

# **Ball State University Libraries**

**A destination for research, learning, and friends**

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[www.bsu.edu/library](http://www.bsu.edu/library)

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## **Selective Listing of the University Libraries' Services, Programs, and Collections 2006-2007**

### **Goals for the University Libraries 2006-2007**

1. Increasing access to informational resources at the desktop for students and faculty
2. Maintaining and enhancing a student-faculty friendly environment that supports learning, research, classroom instruction
3. Continual improvement of Information Technology service levels for student learning
4. Maintaining and expanding the Digital Library Initiative
5. Providing a high-degree of customer services for members of the Ball State community
6. Enhancing technical training opportunities for faculty and staff, and providing training opportunities for students

### **I. Services by Unit within the University Libraries**

#### **Access Services (Public Services)**

1. Provide access to the General Collections and service points 120.5 hours per week
2. Provide circulation services for the General Collections to all BSU ID holders, alumni, and Indiana residents
3. Answer directional and other general information questions
4. Provide access to and assistance with standard and color photocopiers
5. Provide course reserve materials in print and electronic format
6. Provide copyright clearance services for course reserve materials
7. Provide basic assistance to students, faculty, and others in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
8. Provide electronic notification of upcoming due dates for materials borrowed
9. Provide online recall/hold requests
10. Provide online renewals for materials borrowed
11. Search for materials not located on the shelves
12. Provide computer user accounts for non-BSU library guests
13. Retrieve materials for persons with seen/unseen disabilities upon request
14. Provide text telephone for the hearing impaired (765-285-2200)
15. Schedule use of and maintain Study Rooms/Group Study Rooms in Bracken
16. Resolve microform reader/printers problems for students and faculty
17. Retrieve material on demand from remote storage from North Quad
18. Provide access to materials worldwide via Interlibrary Loan Services
19. Provide copyright clearance services for interlibrary loan article requests

20. Provide electronic delivery of Interlibrary Loan articles
21. Provide University Libraries' materials to Distance Education students
22. Provide access to and maintain quiet study areas and group study areas
23. Provide individual study carrels for faculty and graduate student use
24. Maintain and service lockers for individual use
25. Maintain and service courtesy book drops for the return of borrowed materials
26. Maintain a courtesy drop box for campus and U.S. mail
27. Maintain and update multiple Web pages

#### **Acquisitions Services (Collection Resources Management)**

1. Provides up-to-date information on status of titles on order
2. Provides up-to-date information on availability of hard-to-find print and non-print resources
3. Provides materials budget projections and status reports for authorized requestors in academic departments and other University units
4. Provides lists of titles, which specific academic departments and other units have purchased during fiscal years, beginning with FY2000 through to the present
5. Provides print and online lists of current subscriptions/standing orders by academic department or other University unit
6. Provides information and assistance for individuals regarding personal and university departmental binding and serve as a conduit for shipping material for binding to and from Heckman Bindery, Inc.
7. Maintains a Web page, [www.bsu.edu/library/acquisitions](http://www.bsu.edu/library/acquisitions)

#### **Architecture Branch Library (Public Services)**

1. Provide access to PC workstations for public catalog access, academic research, use of the Microsoft Office Suite, multimedia presentations, Web browsing, and selected software applications such as *AutoCAD* and *ArcGIS*
2. Provide reference services and assistance with the use of the collections
3. Provide access and assistance for use of three large-bed public scanners
4. Provide course reserve materials in print and electronic format
5. Provide circulation services to all BSU ID holders, alumni, and Indiana residents
6. Provide public access to a photocopy machine
7. Provide access to a 20" DVD/VCR/TV combination player
8. Facilitate Interlibrary Loan Services requests
9. Provide basic assistance to students and faculty in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
10. Provide and maintain quiet areas for research and study
11. Provide Network Guest Accounts for non-BSU library guests
12. Select new or replacement materials for inclusion in the Architecture Library collections
13. Retrieve materials for persons with seen/unseen disabilities upon request
14. Maintain and update multiple Web pages

#### **Architecture Library's Visual Resources Collection (Public Services)**

1. Provide circulation services to all BSU ID holders
2. Provide reference service and assistance for the digital image collection and the slide collection

3. Provide instructional materials for use in finding and accessing digital images in the Architecture Images collection in the Ball State University Digital Media Repository
4. Provide instructional materials for use of the Architecture Image Retriever
5. Provide instructional materials for creation of PowerPoint presentations using images from the Architecture Images collection and the Architecture Image Retriever
6. Provide assistance and instruction to users for the public slide scanner
7. Provide easy browsing of the slide collection, which is stored in large back-lighted cabinets
8. Maintain three light tables for detailed viewing and arranging of instructional slides
9. Retrieve full-sized images in the Architecture Images collection upon faculty request for use in classroom presentations
10. Retrieve and arrange specified slides, upon faculty request, for classroom projection
11. Provide support in searching the image and slide collections, and creating image presentations
12. Provide basic assistance in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
13. Select new or replacement materials for inclusion in the VRC collections
14. Retrieve materials for persons with seen/unseen disabilities upon request
15. Maintain and develop multiple Web pages

