem-Dung Ta	744-9743	kiem.ta@okstate.edu
Plant & Soil Sciences	Vicki Phillips	744-6309	vicki.phillips@okstate.edu
Political Science	Steve Locy	744-3272	steven.locy@okstate.edu
Psychology	Dan Chaney	744-9772	dan.chaney@okstate.edu
Religious Studies	Roy Degler	744-6541	roy.degler@okstate.edu
Research, Evaluation, Measurement and Statistics	Dan Chaney	744-9772	dan.chaney@okstate.edu
School Psychology	Dan Chaney	744-9772	dan.chaney@okstate.edu
Sociology	Helen Clements	744-9774	helen.clements@okstate.edu
Speech Communications	Dan Chaney	744-9772	dan.chaney@okstate.edu
Statistics	Kiem-Dung Ta	744-9743	kiem.ta@okstate.edu
Telecommunications Management	Steve Locy	744-3272	steven.locy@okstate.edu
Theatre	Tori Gregory	744-5944	tori.gregory@okstate.edu
Veterinary Medicine	Heather Moberly	744-6655	heather.k.moberly@okstate.edu
Women's Studies	Helen Clements	744-9774	helen.clements@okstate.edu
Zoology	Jao-Ming Huang	744-3157	jao_ming.huang@okstate.edu