# WCU Libraries User Guide 2014

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Circulation/Reserve Department

The Circulation Department is responsible for circulation of materials, book searches, the new book area, maintenance of the stacks, overdue notices and the Reserve Desk.

Hours: Normal hours of service are:

- Monday - Thursday  7:30 am - 2:00 am
- Friday            7:30 am - 6:00 pm
- Saturday          10:00 am - 6:00 pm
- Sunday            12:00 noon - 2:00 am

Faculty and Staff Borrowing Privileges:

http://www.wcupa.edu/library.fhg/policies/faculty.asp

Faculty and staff borrowing privileges are available only to those with appropriate identification.

If a book is damaged or lost while borrowed, the borrower will be charged for its repair or replacement.

Temporary and retired faculty and staff have the same library privileges as other faculty and staff.

Faculty and staff may borrow books for an entire semester (subject to recall). An exception is juvenile books which have a two-week loan period.

All books borrowed by faculty and staff are subject to recall after one month.

Faculty and staff will receive four overdue or recall notices. The fourth and final notice will give specific warning of the measures to be imposed for failure to act.

If, after ten days, a faculty or staff member fails to act on the final notice, the library will withdraw all borrowing privileges and will impose fines. Once the books are returned and the fines paid, the faculty or staff member will regain all library privileges.

Where appropriate, these guidelines also apply to other materials.

Disputes concerning books, withdrawal of privileges, and fines will be heard by a panel consisting of the Director of the Library, the Chair of the Library Advisory Committee, and another member of the Library Advisory Committee.

Maintenance of Stacks

Patrons are requested to alert the Circulation Desk staff if stacks are in disorder so that the condition can be corrected. Assistance will also be provided in locating any items.

Reserve Policies and Procedures: http://subjectguides.wcupa.edu/faculty
Electronic Reserves

Electronic Reserves (ERes) makes it possible to place articles, book chapters, sample exams and other documents on course pages on the Web. The system is user-friendly and allows viewing and printing from any convenient computer.

Faculty can submit items for electronic reserves in a variety of ways. Digital formats such as links are preferred to print materials. Electronic items can be emailed as an attachment to ewilliams2@wcupa.edu along with a form available at http://subjectguides.wcupa.edu/faculty

If a reading is available only in print format, please submit a photocopy, not an original book or journal, to be scanned to PDF format. Photocopies must be legible and clear.

ERes pages can be accessed via the Library homepage or by going directly to ERes at http://eres.wcupa.edu/courseindex.asp.

Print Reserves

While electronic reserves has replaced print reserves in most cases, some materials, such as books, prohibitively lengthy documents, and items that cannot be scanned legibly, are better suited for print reserves. Those materials are shelved or filed at the reserves desk, where they are available to students for a time period designated by the instructor. Most print reserves items must be used in the Library, but instructors may choose to allow items to be checked out for periods ranging from a few hours to a few days to a few weeks. Faculty is encouraged to place a copy of the course textbook on reserve. Items owned by faculty can also be placed on Reserve and will be returned to the owner when removed from reserved status.

To place items on reserve in print form, please bring the materials to the reserves desk. About one week’s processing time is requested, especially at peak times such as the beginning of a semester. If time allows, materials can be mailed to reserves along with a completed form, which is available for download at: http://www.wcupa.edu/library.fhg/printReserves.aspx

In accordance with U.S. copyright law, the Library will place only one copy of a copyrighted work on reserve. To place multiple copies on reserve, permission must be obtained from the copyright holder. Guidelines for obtaining copyright permission are available at the reserve desk.

Collection Development

Collection development is the responsibility of the subject coordinators/librarians who work with the faculty liaisons appointed by their respective departments.

Book selection and withdrawals are done with input from the departmental faculty. Guidelines for these activities are included in the library's collection development policy which may be found at http://www.wcupa.edu/library.fhg/documents/coll_dev_policy.pdf

Library purchase requests can be made by email to the appropriate subject coordinator or electronically from the library home page. Under the “ABOUT US-FACTS AND FIGURES” category, select Library Purchase Request and complete the required information. http://www.wcupa.edu/library.fhg/orderrequest.asp

To request scores, recordings or other materials for the Presser Music Library, please contact the library directly at 610-436-2430 or email a member of the staff.
Book Orders: Requests will be checked against the current holdings and sent through the order process. When the order is placed a record appears in the online catalog.

New books are held on the *New Books* shelf in the QVC Information Commons for one week before being shelved in the main collection.

Rush Book Orders: Certain book orders will be given “rush” status if there is a real need to have the book at a certain time. Typically, rush orders are for books to be placed on “Reserve.” Faculty should contact the appropriate subject coordinator (see last page) when rush orders are necessary.

Budget Considerations: The library materials budget fluctuates from year to year, depending on the total university appropriation. However, the library staff usually can purchase materials to accommodate student and faculty needs.