### **Archives and Special Collections**

1. Reference service and research assistance provided onsite, by telephone, correspondence, e-mail, and fax for students, faculty, national and international scholars, and the public
2. Instruction on archival resources provided to classes onsite
3. Individualized research consultations available to students, faculty, and other researchers
4. World-wide, 24/7 access provided to digital resources, including the Middletown Digital Archives, photographs, audio and video recordings, and historical documents through the Digital Media Repository (<http://libx.bsu.edu>)
5. Educational outreach services, including presentations to University and community groups and online, onsite, and traveling exhibitions, are provided by archival personnel
6. Collection descriptions, including searchable online finding aids and guides, provided on the Website
7. Information on rare books and other published materials available on the Website and in CardCat
8. Databases and detailed print finding aids and guides are available onsite to assist researchers
9. Copies of course descriptions from past Ball State University catalogs provided upon request
10. Digitization of photographs, documents, video clips, and audio for instruction, presentations, and publications available upon request
11. Public photocopier available in the Archives reading room
12. Access provided to diverse formats of materials, including photographic prints and negatives, audio and video recordings, electronic records, publications, rare books, and documents for teaching, learning, and research
13. A temperature and humidity controlled environment, an electronic security system, and an environment-friendly fire suppression system provided for preservation of archival and rare material

14. Permanent retention of University records and assistance to University offices concerning records management provided by trained personnel
15. Professional consultation provided to state and local groups, organizations, and individuals on preservation, organization, and digitization of archival materials
16. *E-mail an Archivist* service available at **libarchives@bsu.edu** for reference and research inquiries
17. Electronic forms available on Website for submitting requests for course descriptions, ordering digital photographs from the collection, transferring University records, donating materials, and other services
18. Archives Web Blog at **http://bsuarchives.blogspot.com** updated monthly with information on new acquisitions, recently processed collections, exhibits, and other news about the resources, programs, and services of Archives and Special Collections
19. Web page maintained at **www.bsu.edu/library/collections/archives**

#### **Cataloging and Metadata Services (Collection Resources Management)**

1. Facilitates access to electronic journals, books and websites through provision and maintenance of accurate links
2. Facilitates access to collections in digital form through metadata creation, transcription, and other means
3. Facilitates access to media, such as DVD's, sound recordings, music, and computer software in University Libraries' collections through development of Media Finders that provide expert searching of CardCat
4. Creates and develops databases and/or Web pages to facilitate access to specific collections within University Libraries or in other University units
5. Maintains and reports official collection statistics for the University Libraries
6. Maintains a web page, **www.bsu.edu/library/cams**

#### **Collections Development Services (Collection Resources Management)**

1. Advises departmental library representatives and others regarding collection development and materials budget issues, including provision of orientation sessions and monthly budget status reports
2. Provides supporting documentation regarding library resources for program accreditation reviews
3. Selects new or replacement materials for inclusion in the University Libraries' collections
4. Receives and evaluates gift materials for inclusion in the University Libraries' collections
5. Maintains a web page, **www.bsu.edu/libraries/collections/colldev/index.html**

#### **Educational Resources Collection (Public Services)**

1. Provide onsite access to 58,000 circulating books and 316,000 circulating non-book units, which include 40,000 juvenile books; 8,000 textbooks; 10,000 curriculum guides and historical curriculum items; 900 reference volumes; 500 cartographic items; 312,000 audiovisual items; 8,000 audio titles, 3,800 projected graphics, 20,500 2-D graphic titles, 3,000 computer software items, and 5,000 other types of media
2. Provide access for BSU ID holders to 140 circulating equipment units; includes 39 Gateway laptops, 9 iBooks or iMacs, 5 Gateway tablet PCs, 5 digital cameras, 4 data projectors, 10

- PC microphones, 5 webcams, 6 DVD players, 1 SMART Board, 25 sets of headphones, and various storage devices for saving data
3. Provide access to 47 public Gateway computer stations and 10 iMac stations for CardCat searches, academic research, and World Wide Web browsing, wordprocessing, creation of spreadsheets and multimedia presentations, as well as various other software programs
  4. Provide access to and assistance with 2 flatbed scanners, 3 slide/filmstrip scanners, and 1 iScanner
  5. Answer reference, technical, and directional questions in person, by phone, and e-mail
  6. Provide research assistance in finding books, articles, and other materials held in the ERC collections
  7. Provide and maintain study and viewing areas, including tables, individual study carrels, and group viewing facilities. Group viewing includes 8 small group viewing booths; 3 larger booths (2 of which are wheelchair accessible) that provide flat screen monitors and laptop connections; and two high tech classrooms for large group viewing that include VIS access and teleconferencing capability
  8. Provide access to equipment supporting each type nonbook material in the collections, for example cassette players, DVD players, etc.
  9. Provide circulation service for all materials to anyone with a Ball State I.D. card, as well as circulation of videorecordings to persons with a resident/affiliate library card
  10. Provide booking service for DVDs, videos, and films by phone or online booking request form
  11. Provide course and permanent reserve services for print and nonbook materials
  12. Provide basic assistance in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
  13. Provide renewals for borrowed materials and equipment online, by phone, or in person
  14. Provide searches for materials not found on the shelf in the Educational Resources Collection
  15. Provide computer user accounts for non-BSU library guests
  16. Assist in retrieving materials to patrons with seen/unseen disabilities
  17. Provide and process online media suggestion forms
  18. Select new or replacement materials for inclusion in the ERC collections
  19. Provide repair and maintenance for selected audiovisual equipment and materials in the collections
  20. Provide public access to photocopy machine
  21. Create monthly displays highlighting items in the ERC collections
  22. Maintain multiple Web pages

