

Booth Library

Faculty Handbook of Library Services



Eastern Illinois University



Booth Library

Booth Library, the general library of the University, is named in honor of Miss Mary Josephine Booth, who served as librarian at Eastern from 1904 to 1945. A comprehensive program of library services is offered to students, faculty and citizens of our service area. The library staff is available for personal assistance for all library users.

The library collection consists of more than 1 million cataloged materials, including books, journals, government documents, maps, music scores, videos and DVDs, and 1.3 million microtexts selected to support the University's educational mission. Leisure reading interests are served through materials in the general book collection, current best sellers, and popular magazines and paperbacks.

Collections

Books

The book collection is shelved on all levels of Booth Library. Books are arranged in call number order according to the Library of Congress classification system. (See maps at the library's web page or the library's map/brochure for specific collection locations.) Books in the general collection are charged out to faculty members for a period of 16 weeks.

Electronic Resources

In addition to the print and media collections, the library subscribes to more than 100 databases that provide access to journal articles, citations, audio and video files, and images. Access is available through the library's website. Electronic and audio books can be accessed through the EIU Online Catalog. Remote access to these resources requires authentication. See the Booth Library home page for logon instructions.

Florence Coles Ballenger Teachers Center

The Ballenger Teachers Center (BTC) is comprised of teaching and learning materials and services for students and faculty of the College of Education and Professional Studies, and to regional elementary and secondary public school teachers and administrators. Located off the Marvin Foyer, the BTC includes juvenile and pre-K through 12 curriculum collections of more than 50,000 volumes. For further information, call 581-8442.

Government Documents

Booth Library is a selective depository of United States federal and Illinois state documents. The location for most of the library's document print collection is 2000 North. For further information, call 581-6072.

Illinois Regional Archives Depository (IRAD)

The Illinois Regional Archives Depository (IRAD), located at 1000 South Foyer, contains records of historical and genealogical significance from various governmental units in East Central Illinois. This collection is not accessible through the EIU Online Catalog. IRAD maintains limited hours. Call for an appointment at 581-6093.

Media

Library Technology Services (LTS) houses the library's media collection of DVDs, CDs, video cassettes and sound recordings, etc. Faculty who need non-print materials for class use may reserve them by telephone (581-6091), through the library's website or at the LTS desk (4000 South). Faculty may charge out sound recordings for one week and all other items from this collection for two weeks.

New Books

The newest books are shelved in the library's Marvin Foyer at the north entrance.

Periodicals

Periodicals (magazines, journals and newspapers) are located at 1000 North and South. Periodicals are arranged in call number order according to the Library of Congress classification system. Current periodicals are housed behind the Periodicals/Reserve desk and are charged out for one day and due before closing on the following day of library operation. Bound journals are charged to faculty for one week. Faculty members are allowed browsing privileges behind the Periodicals/Reserve desk.

Recreational reading

Booth Library purchases materials for recreational reading. Best sellers, graphic novels, popular magazines, and read-and-relax paperbacks are shelved in front of the Periodicals/Reserve desk, 1000 South Atrium. These popular materials are accessible through the EIU Online Catalog and are identified by specific location designations. Faculty may check out best sellers for one week, graphic novels for 16 weeks, and read-and-relax paperbacks for 16 weeks. The popular magazines displayed in the 1000 South Atrium are non-circulating.

Reference

Reference materials are those most frequently consulted as sources of information or as guides to other resources. The Reference Collection is non-circulating, but faculty may charge out reference items for up to four hours, provided services are not impeded. The Reference desk is located in 3000 North. For further information, call 581-6072.

Reserves

Reserve materials are supplemental print and non-print items that EIU faculty members have asked to be set aside for students. The print reserve collection is located behind the Periodicals/Reserve desk, 1000 South Atrium (581-6092). The media reserve collection is located behind the Library Technology Services desk, 4000 South (581-6091).

Circulation Services offers an electronic reserve service that makes course reserve readings available to students via the Internet. All electronic reserve items also will be held in the print-based reserves collection at the Periodicals/Reserve desk. The electronic reserves database can be accessed through a link from the Booth Library website. To place items on electronic reserve, contact the Periodicals/Reserve desk at 581-6092.

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Federal copyright law places several limits on library reserves. Further information is available at <http://library.eiu.edu/reserves/public-Ereserves.html> or by calling 581-6092.

Special Collections

Library materials deemed rare or requiring special handling are identified in the EIU Online Catalog by the Special Collections location designation. This collection is available for use in-house only during library hours. For further information, contact the Circulation Desk at 581-6071.

University Archives

The University Archives, located in the 1000 South Foyer, contains records and publications of historical or research value pertaining to Eastern. Materials in this collection are not always accessible through the EIU Online Catalog. Faculty and administrators are encouraged to make use of this collection for research or instructional purposes. Call for an appointment at 581-6093.