Copyright Guidance:

The following are recommended to assist faculty, students and staff with questions related to copyright:

A. Resource Guide on Copyright and Intellectual Property: [http://subjectguides.wcupa.edu/intellectualproperty](http://subjectguides.wcupa.edu/intellectualproperty)

B. Library Services Copyright Blog: [http://ramble.wcupa.edu/copyright](http://ramble.wcupa.edu/copyright)

C. WCU’s Copyright Website: [http://www.wcupa.edu/_admin/provost/copyright/](http://www.wcupa.edu/_admin/provost/copyright/)

D. PA State System of Higher Education Copyright Website: [https://secure.passhe.edu/asa/copyright/default.aspx](https://secure.passhe.edu/asa/copyright/default.aspx)  Access by entering your secure university ID and password.

For additional information contact: Stephen Marvin, smarvin@wcupa.edu, 610-436-1068.

Digital Commons @ West Chester University

The Digital Commons @ West Chester University is a new, open-access institutional repository highlighting West Chester University scholarship and creative activities. Digital Commons @ WCU is both a showcase and a digital repository which preserves articles and other works permanently as part of the West Chester University Libraries’ digital collections and makes them openly accessible for all Internet users worldwide.

Digital Commons @ West Chester University is not just for previously published articles. It’s also an excellent platform for original online journal publishing and a perfect showcase for a wide range of scholarship and creative work, including conferences, studio art exhibitions, oral histories, working papers, and other “gray literature.” It supports all types of files, including images, slide decks, posters, and streaming media.

Digital Commons @ WCU also includes Selected Works, a feature which allows faculty to maintain a portfolio of their work and to receive notification of active interest in these works.
The Library Services administrator for Digital Commons @ West Chester University is Walt Cressler, Wcressler@wcupa.edu and his LibGuide for the Digital Commons can be found at: http://subjectguides.wcupa.edu/digitalcommons

Documents and Maps Department

Collection: The Federal and Pennsylvania Documents and the Mather Cartographic Resource Center are responsible for the acquisition, maintenance, bibliographic control and retrieval of federal and state government publications and maps, in electronic or paper format. The FHG Library is a selective depository for federal and state publications. The material selected for the documents collections supports the West Chester University curriculum.

Most of the material in the collection dates from 1967 when the library was designated a federal depository. The library has retrospective holdings of the Congressional Record, Census and education materials. A limited Chester County collection is also available.

Geographic Information Systems (GIS) software is available on two computers in the Government Documents area and Room 309. Google Earth is available on all library computers.

Access: Beginning in 1996 all new U.S. government documents were added to PILOT, the WCU online catalog. Patrons can also access government publications through library databases, free government websites and print indexes. Only a small number of U.S. government documents published before 1996 are listed in the catalog. Beginning in 1992 all Pennsylvania documents are listed in the catalog. For assistance with the collection, contact Government Documents Librarian Awilda Reyes, 610-436-3206 or areyes@wcupa.edu.

Reference Service and Instruction: Reference service is provided in the department during daytime hours, Monday through Friday. Evening and weekend help is provided through the Reference Desk and/or special arrangements with the documents and maps librarian.

Library class sessions and one-on-one personalized sessions are available upon request.

Classification Systems: Government documents are not arranged by the Dewey Decimal system. They are classified by the Superintendent of Documents (SuDocs) classification system. This is an alphabetical-numerical notation that is used to locate federal government publications in most depository collections. Maps are filed using the Library of Congress classification system.

Exception: Municipal and international publications are not included in the documents and maps department. They are included in the library’s catalog and are shelved in the main collection.
Faye A. Collicott Children's Room

**Collection:** The Faye A. Collicott Children's Room contains an excellent collection of children's books for preschool through young adult. It has been developed to support the elementary and secondary education children's literature courses, as well as to support pre-service education students in developing lesson plans or bibliographies with appropriate subject materials. A historical collection for retrospective study is housed in the Special Collections Room and is available by appointment only.

**Circulation:** All materials circulate with the exception of reference books. Faculty, students, and staff (as well as their families) are welcome to borrow books using their WCU ID card.

**Access:** Remember the following points when using the Children's Literature Collection:

- The children's collection includes fiction, nonfiction, reference, and picture books arranged in separate sections. Reference books are non-circulating.

- All books in this collection have a “j” preceding the call number. Nonfiction books follow the Dewey decimal classification. Fiction books are filed by the first three letters of the author's last name. Picture books are filed by the author with “jP” labeled on top.

- The books in the children's collection are listed in the online catalog. To locate award-winning books, search by subject “Caldecott Medal” or “Newbery Medal.”

**General Information**

**Change Machines:** A five dollar bill changer is located on the first floor in Serials Department near the Starbuck’s Café, and on the second floor near the Circulation Desk.

**Classrooms:** FHG Library classrooms (309 and 409) are reserved by reference staff. Each room has use restrictions. Questions about classroom use may be directed to the reference desk at 610-436-2453.

**Café:** A Starbucks coffee café is located on the first floor of the library. Café hours are posted on the web at: [http://www.campusdish.com/en-US/CSE/WestChester/Locations/Starbucks.htm](http://www.campusdish.com/en-US/CSE/WestChester/Locations/Starbucks.htm)

**Graduate Lounge:** Room 608: Room use is available to currently enrolled graduate students. Access is gained by inputting a keypad code which is available from the reference and/or circulation staff upon presentation of a current WCU ID.

**Group Study Rooms:** Two rooms in the FHG Library are dedicated to group study: the QVC Group Study Room 252 and Room 611. Both rooms are available on a first-come, first-served basis.