### **Geospatial Resources and Map Collection**

1. Instructional services provided to individuals, groups, and academic classes using and analyzing maps, atlases, geographic resources, and GIS software and related datasets
2. Access provided to diverse formats of materials including maps, aerial photographs, nautical and aeronautical charts, atlases, gazetteers, CD-ROMs, and Government Depository materials for teaching, learning, and research
3. Access provided to digital GIS datasets from an in-house server, BSU departmental servers, CD-ROMs, and through the Internet

4. Over 140,000 maps available for circulation to anyone with a Ball State I.D. or resident/affiliate library card
5. Access provided to 60% of the maps in the collection through CardCat
6. Reference and information services provided in person, by telephone, through correspondence, fax, or by email to assist users in locating, retrieving, and using GCMC resources
7. Large-format plotter for printing of maps and posters available to both departments and individuals with a BSU Bursar's account
8. Server space available for users working on GIS and other large projects
9. Scanning of maps, atlases, and other materials for instruction presentations and projects available upon request
10. A comfortable, technology-rich environment provided for study and use of maps, atlases, reserve materials, and other resources for classroom and group use
11. Interlibrary loan of maps and atlases available upon request
12. Access provided to map information file of catalogs, indexes, and price lists from publishers and dealers
13. Nine public computer stations available onsite for CardCat searches, academic research, word processing, and World Wide Web browsing
14. Access provided to leading GIS, drafting, and graphics software on 8 high-end double-screen computers
15. GCMC Web Blog at <http://bsumaps.blogspot.com> updated monthly with information about and promotion of GCMC resources
16. Access to GIS resource provided through the Digital Commons Website, [www.bsu.edu/library/collections/gcmc/gisresource](http://www.bsu.edu/library/collections/gcmc/gisresource)
17. Web page maintained at [www.bsu.edu/library/collections/gcmc](http://www.bsu.edu/library/collections/gcmc)

#### **Information Services (Public Services)**

1. Answer reference, technical, and directional questions in person, by phone, e-mail, and live chat
2. Provide research assistance in finding books, articles, and other material held by the University Libraries
3. Provide research assistance in finding material not held by University Libraries
4. Select new or replacement materials for inclusion in the Reference and Government Publications collections
5. Create and maintain resource guides in print and electronic format
6. Create and maintain Web-based research tutorials
7. Provide access to over 100 public workstations which provide access to CardCat, research databases, and a wide variety of software applications
8. Provide basic assistance in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
9. Provide individual appointments for extended research assistance
10. Provide access to online U.S. tax forms and paper and online Indiana tax forms
11. Maintain multiple Web pages

### **Library Information Technology Services (LITS)**

1. Implements, supports, and maintains a network infrastructure that promotes reliable access to electronic library information resources
2. Provides technical support for the University Libraries web sites
3. Leads content and technology development for the University Libraries web sites
4. Provides information technology support for the University Libraries
5. Liaisons with the University Libraries technology providers and partners
6. Operates reliable information systems
7. Evaluates emerging technology for implementation and application in the University Libraries
8. Provides quality desktop computer technology for library customers and staff to perform necessary research, assignments and activities
9. Supports desktop computing hardware and software technology for the University Libraries
10. Extracts and repackages data from various library information systems for new purposes
11. Improves access models for library information resources
12. Develops new end-user library information technology products and services
13. Provides system administration support for library information systems
14. Secures and protects library information systems from internal and external threats
15. Secures electronic customer information used in the University Libraries
16. Supports and maintains the SirsiDynix Unicorn integrated library system
17. Supports and maintains the CONTENTdm digital collection management system.
18. Identifies information technology products for digital library initiatives
19. Supports applied research and development of information technology applications
20. Supports technology certification for LITS personnel
21. Improves staff productivity through the application of information technology
22. Identifies new applications that increase staff productivity and improve services
23. Develops applications for use in academic libraries

### **Marketing Communications (Administrative Services)**

1. Promote the University Libraries' programs, services, and collections through creating and placing print and electronic media to the campus community and beyond
2. Advise the University Libraries' personnel on communication and marketing strategies to increase the role of the Libraries in the academic life of the campus
3. Work with Dean of University Libraries to produce a monthly newsletter, online news gallery content, and informative brochures, posters, and fliers
4. Supply bi-weekly bulleted list of services to the student-run newspaper
5. Promote selected University Libraries' news to the local newspaper, campus Update, and the student operated newspaper
6. Prepare announcements and Public Service Announcements for consideration for airing on Indiana Public Radio, IPR
7. Develop outreach efforts, such as scripts for short videos, print pieces to incoming students and new faculty, and promotional items for use by Housing for distribution to dormitories
8. Develop increased awareness of the University Libraries' brand and promote the Libraries' tagline as a *Destination*
9. Add to stock of photographs of students using the University Libraries' resources
10. Communicate the University Libraries' messages via blogs

11. Develop opportunities for the use of cups, plastic and cloth bags, and pens to promote the University Libraries to students, faculty, and staff
12. Develop articles for placement in library-related publications

