F4.4 Library Services

F4.4.1 Liaison Librarian Program

Each academic department is assigned a specific liaison librarian who has been formally designated as the primary contact person between Linscheid Library and that department. This librarian can provide specialized services for faculty and students in that department, as detailed below, and give information on general library services or issues. The liaison program is designed to foster two-way communication between the library and the university. The liaison librarian assignments are listed on the library website (library.ecok.edu).

F4.4.2 Instruction

Linscheid Library offers many opportunities for the development and advancement of information literacy skills. Library instructional services are available to faculty in a variety of formats, including the following:

F4.4.2.1 Library Orientation

The library can provide a tour and brief introduction to library services.

F4.4.2.2 Course Specific Instruction

Liaison librarians can provide information literacy instruction specific to individual courses, which can be customized to fit the needs of in-person, blended, or online formats.

F4.4.2.3 Online Tutorials

Numerous how-to guides are available on the library's website, and tutorials for specific courses can be developed upon request.

F4.4.2.4 Research Guides

The liaison librarian for each department maintains subject-specific pages highlighting important resources, including links to relevant databases and useful online information in that field. Course-specific guides can also be developed upon request.

F4.4.2.5 Consultation

Liaison librarians can provide research consultations for both students and faculty upon request. Librarians can also consult with other faculty on instructional design and development of research assignments.

F4.4.2.6 Reference

A librarian is available in person at the library Reference Desk and online through chat for a majority of the hours that the library is open.

F4.4.3 Collection

F4.4.3.1 Development

Collection development is a shared responsibility of librarians and other faculty. Teaching faculty provide significant input in their areas of expertise. Materials are selected by liaison librarians based on faculty requests, known needs, the curriculum, and funds available.

F4.4.3.2 Electronic Resources

The library provides electronic access, both on campus and remotely, to a large number of databases, most of which are full-text. Remote access is available to faculty, staff, and students via their ECU login. Subscription-based resources are analyzed on a yearly basis in conjunction with the academic departments to ensure responsible stewardship of library funds. Acquisition and cancelation of electronic resources is based on support of the curriculum, remote access availability, and funds available.

F4.4.3.3 Government Documents

Linscheid Library became a US Federal Depository in 1914 and a State Depository in 1978. Librarians select materials to support the research and teaching mission of the University, as well as the needs of the citizens of the 4th Congressional District.

F4.4.3.4 Special Collections

Special Collections, located in the Thompson Reading Room on the 4th floor of the library, houses rare books, photographs, manuscripts, letters, realia, scrapbooks, and business records. While emphasizing materials of local and regional interest, the collection has a wide-reaching scope. To view materials in the Special Collections, an appointment must be made by phone or by filling out an electronic form on the library website.

F4.4.3.5 Curriculum

Linscheid Library is a 4th Congressional District review center for Oklahoma State Textbook Committee approved materials for use in public schools. Prior to textbook adoption, teacher and student editions are available to review in the library. Once adopted, editions are housed in the Education Department's Resource Lab.

F4.4.3.6 Donations

The library collection is enriched by the generosity of individuals who donate books and other learning resources. Linscheid Library is appreciative of this support, especially in lean budgetary times. For specific criteria, consult the library's Gifts and Donations Policy on the library website.

F4.4.4 Other Services

A complete listing of services and resources provided by Linscheid Library can be found at library.ecok.edu. Services of particular relevance to faculty are listed below.

F4.4.4.1 Interlibrary Loan

Interlibrary loan (ILL) is a service that allows ECU faculty, staff, and students to access materials not owned by Linscheid Library. Loan procedures are regulated by the National Interlibrary Loan Code, by United States copyright law, and by the regulations and policies of the lending and borrowing libraries. Requests can be made using the electronic ILL forms on the library website.

F4.4.4.2 Document Delivery

Document delivery services are available to ECU faculty, staff, and students who are unable to pick up library materials in person. Users can receive physical items in the mail or PDF scans of print articles and book chapters via email, within copyright guidelines. Delivery may be requested by submitting an electronic form on the library website.

F4.4.4.3 Reserves

Reserves are available for materials that a faculty member wants all students within a course to access. Within copyright guidelines, books, DVDs, journal articles, book chapters, tests, and other items selected by faculty may be placed on reserve. Physical items are available for short-term check out from the Circulation Desk. Electronic items are

available remotely via an ECU login. Reserves can be submitted through the Reserves Request Form on the library website. For more information see the Reserves policy on the library website.

F4.4.4.4 Periodicals Routing

The library provides a periodicals routing service for all faculty and staff at ECU. Faculty can sign up through their liaison librarian to receive the scanned table of contents of new print issues via email. Faculty may then request a scan of any article(s) within that issue via document delivery, within copyright guidelines.

F4.4.4.5 Media Services

The Media Services department of Linscheid Library provides audiovisual support for faculty, staff, and students at ECU. These services include:

- Poster printing
- Equipment setup for classrooms and events
- Binding (comb or spiral)
- Laminating
- Scanning
- VHS to DVD transfer (within physical and copyright restrictions)
- Video and audio tape duplicating (within physical and copyright restrictions)
- Digital video cameras and audio recorders
- Recording space for classroom assignments