**Lost and Found:** Circulation Desk, main floor. Call 610-436-2946.

**Lockers:** Inquire at the Circulation desk for availability of lockers to store research materials. All library materials kept in lockers must be checked out.

**Meeting Rooms:** Two rooms may be reserved for group, not individual, use. The following room is reserved by Library Administration, 610-436-2747: 615 (Special Collections- in conjunction with the Special Collections Librarian). Room 103 is reserved by IMC staff, 610-436-3395. Questions about meeting rooms may be directed to the appropriate department.
Microform Printers and Scanners: Micro card, microfilm and microfiche printers/scanners are located on the 1st floor near the Serials office area (Room 127). Older printers accept dimes only. A coin changer is located nearby.

Photocopiers: Located on the first and second (main) floors if the FHG Library, the charge is $.10 per copy. Copiers will accept nickels, dimes and quarters or copier cards. Change machines are available for $1 and $5 bills. Copier cards may be purchased in any denomination from a Vendacard machine at the FHG Library main circulation desk.

Quiet Floors in FHG Library: Floors 4, 5, and 6 are designated “Quiet Floors.” There is also a quiet reading room (207) on the second floor near the Reference Desk.

Rest Rooms: On each floor.

Scanners: Public-use scanners are located in the QVC Commons area (2nd Floor) and in the IMC (1st Floor).

Telephones: On-campus only phones are located on the 3rd through 6th floors.

Vending Machines: Two vending machines dispensing beverages, snacks and selected supplies are located on the FHG Library 1st floor in the Serials area near the Children’s Room.

Hours for the University Libraries: Fall and Spring Semesters

Francis Harvey Green Library
- Monday-Thursday: 7:30 am - 2:00 am
- Friday: 7:30 am - 6:00 pm
- Saturday: 10:00 am - 6:00 pm
- Sunday: 12:00 noon - 2:00 am

There is no reference service after 10:00 pm. Hours at other service desks in the library are posted in the appropriate areas.

Presser Music Library
- Monday – Thursday 8:00 am – 10:00 pm
- Friday 8:00 am – 6:00 pm
- Saturday 1:00 pm – 5:00 pm
- Sunday 5:00 pm – 9:00 pm

Summer Sessions: Summer hours of operation are reduced from the regular academic year. Hours are announced in advance of each summer session.

Interim Periods: Variations in library hours are posted on the library entrance doors and on the library web page: http://www.wcupa.edu/library.fhg/hours.asp

For the most current information on library hours, please call:

FHG Library: 610-436-2946 (Circulation) ~ Presser Music Library: 610-436-2430 (Main Desk)
Instructional Media Center (IMC)

Access: Equipment, including laptops, is available when the IMC is staffed. While classes are in session, the IMC is staffed:

- Sunday       Noon – Midnight
- Monday-Thursday 8:00 am – Midnight
- Friday       8:00 am – 6:00 pm
- Saturday     10:00 am – 6:00 pm

The book collection is in open shelving and available all hours the library is open. Materials may be checked out at the main circulation desk on the 2nd floor of the library when the IMC is not open.

Collection

- Textbooks (K-12), teacher resource books, multi-media kits, posters, CD-ROM programs, audio CDs (including two sound effects collections), videos, DVDs, and other kinds of materials are located in the IMC. All materials are described in PILOT, the online catalog, except posters and pictures.
- Ellison die cut machines and a selection of two alphabet/numeral sets (3 inch and 1¼ inch) and over 300 shapes are available. User must provide paper.
- Scanner (no printer attached).
- The IMC maintains a small collection of circulating equipment for use by the university community. Please check with the IMC staff for details.
- Laptop computers with applications software and wireless Internet access are available for use in the library with a two-hour loan limit. Fines are imposed for late laptop returns.

Services

Contact the IMC Librarian, Trish Lenkowski, 610-436-3393, or plenkowski@wcupa.edu to:

- Request for purchase any type of media on any level as well as K-12 instructional materials.
- Schedule a class session for a methods class or to introduce students to materials in the IMC.
- Schedule classes in the IMC for a class or laboratory session using textbooks or other instructional materials.
- Locate textbooks, syllabi, media, etc. for class use.

Contact the IMC staff at 610-436-3395 to:

- Request an equipment loan.
- Arrange for use of equipment in the library.
- Schedule room 103 or the IMC area for preview or class use of videos/DVDs.
- Obtain production work with costs charged to the department: poster printing, comb binding and laminating (up to 27”).
Circulation

- Books circulate for 28 days.
- DVD/VHS formats circulate for one week to faculty/staff and three days to students.
- Reserve media and books are limited to library use only during IMC hours.
- Library materials or personal media may be placed on reserve subject to copyright restrictions.
- Equipment loans are generally for one week to faculty/staff and three days to students.
- Equipment must be picked up and returned to the IMC during normal IMC hours.