### **Music Collection (Public Services)**

1. Answer reference, technical, and directional questions in person, by phone, and e-mail
2. Provide research assistance in finding books, articles, and other material held by the Music Collection
3. Provide course reserves in print and electronic format, including streaming audio
4. Provide and maintain 19 public listening stations
5. Create and maintain research guides in the areas of music
6. Select new or replacement materials for inclusion in the Music Collection
7. Provide computer user accounts for non-BSU library guests
8. Provide basic assistance in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
9. Assist in retrieving materials to patrons with seen/unseen disabilities
10. Maintains a Web page: [www.bsu.edu/libraries/collections/musiccoll/index.html](http://www.bsu.edu/libraries/collections/musiccoll/index.html)

### **Metadata and Digital Initiatives (Collection Resources Management)**

1. Advises on digitization standards and technologies for collections within University Libraries and, as requested, by other University units or partnering institutions
2. Provides digitization and digital photography for partnering agencies on and off-campus;
3. operates a mobile digitization center for use at remote sites
4. Advises on issues related to metadata creation, development, and maintenance for University units or partnering institutions
5. Creates metadata in accordance with national standards and practices for Digital Media Repository collections
6. Creates/develops digital collections for inclusion in University Libraries' Digital Media Repository, Cardinal Scholar, and other library or university initiatives as requested
7. Establishes online access to digital collections and resources through the CONTENTdm digital media management system
8. Partners with faculty and other educators to promote use of digital collections in classroom instruction and distance education
9. Provides information on issues related to digital collection development and management to interested audiences

### **Science-Health Science Branch Library (Public Services)**

1. Provide access to seven public computer stations for academic research, wordprocessing, creation of spreadsheets and multimedia presentations, Internet browsing, and use of selected application software such as *SPSS*, *Mathematica*, *MiniTab*, and *PDS Nursing Scenarios*
2. Answer reference, technical, and directional questions in person, by phone, and e-mail
3. Provide research assistance in finding books, articles, and other material held in the Science-Health Science Library
4. Provide course reserve material in print and electronic format
5. Provide access to and assistance with a photocopy machine

6. Facilitate Interlibrary Loan Services requests
7. Select new or replacement materials for inclusion in the SHS collections
8. Provide and maintain a quiet area for research and study
9. Create and maintains research guides for the sciences
10. Provide computer user accounts for non-BSU library guests
11. Provide basic assistance in using the Microsoft Office Suite, Adobe Creative Suite, EndNote, and other general software packages
12. Assist in retrieving materials to patrons with seen/unseen disabilities
13. Maintain multiple web pages

### **Support Services (Administrative Services)**

1. Arrange and set-up furniture, equipment, and other resources for large classes using Bracken's various conference rooms.
2. Collect, inventory, secure, and attempt to return high value items found in the University Libraries that have been lost by students, faculty, staff, and others -- items such as iPods, flash drives, wallets, credit cards, BSU ID cards, laptops, etc.
3. Inventory materials for storage in the gated area of the Bracken Library penthouse.
4. Maintain and facilitate inventory of pre-paid Copy Cards for use in the University Libraries' photocopy machines.
5. Oversee the operation of the twelve public photocopy machines in the University Libraries.
6. Oversee the operation of two money change machines and a bill-to-bill changer that allow students access to coins and bills for use in the Libraries' copy machines, microform machines, and vending machines.
7. Provide scheduling for Videoconference Room, Conference Rooms, and other similar spaces.
8. Provides Public Notary service for students, faculty, and staff without charge.
9. Provide shipping/receiving services for books, tapes, instructional materials, furniture, equipment, etc.
10. Provide mail services for incoming and outgoing U.S., DHL, UPS, Fed Ex and campus mail. This includes assisting with selecting the best shipping source to ensure the most economical and speedy delivery of materials.
11. Provide photocopy reproduction services for University Libraries including quality production of brochures, pamphlets, various documents and forms.
12. Serve as the student employment information source, post student positions, and schedule interviews for student supervisors throughout the Library.
13. Serve as liaison for University Libraries communicating physical plant issues and custodial needs with Facilities Planning & Management.
14. Provide training and assistance with the Payroll Kronos system.
15. Track registration submissions and funds and provide general assistance for conferences and dinners hosted by University Libraries.

### **Technology Training Support Services**

1. Instructor led technology training for
  - a. instructional technology tools, such as Blackboard, inQsit, Gradebook, rGrade, Tablet PC, Smartboard etc.
  - b. productivity tools such as Access, Acrobat, Excel, PowerPoint, Word, etc.

- c. media and design tools such as Dreamweaver, Flash, Front Page, Photoshop Elements, Vignette etc.
- d. campus utilities and applications such as iLocker, iWeb, Outlook, etc.
- 2. Provide customized and personalized training for faculty and staff or groups
- 3. Online training through partner ElementK modules
- 4. Maintain and support online registration for technology training sessions
- 5. Maintain and support online tracking of personal training history
- 6. Maintain and support online technology support through the unit's website "Ask a Technology Question" link
- 7. Maintain, develop, and support online technology support through FAQs, tips, and tutorials on the unit's website
- 8. Provide faculty and staff with telephone and walk-in support for software programs used on campus
- 9. Provide speaker/trainer services for regularly scheduled University classes from upon request from faculty
- 10. Provide faculty and BSU administrators with support for survey design, administration, and analysis assistance
- 11. Design, maintain, and regularly publish the unit's *Techlinks* newsletter for faculty

**Copyright and Intellectual Property Office (Administrative Services)**

- 1. The Copyright and Intellectual Property Office (formerly called the University Copyright Center) maintains an educational website, which includes a wide selection of intellectual property resources in a variety of textual and audiovisual formats
- 2. The Office maintains a Copyright for Students website, which focuses on basic intellectual property issues students need to know about presented in both audiovisual and textual formats
- 3. The Office offers personalized classroom presentations that are crafted on a wide variety of topics including copyright basics, fair use, peer-to-peer file sharing, and issues involving MP3s
- 4. The Office is available for advisement to the Ball State Community involving intellectual property issues
- 5. In compliance with the Digital Millennium Copyright Act and The TEACH Act, the Office's Manager the proper uses of intellectual property by serving as a resource in various capacities throughout not only Ball State University but also the state and throughout the United States
- 6. The Office has received international recognition by being selected as one of the United States intellectual property resources by the European Intellectual Property Association located in Zurich, Switzerland
- 7. The Office organizes annual copyright conferences hosted at Ball State which feature nationally-recognized IP attorneys. The Fourth Annual Copyright Conference will be held on April 11, 2007
- 8. The Office's Manager serves as a resource person who is responsible for various specialized, intellectual property duties, such as Federal Copyright Law compliance, serving as the U.S. Copyright Office's Agent for Ball State, and the person who authorizes Fair Use for e-Reserves for the University Libraries
- 9. The Manager is available to present at national IP conferences and in local and regional fora

10. The Copyright and Intellectual Property Office supports the School of Extended Education's distance education courses, in the proper use of online intellectual property in complying with Fair Use and The TEACH Act

## **Ball State University Libraries' Programs**

### **Access Services (Public Services)**

1. Lend materials as part of resource sharing to libraries and institutions worldwide
2. Establish and maintain reciprocal borrowing agreements with libraries in Indiana and institutions worldwide

### **Acquisitions Services (Collection Resources Management)**

1. Enable departments to request, purchase, and pay for materials which support their curricula
2. Ensure proper search, order, receipt, payment and binding of materials in all formats that are added to University Libraries' collections
3. Ensure proper expenditure of university funds while adhering to required auditing standards; includes production of various financial reports
4. Arrange for the binding and preservation of library materials

### **Architecture Branch Library (Public Services)**

1. Develop and conduct instruction in research and the use of the collections for individuals, summer workshops, and College of Architecture and Planning classes
2. Provide Self-Guided Library Tutorials administered each year to required courses in all departments of the College of Architecture and Planning
3. Participate in a library liaison program for academic departments, including outreach and public relations for the University Libraries

### **Architecture Library's Visual Resources Collection (Public Services)**

1. Develop and conduct instruction in research and the use of the collections for individuals, summer workshops, and College of Architecture and Planning classes

### **Archives and Special Collections Collection**

1. Public and educational outreach program to increase awareness of archival resources and services through publications, group presentations, and onsite, traveling, and Web-based exhibits.
2. Instructional program on archival resources offered to classes, organizations, and individuals.
3. Instructional video series describing collections and services available on Website at **[www.bsu.edu/library/collections/archives](http://www.bsu.edu/library/collections/archives)**.
4. Records management program offered for preservation and disposition of university records, including training for university personnel.
5. Professional archival consultation services to state and local groups, organizations, and individuals on preservation, access, arrangement, description, and digitization of historical records.
6. Digitization program for documents, photographs, video, and other formats of unique and historical materials for learning, teaching, and research.

### **Cataloging and Metadata Services (Collection Resources Management)**

1. Ensure that all materials added to University Libraries' collections are described and organized in a consistent manner that facilitates access and retrieval. This includes assignment of call numbers and subject terms
2. Ensure accurate and complete CardCat records for all materials in the University Libraries' collections, using access points consistent with established national or local thesauri and providing up-to-date location and holdings information
3. Contribute to the Digital Media Repository, the Digital Commons, and other digital projects through metadata creation, transcription, quality control or other means
4. Ensure access to University Libraries' expanding online collections through creation and maintenance of appropriate access points and links

### **Collections Development Services (Collection Resources Management)**

1. Ensure optimum development of University Libraries' collections within budgetary limitations and constraints
2. Establish and enforce collection development policies that support the teaching, learning, and research needs of the University community
3. Negotiate and monitor licenses for University Libraries' electronic resources; coordinate activities related to the selection, acquisition, accessibility and maintenance of the Libraries' electronic resources
4. Provide access to popular reading materials through a low cost leased book and audiobook program
5. Develop and maintain institutional profile for the University Libraries' approval plan
6. Ensure that collections are properly maintained through periodic evaluation, de-selection and preservation activities

### **Educational Resources Collection (Public Services)**

1. Provide instructional services for individuals, tour groups, and classes in the use of the unique Educational Resources Collection collections
2. Participate in a library liaison program for academic departments, including outreach and public relations for the University Libraries