Fines

<table>
<thead>
<tr>
<th>Item</th>
<th>Loan Period</th>
<th>Late Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video/DVD</td>
<td>3 day loan</td>
<td>$1.00/day late fee</td>
</tr>
<tr>
<td>IMC/Library Equipment</td>
<td>3 day loan</td>
<td>$3.00/day per piece bar-coded (can be up to 5 items per camera/camcoder/projector/etc.)</td>
</tr>
<tr>
<td>Laptops</td>
<td>2 hour loan</td>
<td>$.08/minute late fee (library use only)</td>
</tr>
</tbody>
</table>

You can help us help you by providing:

- Information about newly published textbooks and contributions of any free materials.
- Suggestions for educational materials and media for purchase.
- Cooperation in directing students to the IMC and its varied materials and services.
- Cooperation in reserving materials which will be assigned and/or receive heavy usage.

Interlibrary Loan (ILL) Options

Interlibrary Loan (ILL) is a transaction in which library materials or copies of library materials are loaned from one library to another. These loans are made for research purposes and only for materials not owned by the requesting library. There is no charge for these services. We do not borrow textbooks that are required for a class.

- **ILLIAD** facilitates the borrowing of journal articles, dissertations and books (not available from E-Z Borrow). Articles usually arrive within two business days. You must use ILLIAD to request articles but books may be requested using E-Z Borrow.

- **E-Z Borrow (PALCI)** allows the patron to search the combined catalogs of over 50 Pennsylvania and New Jersey academic libraries. Patrons are able to request books online and pick up the books at the WCU Library Circulation Desk. Please login using your 16-digit barcode. If you need help with finding your barcode, please contact the ILL Department at illoan@wcupa.edu.

**ILL Request Forms and Processing Times**

A link to ILL is available on the FHG Library's home page. If you are a first time user of the Interlibrary Loan Service, please register by using the “First Time Users” link in red. Please complete the form as accurately and completely as possible (including ISSN and ISBN numbers if available).
Requested articles will be posted to the requestor’s Illiad account and will remain accessible by the requestor for 15 days from the date of posting. Some articles will be sent through email accounts.

ILL books can be retrieved at the Circulation Desk.

Charges

The library assumes payment for all charges including photocopies if such charges are rendered by the lending library. The library cannot assume payment if the patron loses borrowed materials. In this instance, the ILL Department will request that the patron write a check or obtain a money order made payable to West Chester University. The ILL Department will assume responsibility for sending payment to the lending library.

Restrictions

REQUESTS MAY BE LIMITED TO 5 REQUESTS PER DAY PER PATRON.
If you request more than 5, please prioritize.

Please note: The Pennsylvania Interlibrary Loan Code (1994) does place restrictions on the types of materials that may be requested, for example: core reference books, rare books, current year publications, and periodicals in original form are not eligible for loan.

ILL Services for Distance Education Students:

Interlibrary Loan will borrow books from lending libraries and will send to your home address. ILL will also lend books from our collection and send with a UPS paid label for returns. To order items, go to the Library Services Page, and click on “Interlibrary Loan” on the right side of the webpage. Next, click on “ILLiad” (second option) and set up an account under “first time users”. Choose Distance Education as a status on the form. It may take some time for books from lending libraries to reach you. Consider ordering a chapter instead; be sure to include chapter title or page numbers in your order. Please remember:

- To qualify for services, the student must not take any classes on the main WCU campus – all classes must be online, at the Graduate Center, in Philly, or some combination of those.
- Distance Ed students submit requests for books (and for article scanning) through Illiad:
- Distance Education students should not use E-Z Borrow.
- When setting up an Illiad account, you must identify yourselves as a Distance Ed student (in the Status field).

Books will be sent to homes via UPS, along with a pre-paid UPS return label; ILL takes care of this shipping process.

- Books should come in about 5 business days.
- When returning books, students must drop the packaged books with the return label in a UPS box or store.
- If students call for UPS pick-up from their home, they will be charged.

Books cannot be turned in/ship to the Graduate Center or Philly Center. There is not a secure location for pickup/dropoff in either location.
Books borrowed from WCU Libraries have the usual borrowing time, plus one week (travel time) and can be renewed by contacting ILL via phone 610-436-3454 or email illoan@wcupa.edu. Interlibrary loaned books will be due according to the policies of the loaning libraries.

**Library Conduct Policy:**  [http://www.wcupa.edu/library.fhg/policies/](http://www.wcupa.edu/library.fhg/policies/)

Our library conduct policy provides guidelines for acceptable behavior when using the WCU Libraries. This policy has been approved by our Library Advisory Board, the Provost and University legal counsel. While we encourage use of the libraries by the University and wider community, we require that certain minimum standards of civility and respect be maintained. Penalties for non-compliance are outlined and will be enforced by library personnel and WCU Public Safety officers as appropriate.

**Library Instruction**

Reference librarians offer hands-on, discipline-specific introduction to research strategies and resources to your classes. Although librarians provide instruction for many writing (WRT) courses, we encourage faculty from all disciplines to bring their classes for more specialized or advanced instruction in library resources and services.

Library instruction is usually provided in (but not limited to) the library classrooms in room 309 and 409. Room 309 is equipped with 30 networked computers and a projector. Room 409 has a Smart Board and may be custom configured for varied seating arrangements. Librarians will also work with you to create effective research assignments and up-to-date research guides and bibliographies.

If you also plan “library days” with your class, we strongly recommend that you schedule the classroom in Room 309 for use with your students. We encourage you to ask a librarian to participate in these “library day” sessions.