### **Geospatial Resources and Map Collections (Archives and Special Collections)**

1. Instructional program in research, map cataloging and organization, GIS, and GCMC resources for academic classes or tailored to the needs of individuals or groups
2. Outreach program to increase awareness and use of GRMC resources in learning, teaching, and research through publications, presentations, workshops, onsite and Web-based exhibits, participation in campus and community events, and the GRMC Web site and Blog
3. Individualized GIS consultation services offered for students, faculty, state and local groups, and the public
4. Online tutorials for maps and GIS available through the Website at [www.bsu.edu/library/collections/gcmc](http://www.bsu.edu/library/collections/gcmc)

**Information Services (Public Services)**

1. Instruct users in searching CardCat, article databases, other information databases, and the Internet in interactive classroom settings
2. Provide course-integrated library instruction for doing research and using library resources
3. Collaborate with and advise faculty on integrating information literacy and research skills into their assignments
4. Participate in a library liaison program for academic departments, including outreach and public relations for the University Libraries

**Marketing Communications (Administrative Services)**

1. Schedule student and faculty artwork for exhibit in Bracken Library on walls or in display cases.
2. Facilitate music and theatrical programming in Bracken's Lobby.
3. Promote conferences and seminars sponsored by the University Libraries and facilitate that they run smoothly.
4. Schedule and oversee outreach programs for student organizations held in the Bracken Library lobby.

**Metadata and Digital Initiatives (Collection Resources Management)**

1. Digitize materials for inclusion in University Libraries' Digital Media Repository, Cardinal Scholar, and other digital initiatives; includes operation of University Libraries Digitization Center
2. Establish and enforce standards, policies, and practices for digitization and digital preservation of selected resources; includes investigate and recommend for purchase best digitization equipment within budgetary limits
3. Develop and ensure quality of metadata for collections in the Digital Media Repository, Cardinal Scholar, and other digital collections of University Libraries, in accordance with national standards and established practices
4. Create and maintain online collections of digital objects using the CONTENTdm digital media management system.
5. Instruct and advise library and other university personnel or partners in best practices and standards for digitization, metadata, and digital collection management.
6. Provide physical processing for all materials in the University Libraries' collections, including the creation of special packaging as required

**Music Collection (Public Services)**

1. Provide instructional services for individuals, tour groups, and classes
2. Participate in a library liaison program for academic departments, including outreach and public relations for the University Libraries

**Science – Health Science Library (Public Services)**

1. Instruct users in searching CardCat, article databases, other information databases, and the Internet in interactive classroom settings
2. Participate in a library liaison program for academic departments, including outreach and public relations for the University Libraries

3. Provide collection of anatomical models in collaboration with the Anatomy Study Room and course requirements

### **Technology Training Support Services**

1. Conduct the Faculty Technology Enhancement program for intensive technology learning during summer sessions
2. Conduct the new faculty technology programs to introduce incoming faculty members to instructional technology tools on campus
3. Sponsor and conduct the annual Faculty Technology Showcase during spring semester to highlight faculty's use of technology in the classroom
4. Participate in the annual Best Practices: Technology Enhanced Teaching in Distance Education Conference

## **III. Ball State University Libraries' Collections**

### **General Collection and Periodicals (print and digital)**

The General Collection includes a wide-range of print and online material, which supports student pursuits for academic success and faculty endeavors for knowledge creation and classroom instruction.

The print collections are located on the second, third, and fourth floors of Alexander M. Bracken Library. The online resources are found via the University Libraries' website, [www.bsu.edu/library](http://www.bsu.edu/library). These include

- over 700,000 circulating books and classified serials
- 195,000 bound periodicals
- 3,100 current periodical and serial subscriptions
- nearly 200 online databases
- over 10,280 online journals, including collections from *ScienceDirect*, *Project Muse*, *Academic Search Premier*, and *PsychArticles*
- thousands of online books, such as those in the *netLibrary* and *Early American Imprints* collections

### **Reference Collection**

The University Libraries' Reference Collection includes

- over 400 non-circulating print titles, such as general and subject encyclopedias, dictionaries, and directories
- hundreds of online reference sources, including *Web of Science*, *Gale Virtual Reference Library*, *Oxford Reference Online*, and *Xreferplus*,  
[www.bsu.edu/libraries/viewpage.aspx?SRC=../lits/commons/index.html](http://www.bsu.edu/libraries/viewpage.aspx?SRC=../lits/commons/index.html)

### **U.S. Federal and State Government Publications**

University Libraries is a participant in the federal depository program and also collects government publications from the State of Indiana including

- 84,000 Federal Government publications
- 3,800 Indiana State publications

- 410,000 units of Federal Government publications on microfiche, CD-ROM, and computer disks

Documents are issued from virtually every governmental department with a correspondingly wide range of topics, for example

- current and historical U.S. Census statistics
- current and historical federal laws and agency regulations
- Congressional documents
- research reports on topics such as Hurricane Katrina rebuilding and anti-terrorism efforts
- histories of 20<sup>th</sup> century military campaigns, POWs, armed forces' integration
- descriptions of best practices in K-12 educational programs
- The Homeland Security Digital Library Suite

### **e-books**

University Libraries' online collections include hundreds of thousands of full-text books and documents. Titles include historical works and contemporary publications. Available collections include

- Google Book Search Project with over 525,000 digitized books published between 1521 and 1924, <http://books.google.com>
- Project Bartleby, Douglass – Archives of American Public Address
- Project Gutenberg
- The Electronic Text Center
- The Online Books Page