To schedule a class, or find out more about library instruction, please call the Reference Desk at 610-436-2453 or contact your Subject Coordinator Librarian.

**Presser Music Library:**

| Regular Hours: | Monday – Thursday | 8:00 am – 10:00 pm |
|               | Friday            | 8:00 am – 6:00 pm |
|               | Saturday          | 1:00 pm – 5:00 pm |
|               | Sunday            | 5:00 pm – 9:00 pm |

**Collection:** Located on the first floor of the Swope School of Music Building and Performing Arts Center (SOM 121), the music library houses:

- More than 2,000 music reference books; 10,000 books about music; and 60 current music periodicals.
- Over 31,000 music scores, including collected editions and monuments, full scores, and music for solo performers and chamber ensembles.
• More than 22,200 CDs, 2,000 DVDs, and 30,000 LP records covering all style periods and genres of music, including classical, jazz, folk, world, and popular music.

• Extensive online resources including the Naxos and Alexander Street streaming audio databases; the Alexander Street collection of online scores; the Naxos Video Library and Opera in Video collections; Oxford Music Online and the Garland Encyclopedia of World Music; and the Music Index, RILM, and IIMP indexes to periodical literature.


Circulation: The facilities and services of the Presser Music Library are available to the entire university community. All materials circulate, with the exception of reference books, periodicals, and collected/historical editions of music scores. Limited borrowing privileges are also available to community members.

• Music scores and books circulate for 6 weeks to students, and 1 semester to faculty/staff.
• CDs and LPs circulate for 7 days to students, and 1 semester to faculty/staff.
• DVDs circulate for 3 days to students, and 1 week to faculty/staff.

All materials are subject to WCU Library Services policies relating to renewals, overdue fines, and recalls.

Access: All physical music library materials and many online resources are listed in PILOT, the online catalog, and may also be accessed via the VuFind or OneSearch interfaces. More information about searching for materials is available in the Library Services Website section of this guide.

Online resources may be accessed at any time, on-campus or off, by current faculty, staff, and students with valid WCU log-in credentials. The Music Research Guide contains links to all music-related online resources: http://subjectguides.wcupa.edu/c.php?g=61450

Services:

• Information literacy instruction is available for music classes. Sessions can be tailored for specific assignments and may take place in the classroom, the Presser Library, or instruction rooms in the FHG Library (see the Library Instruction section, above). Instruction is hands-on and interactive, and focuses on the identification, critical evaluation, and use of music information. In-depth, one-on-one research consultations are also available. Email Music Librarian Tim Sestrick at tsestrick@wcupa.edu or call 610-436-2379 for more information, or to schedule a consultation or instruction session.

• The Presser Music Library staff, 610-436-2430, is pleased to provide reference service in all areas of the music library to any patron seeking assistance.

• The Library maintains 16 PC workstations with Microsoft Office software, both Finale and Sibelius notational software, and Auralia music theory software. Laptop computers with applications software and wireless internet access are available for use in the library with a two-hour loan limit. A digital scanner and a copier machine are also available.
Library staff welcome recommendations from faculty regarding new purchases to support teaching and learning in the School of Music. See the Collection Development section above, or contact Tim Sestrick for more information.

Music course reserves are kept at the circulation desk.

**QVC Information Commons and Collaborative Study Area**

The QVC Information Commons is located on the second floor of the FHG Library to the right of the circulation desk. This is a comfortable, self-service location to:

- Check email
- Access D2L and other Web resources
- Print course documents
- Use Microsoft Office
- Browse the display of *New Books* and *Popular Books*
- Enjoy rotating collections of student and faculty art

The Commons is available whenever the FHG Library is open. Help desk assistance is provided during posted hours.

Two computers have been designated for public access. They do not connect to network printers.

The QVC Collaborative Study Area (Room 252) is specially designed for group project work. This state-of-the-art study facility features five pod computer stations with 42” professional LCD monitors, each pod accommodates five students. Laptops may be connected to the monitors for those who prefer that option. WCU students and faculty may take advantage of this exceptional facility on a first-come, first-served basis whenever the library is open. Room use restrictions include no food or beverages.

**Francis Harvey Green Library Reference Services**

**Reference Collections**

The Reference Desk and Reference Reading Room are located on the main (second) floor of the library. The reference collection contains a wide variety of subject-specific reference materials including specialized encyclopedias in English and in foreign languages. Surrounding the Reference Desk are 30 computer workstations with access to the Library catalog (PILOT), hundreds of specialized databases, and the Internet. The Reference Reading Room is a quiet study area housing a variety of bibliographic and reference materials.

Among our growing collection of electronic reference tools are:

- *Blackwell Reference Online*: Full-text reference books on a wide-range of topics.
- *Credo Reference*: Cross-searchable set of over 550 reference books on many topics.
- *CRC Handbook of Chemistry and Physics*
- *Kirk-Othmer Encyclopedia of Chemical Technology*: Covers the chemical industry and related fields.
• Oxford English Dictionary (OED): Definitions, pronunciation, and history of over 500,000 English language words past and present.

• Reference Universe: Search this database to locate print and online reference books.

• Safari Tech Books: Online books for information technology, business and management.