### **Microforms**

The Microform collections offer access, via microcards, fiche, and rolls of microfilm to many materials which would otherwise be unavailable due to space limitations and preservation concerns. This collection consists of over 1.1 million microform pieces. Among the offerings

- government documents and periodicals described above
- Revolutionary War documents
- Wright American Fiction and Poetry
- current and historical newspapers
- early English books and newspapers
- early American books, sermons, tracts and speeches
- ERIC documents

### **Digital Media Repository**

The Ball State University Digital Media Repository (<http://libx.bsu.edu>), a project of the University Libraries, provides a centralized, coordinated, and user-focused resource to serve the teaching, learning, and research needs of students, faculty, and researchers at Ball State University and globally. It serves as a means to bring together the digital collections and activities of the University Libraries in a single, cohesive, and accessible Web-based environment that also provides access to external digital resources to support the educational process.

The Digital Media Repository provides access to more than 78,000 digital objects including

- Over 41,000 Architecture slides
- More than 20,000 photographs
- Over 3,500 journal pages and 14,000 newspaper pages
- Almost 800 videos
- Over 200 audio files
- 200 posters
- 90 architectural drawings
- 255 student artworks

### **Digital Commons,**

The Digital Commons, [www.bsu.edu/libraries/viewpage.aspx?SRC=../lits/commons/index.html](http://www.bsu.edu/libraries/viewpage.aspx?SRC=../lits/commons/index.html), is a portal that provides access to thousands of online resources provided by the University Libraries to students, faculty, and researchers at their desktop for teaching, learning, and research.

Resources available through the Digital Commons includes:

- Subject, title, and keyword access to hundreds of Websites in a variety of categories from arts and the humanities to business
- Over 78,000 images, videos, audio, journals, newspapers, and other digital object in the Ball State University Digital Media Repository
- Thousands of images including sources for Art and Architecture, U. S. History, World History, General Interest, and Indiana
- Thousands of digital videos including national and international news, web cams, video blogs, signature collections from other universities, and video sharing sites
- Access to thousands of articles through over 190 academic databases
- Subject, title, and keyword access to over 10,000 online journals
- Thousands of e-books through 28 electronic book lists and 14 directly linked individual titles
- Online access to Ball State University Master's theses, College of Architecture and Planning undergraduate theses, undergraduate senior honor theses, and 2 major databases of theses and dissertations
- Access to more than 200 virtual reference resources
- 62 online GIS and mapping resources

### **Architecture Branch Library**

The Architecture Library provides collections, services, and programs to the students, faculty and staff of the College of Architecture and Planning as well as the entire Ball State University community and the general public

- The collections, all relating to the fields of architecture, landscape architecture, urban and regional planning, historic preservation, and building science, include
  - nearly 28,000 circulating books
  - 4,500 bound volumes of periodicals
  - current subscriptions to over 150 periodicals and serials
  - graduate and undergraduate theses
  - a small collection of circulating CD-ROMs
  - indexes and abstracts

- online access to many database, such as Avery Index to Architectural Periodicals, Art Index, BuildingGreen Suite, Architectural Publications Index, and Applied Science and Technology Index.

### **Architecture Library's Visual Resources Collection**

The Architecture Library's Visual Resources Collection, located adjacent to the Architecture Library, provides collections, services, and programs to the students, faculty and staff of the College of Architecture and Planning as well as the entire Ball State University community and the general public. Its holdings include:

- 41,000 fully cataloged digital images in the DMR
- 113,000 fully cataloged teaching slides
- 5,000 slides of historic and modern design projects in Indiana

### **Archives and Special Collections**

The Archives and Special Collections collects, preserves, and provides access to archival, printed, and digital resources that support the research and instructional needs of students, faculty, national and international scholars, and the general public. It provides a technology-rich, customer-focused environment where unique print and digital resources successfully converge to advance learning, teaching, and research.

The unit consists of Rare Books and Manuscripts; University Archives; Stoeckel Archives of Local History; and the Middletown Studies Collection. These four areas house:

- More than 31,000 books and 400 periodicals
- Over 6,700 linear feet of documents in more 975 manuscript collections and 450 university record series
- 60,000 photographic images in 550 photograph collections, 60 negative collections, and 29 slide collections; and over 7,000 are also currently available in digital format
- Over 800 films, 750 videotapes, 850 audio recordings, and 50 electronic media collections;
- More than 425 historical maps

Digital special collections available through the Ball State University Digital Media Repository (<http://libx.bsu.edu>) include:

- Over 6,000 historical photographs in the Middletown Digital Archives
- More than 1,000 Ball State University photographs
- The entire set of issues of the *Steinbeck Quarterly* scholarly journal from 1968 to 1993
- Hundreds of hours of interviews with African American, Jewish, and Catholic residents of Muncie, Indiana, in the Middletown Digital Oral History Collection, a Library Services and Technology Act (LSTA) grant project
- The Digital Repository of U. S. Civil War Materials from East Central Indiana, containing hundreds of letters, diaries, photographs, and artifacts that were digitized through an LSTA grant
- More than 380 issues of *The Muncie Times*, an African-American newspaper