• World Who’s Who: Searchable database which includes more than 25,000 famous people.

Additional Databases Available through the Keystone Library Network (KLN)

• The West Chester University Library Services participates in the Keystone Library Network (KLN) with other Pennsylvania State System of Education university libraries, several smaller academic libraries, and the State Library of Pennsylvania. All state employees, including WCU faculty and staff, have access to State Library databases. These databases are not available to students, since they are not state employees. A list of available databases can be found on the State Library’s website, http://www.portal.state.pa.us/portal/server.pt/community/bureau_of_state/library/8811

• Access to State Library databases requires a library card with a bar code number from the State Library.

• To obtain a State Library card and bar code, faculty and staff must apply for a library card which will be mailed directly to the requestor. To apply, call the State Library at 717-787-3169 or use the online Library Card Application Form. To locate this form, go to the State Library’s website (see above) and select “Forms.”

• Please note: Use the following model for Agency, Bureau, and Office Address
  Agency: State System of Higher Education (SSHE)
  Bureau: West Chester University
  Office Address, line 1: FHG Library (or Chemistry, English, Maintenance, etc.)

Serials

Collection: The Serials Department on the first floor of the FHG Library houses a non-circulating periodical collection of over 155,000 volumes, 1,000 current periodicals and newspapers, and extensive microform holdings. One exception to the non-circulating policy is that faculty members may borrow either bound or unbound periodicals for a limited time. To do this, faculty must bring the periodicals to the reference desk with their University ID. Graduate students are not permitted to borrow periodicals. If faculty members wish to have a graduate assistant get a periodical for them, the graduate student must present the faculty member’s identification card. The faculty member is responsible for the timely return of all periodicals charged to them.

Requests: This collection is intended to be a direct reflection of the curriculum. Evaluation of the collection is an ongoing process in which all members of the university community, particularly departmental library liaisons, are urged to participate.
Access: The collection is arranged alphabetically by title and completely cataloged in PILOT, the online catalog. PILOT contains records for all the library's periodicals with up-to-date holdings in bound form or on microfilm. For current titles, the current check-in record appears in PILOT as well. Indexes, the primary points of access to a periodical collection, are primarily available on the web and can be accessed through the library homepage. Most periodicals with an electronic version have two records in PILOT: one for print holdings and one for the electronic version with online links.

Microform: The library's microform holdings are located in the micro area. In addition to periodicals and newspapers on microform, many monographic collections are housed there. Equipment for reading ultra-fiche, microfiche and micro-cards is located nearby. Reader/printers and scanners for micro-card, microfilm and microfiche are located near the Serials office (Room 127). ERIC microfiche from the IMC has been relocated to basement storage in Room B01 of the FHG Library. ERIC fiche will be retrieved from this location upon request to library staff.

Newspapers: Daily newspapers are displayed in the serials lounge area (1st Floor) or at the Reserve Desk (2nd Floor). Newspaper back files are retained for limited periods. Selected dailies are available on microfilm; for example, the library has the complete holdings of the Times (London), the New York Times (NYT), the Philadelphia Inquirer back to 1959 and the Daily Local News. Beginning in 2005, the NYT and Wall Street Journal are no longer purchased on microfilm in favor of online access. The Times Digital Archive now has the London Times online from 1785-2007.


The Philadelphia Inquirer is available online by selecting it from our alphabetical listing of databases or by a title search of PILOT, the library catalog.

Copying of Printed Materials: Coin/debit card photocopiers are located near the Serials office and on the second floor near the Circulation Desk. Copier debit card dispensers and coin changers are available near the main circulation desk on the 2nd floor and near the serials office on the first floor.

Photocopying of Microfilm and Microfiche: Machines for copying microfilm and microfiche are located in the Serials Department near the serials office (Room 127). These are self-service machines that require dimes. Serials Department staff is available to assist in using the machines on Monday through Friday from 8:30 am – 4:30 pm. Machines are also available for scanning microform to email accounts or flash drives.

Full-Text Internet Journals: WCU Library Services provides thousands of electronic journals. Links to these journals are available using any of these options:

- Journal/Magazine/Newspaper Title search in the PILOT online catalog: [http://pilot.passhe.edu:8022](http://pilot.passhe.edu:8022)
- “WCU Journals” link on the library’s home page: [http://ra3ex4yy2j.search.serialssolutions.com/](http://ra3ex4yy2j.search.serialssolutions.com/)
- Menu link for “Find Articles.”

Mobile shelving has been installed for bound volumes at the end of the alphabet. This is part of a larger project to improve journal accessibility and conserve library space.
Services for Students with Disabilities

The Library and the University strive to fulfill their responsibilities under the Americans with Disabilities Act. Statements of library and university policy and services are widely available in various formats, including the following:

F.H. Green Library Policy and Procedures for Serving Persons with Disabilities
http://www.wcupa.edu/library.fhg/policies/disabilities.asp

West Chester University of PA ADA Policy Statement:
http://www.wcupa.edu/_services/stu.lif/ramseyview/policies/adapol.asp

Faculty should also be aware that special arrangements may be needed for students with disabilities to make use of some library materials and facilities. For example, not all materials on Electronic Reserve are fully accessible; and some disabled students may require special accommodation to use room 309, the instruction classroom. Faculty may make necessary arrangements through the Library ADA liaison, Clayton Garthwait, 610-436-3409, cgarthwait@wcupa.edu or the Reference Desk, 610-436-2453, email: refdesk@wcupa.edu.