### **Educational Resources Collection**

Educational Resources Collection provides media materials supporting instruction across the entire Ball State University curriculum, as well as print materials that support the study of K-12 curriculum. The collection includes:

- 40,000 juvenile books
- 900 reference books
- 7,500 textbooks and 10,000 curriculum guides and historical curriculum items
- 21,000 audiovisual items including DVD's, videos, laser discs, CD-I's, and unique 16mm films
- 3,000 computer software items including data and instructional materials, still and moving images, sounds and games for preschool through adult audiences
- nearly 8,000 audio titles of primarily spoken word content including audiobooks, short stories, poetry, and lectures. Instructional titles on various subjects for K-12, and higher levels also include such things as production music, sound effects, birdcalls, music, and speeches. Formats include CD's, cassettes, phonodiscs, and reel-to-reel tape
- 3,800 titles of projected graphics covering a variety of subject for various age levels. Formats include 35mm slides, filmstrips, and transparencies
- 20,500 two-dimensional graphic titles, including posters, pictures, art reproductions, wall charts, flip charts, and activity/flash cards
- 5,200 titles of other media materials including
  - a) 3-D models (e.g., food replicas, traffic signs, a human skeleton, etc.)
  - b) instructional games (puzzles, simulations)
  - c) 3-D art reproductions
  - d) kits (mini-collections of various items focusing on a particular subject such as climate change, military funeral honors, SIDS, etc.)
  - e) educational toys (puppets, stuffed animal, imitations of familiar objects, etc.)
- 500 cartographic materials (maps and globes)

### **Geospatial Resources and Map Collection**

The Geospatial Resources and Map Collection is an integrated Geographic Information System (GIS) lab and traditional map collection consisting of a wide range of geospatial materials, including over 145,000 paper maps, atlases, GIS data, and other resources.

The Map Collection houses maps and atlases of the world, nations, states, counties, cities, and serves as a depository for maps from the U.S. Geological Survey, U.S. Defense Mapping Agency, U.S. National Ocean Service, and the Indiana Geological Survey. The collection includes:

- 118,000 maps
- 2,900 atlases
- Nearly 300 CD-ROMs

The content and organization of the Map Collection ranges widely and includes

- aerial photographs of Muncie, Delaware County, and selected Indiana cities and counties
- topographic, aeronautical and nautical maps of areas throughout the world, including a collection of historic nautical charts produced in World War II Germany
- historic urban plans for major cities
- maps for recreation such as bicycle and hiking routes
- state and county road maps
- soil and geologic maps

- thematic maps and atlases such as an historical atlas of women in America, endangered species, military history, art history, architecture, stars, water pollution and other environmental issues, etc.
- Government Depository CD-ROMs for all fifty states
- orthophotoquad maps from all fifty states
- pictorial architecture guides for major U.S. and world cities
- gazetteers, geography dictionaries, and bibliographic guides to maps and atlases
- complete sets of AAA travel and tour books
- Sanborn fire insurance maps for Indiana cities, St. Louis, Missouri, and Boston, Massachusetts
- collection of CIA World Factbooks

The Geospatial Collection includes a GIS laboratory with eight high-end computers and a large-format plotter for using GIS software, analyzing data, and printing maps and other projects, and provides access to the following:

- ArcGIS
- ArcView
- Geomedia Professional
- Microsoft Windows XP Professional
- Roxio Easy CD Creator
- Adobe Reader, Acrobat, and Photoshop
- WinZip
- In-house and online GIS tutorials
- GIS user manuals
- GIS reference books using GIS in various disciplines, trends in GIS, and data portals available for downloading GIS data
- CD-ROM collection of GIS datasets
- Links to both in-house and online GIS datasets such as orthophotography, digital topography, and local, state, national, and world data

### **Music Collection**

The Music Collection collects and provides access to music scores and books (contemporary and historical), and serves as a listening laboratory for courses in music history, theory, performance, and appreciation. The holdings include:

- over 18,000 CD's and over 700 unique phonodiscs and cassettes
- over 42,000 music scores and books on music
- more than 140,000 online streaming music tracks of classical and popular music

### **Science – Health Science Branch Library**

The Science – Health Science Library provides access to science-related research materials and services including, but not limited to, the fields of biology, chemistry, geology, nursing, physics and physiology. Its collection includes:

- over 5,000 reference and science-related books
- current subscriptions to over 200 scientific journals

- access to abstracts and indexes, such as *Biological Abstracts*, *Physics Abstracts*, and *SciFinder Scholar*, and *GeoRef*
- nearly 400 software applications, videos, and DVDs

### **Formats for Collection Materials**

- Activity cards
- Art, original and reproduction – 2D
- Art, original and reproduction – 3D
- Audio, reel-to-reel
- Audiocassettes
- Books
- Charts
- Compact discs, interactive video
- Compact discs, audio
- Curriculum guides
- DVD videos
- Electronic games
- Equipment, Digital
- Films, 16mm
- Filmstrips
- Flash cards
- Games
- Globes
- Kits
- Maps
- Microscope slides
- Models
- Mounted pictures
- Periodicals
- Phonodiscs (LP)
- Pictures
- Realia
- Slides
- Slides in carousel tray
- Software, computer
- Textbooks
- Toys, educational
- Transparencies
- Video discs
- Videocassettes
- Videos, reel-to-reel
- Youth book