Social Media

Follow our social media accounts for the latest library announcements and news from the FHG Library and Presser Music Library:

- Blog: http://ramble.wupa.edu
- Facebook: https://www.facebook.com/FHGLibrary
  https://www.facebook.com/PresserLibrary
- Twitter: https://twitter.com/FHGLibrary
  https://twitter.com/PresserLibrary

Special Collections

Information about the Special Collections Department and selected digitized resources are also available online at: http://www.wcupa.edu/library.fhg/special_collections/default.asp.

Collections: The Special Collections Department consists of two distinct areas; the Special Collections and the West Chester University Archives.

1. Special Collections: Items in this area fall into a variety of individual collections. Some examples include the Darlington Collection of 19th century natural science materials, the Shakespeare Folios, the Ehinger Collection of late 19th and early 20th century health and physical education materials, the Weintraub Archives and Literary Research collection, the Normal Collection of books by West Chester University faculty, students and alumni, the Chester County Collection of books about Chester County and/or by Chester County residents, and the Philips Autographed Library (housed in the Philips Memorial Building).

2. West Chester University Archives: The archives contain important materials related to the University, including college catalogs, student newspapers, photographs, yearbooks, Council of Trustees meetings minutes, etc.
Access: Some Special Collections materials are available in the PILOT library catalog. Consult the Special Collections Librarian, Tara Wink, twink@wcupa.edu, or the Special Collections Technician, Emily Bergen, ebergen@wcupa.edu, for more information on locating materials. Items in Special Collections do not circulate because of their value and fragility and must be used under the supervision of library staff. Photocopying and scanning of material in the collections may be restricted, again due to the value and fragility of the items. Absolutely no food or drink is permitted in the Special Collections reading room 615. Pencils are the only permitted writing utensils when working with resources, and researchers may be asked to wear gloves when handling easily damaged objects.

Some Special Collections materials, like West Chester University’s course catalogs, yearbooks and newspapers are available digitally online. Please see the guide to our digital collections for more information and to peruse the collections: http://subjectguides.wcupa.edu/digitalarchives

Hours: During the semester, materials can be accessed during the hours the Special Collections Librarian and/or Technician are working. This is Monday, 9:00am to 4:00pm and Tuesday through Saturday from 10:00am to 6:00pm. Special Collections is also open Wednesday evenings from 6:00-9:00pm. Hours and the availability of the Special Collections staff are further restricted during the summer.

In all cases, it is HIGHLY RECOMMENDED that visitors make an appointment by calling 610-436-3456 or e-mailing libspeccol@wcupa.edu, as schedules change unexpectedly.

Services: Anyone engaged in scholarly research is welcome to use the collection, and the Special Collections staff is happy to assist students, faculty, staff, and outside researchers. Classroom instruction in the use of Special Collections, primary source research and analysis, and all aspects of history is available. Number of class participants may be restricted by allotted space.

Subject Coordinators

The primary responsibility of Subject Coordinator librarians is to assist designated departments and to work with the faculty assigned liaisons in the areas of: bibliographic information, instruction, collection development, research consultation, and special projects. A list of coordinators and their departmental areas of responsibility is included at the end of this handbook.

Technical Services Department

The primary objective of the Technical Services Department is to make all new materials received for incorporation in the library’s collections available as quickly and efficiently as possible. This includes the technical aspects of cataloging books, microforms, audiovisual materials, electronic resources, maps, theses, Juvenile Collection and Special Collections materials, as well as the physical preparation of these items.

The library is a member of OCLC, an international shared cataloging database, and LYRASIS, a consortium of local OCLC members. The Technical Services Department is responsible for ensuring that the records added, both original and via OCLC, meet the proper standards for bibliographic description, subject classification, assignment of call numbers and authority control. Maintaining the integrity of the automated catalog is a very important and time-consuming aspect of this department’s work. The Technical Services Department staff is committed to learning and applying new standards, techniques and principles to ensure a high-quality database.

We are happy to explain the principles behind the classification and cataloging of books and to demonstrate the actual processing of materials to anyone who is interested.

16.
Library Services Website

The Library Services’ website, http://www.wcupa.edu/library.fhg, includes information about the Libraries collections and services, along with gateways to search, locate, and retrieve research resources. OneSearch, the main search box on the homepage, provides a single search of the Libraries physical holdings, e-books, and online databases, as well as many open access digital repositories. The online library catalog is available on the “Books/Media” search box tab, either through the traditional PILOT or the new VuFind interface. Databases can also be accessed and searched individually and are listed alphabetically and by academic subject area on the “Databases” search box tab. Useful tips about library services and resources can be found on the FAQs and Help pages, which also include links to contact a reference librarian for personal research assistance or library instruction classes. Please contact the library webmaster, Jane Hutton (jhutton@wcupa.edu), with any recommendations about the library’s website or questions about accessing the online resources.
Appendix A: Selected Telephone Directory

For complete library listings, please see http://www.wcupa.edu/library.fhg/depts.asp

ACCESS SERVICES
Clayton Garthwait
cgarthwait@wcupa.edu
610-436-3409

ACQUISITIONS/SERIALS
Christina McCawley
cmccawley@wcupa.edu
610-436-2656

CIRCULATION DESK
libcirc@wcupa.edu, 610-436-2946

Daytime Supervisor
Dana McDonnell
dmcdonnell@wcupa.edu

Evening Supervisor
Edana Kudjordji
ekudjordji@wcupa.edu

COLLECTION DEVELOPMENT
Mame Purce
mpurce@wcupa.edu
610-738-0467

ELECTRONIC RESOURCES
Jane Hutton
jhutton@wcupa.edu
610-436-3453

INTERLIBRARY LOAN
Tracie Meloy
tmeloy@wcupa.edu
610-436-3454

INSTRUCTIONAL MEDIA CENTER
Patricia Lenkowski
plenkowski@wcupa.edu
610-463-3393

LIBRARY ADMINISTRATION:
Director of Library Services
Richard Swain
rswain@wcupa.edu

Associate Director of Library Services
Adele Bane
abane@wcupa.edu
610-436-2263

Library Systems
Kathie Marvin
kmarvin@wcupa.edu
610-436-1044

Services Business Manager
Terri Dero
tdero@wcupa.edu
610-436-2311

Office Assistants
Nancy Shipe
nshipe@wcupa.edu
610-436-2927

Lynne Gilpert
lgilpert@wcupa.edu
610-436-2747

PRESSER MUSIC LIBRARY
Tim Sestrick
tsestrick@wcupa.edu
610-436-2430

REFERENCE DESK
refdesk@wcupa.edu
610-436-2453

REFERENCE SERVICE COORDINATOR
Stephen Marvin
smarvin@wcupa.edu
610-436-1068

SPECIAL COLLECTIONS
Tara Wink
twink@wcupa.edu
610-436-3456

TECHNICAL SERVICES
Jean Piper Burton
jburton@wcupa.edu
610-436-2917
Appendix B

SUBJECT COORDINATORS by Name

Jean Burton
jburton@wcupa.edu 610-436-2917
Women’s Studies

Walter (Walt) Cressler
wcressler@wcupa.edu 610-436-1072
Biology
Chemistry
Communication Sciences and Disorders
Geology and Astronomy
Health
Kinesiology
Nursing
Nutrition and Dietetics
Physics
Sports Medicine

Clayton Garthwait
cgarthwait@wcupa.edu 610-436-3409
Communication Studies

Jane Hutton
jhutton@wcupa.edu 610-436-3453
Computer Science
Mathematics
Women’s Studies

Patricia (Trish) Lenkowski
plenkowski@wcupa.edu 610-436-3393
Children’s Literature
Counseling and Educational Psychology
Early Childhood and Special Education:
Elementary, Secondary & Professional Ed
Literacy

Stephen Marvin
smarvin@wcupa.edu 610-436-1068
Accounting
Economics and Finance
Management
Marketing
Psychology

Rachel McMullin
rmcmullin@wcupa.edu 610-738-0510
Art
English
Philosophy

Patricia (Pat) Newland
pnewland@wcupa.edu 610-436-2256
Languages and Cultures
Theatre and Dance

Mame Purce
mpurce@wcupa.edu 610-738-0467
Diversity
Educational Services
Ethnic Studies
Holocaust & Genocide Studies
Honors College
Sociology/Anthropology

Awilda Reyes
areyes@wcupa.edu 610-436-3206
Criminal Justice
Geography
Political Science
Public Admin/Public Policy Admin
Social Work

Danielle Skaggs
dskaggs@wcupa.edu 610-436-2401
Special Education

Timothy Sestrick
tsestrick@wcupa.edu 610-436-2379
Music

Tara Wink
twink@wcupa.edu 610-436-3456
History
## SUBJECT COORDINATORS by Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Stephen Marvin</th>
<th><a href="mailto:smarvin@wcupa.edu">smarvin@wcupa.edu</a></th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Rachel McMullin</td>
<td>rmc <a href="mailto:Mullin@wcupa.edu">Mullin@wcupa.edu</a></td>
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<tr>
<td>Anthropology and Sociology</td>
<td>Mame Purce</td>
<td><a href="mailto:mpurce@wcupa.edu">mpurce@wcupa.edu</a></td>
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<td>Walt Cressler</td>
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<tr>
<td>Children’s Literature</td>
<td>Trish Lenkowski</td>
<td><a href="mailto:plenkowski@wcupa.edu">plenkowski@wcupa.edu</a></td>
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<tr>
<td>Communication Studies</td>
<td>Clayton Garthwait</td>
<td><a href="mailto:cgarthwait@wcupa.edu">cgarthwait@wcupa.edu</a></td>
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<td>Communication Science/ Disorders</td>
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<td>Computer Science</td>
<td>Jane Hutton</td>
<td><a href="mailto:jhutton@wcupa.edu">jhutton@wcupa.edu</a></td>
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<td>Trish Lenkowski</td>
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<td>Criminal Justice</td>
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<td>Early Childhood and Special Education</td>
<td>Trish Lenkowski</td>
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