General Information

Booth Library Home Page

<http://www.library.eiu.edu>. The web site also is accessible by clicking on the library link in the Desire2Learn community.

Change Machine

A change machine is located in the copy room near Circulation Services, 3000 South.

Collection Development Policy

The Collection Development Policy Manual is available on the library's web page.

Computer Lab

Booth Library's open computer lab, 4000 South, has 58 computers, three media stations with scanners, and access to laser and color printers.

Conference Rooms

Faculty may schedule the Witters Conference Room (Room 4440, 4000 South) and the Edgar Room (Room 3202, 3000 North) for meetings and events by calling Library Administration at 581-6061.

Delivery of Library Materials

Items owned by Booth Library, as well as requested interlibrary loan items, can be delivered to your office mailbox.

EIU Online Catalog

Use the EIU Online Catalog to locate books, magazines, journals, sound recordings, DVDs, etc., held at Booth Library, as well as the holdings of 80 other Illinois academic libraries. The catalog is available through the library's web page. Using the EIU Online Catalog, you may view a list of items charged out, request materials from other libraries and renew materials.

Emergency Procedures

During an emergency, please follow the directions of the library staff. In the event of an injury or security problem, report the incident to a library staff member.

Exhibits

Exhibit spaces are available for display of faculty and/or student research. Call Reference Services at 581-6072 for more information.

Faculty Carrels and Lockers

A limited number of carrels and lockers are available throughout the library. Contact Library Administration at 581-6061 for more information.

Faculty Reading Room

A reading room with computers is available for faculty use behind the Periodicals/Reserve desk, 1000 South Atrium.

Group Study Rooms

Group study rooms are available on a first-come basis, 4000 South.

Institutional Repository - The Keep

This service of Booth Library aims to preserve and provide access to the research and scholarly output of faculty and students, as well as to documents of historical significance to Eastern Illinois University. Call 581-8381 for further information.

Interlibrary Loan

Materials not available in Booth Library may be requested through interlibrary loan. Submit requests at the Circulation desk or through the library's web page. Materials borrowed through interlibrary loan are delivered to faculty office mailboxes. For assistance, call Circulation Services at 581-6071 or Interlibrary Loan at 581-6074.

Library Advisory Board

This group facilitates the implementation of a viable, positive library program for the university. Membership consists of representation from each of the university colleges by Faculty Senate appointment. Call Library Administration at 581-6061 for further information.

Library Instruction

Library instruction can be general or tailored to fit your class assignments. The Booth Library E-Classroom is available for library bibliographic instruction. Call Reference Services at 581-6072 or fill out a request form on the library's web page to arrange library instruction sessions.

Library Lounge

A lounge area and vending machines are located at 1000 North.

Library Services for Individuals with Disabilities

Booth Library is accessible to individuals with disabilities via the south entrance. Facilities are identified by the universal disabled symbol. Assistive technology is available in the Reference Room, 3000 North. Booth Library's TTY (text-writing telephone) number is 581-6072. The Booth Library homepage complies with specifications brokered by the World Wide Web Consortium. The library makes every effort to comply with the Illinois Web Accessibility Standards.

Lost and Found

Lost items of value are held at the Library Administration Office, 4000 South. Other lost items are held at the Circulation Services desk, 3000 South.

Media Services

Services offered by Media Services include media production, photographic services, media equipment, and support to faculty and staff using media in classrooms and at university functions. Media Services is located in Booth Library, 1000 North. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday. For further information, call 581-6011.

Microform Readers

Microform reader/printers are located on 1000 North. It is the responsibility of the individual to comply with U.S. copyright law. The law is posted near each machine.

Overdues

If a faculty member has received at least three overdue notices, library personnel may deny borrowing privileges until the items are renewed, returned, or replacement costs have been paid.

Panther Card

Panther Cards serve as your library card to check out items. It also provides access to the collections of 80 I-Share libraries located throughout Illinois. A Panther “cash to chip” machine is located in the copy room near Circulation Services, 3000 South.

Photocopying

Booth Library provides both debit and coin-operable photocopy machines. A color photocopy machine is located near Circulation Services, 3000 South. A photocopy machine, located in the Library Administration office, is available Monday–Friday from 8:30 a.m. to 4:30 p.m. for faculty members and administrative personnel on a pay-as-you-use per copy basis or charged to a departmental account with fiscal agent approval. It is the responsibility of the individual to comply with U.S. copyright law. The law is posted near each machine.

Printing

Library Technology Services (LTS), 4000 South, provides access to black/white laser printing, color laser printing and laminating for a fee. For further information, call 581-6091.

Recommendations for Materials to be Purchased

Each department has a faculty library coordinator designated to work with the subject bibliographer in his/her discipline to facilitate book and other material requests. Faculty order requests may also be submitted to the appropriate subject librarian (see list on back) or through the "Materials Purchase Suggestion" form on the library's web page.

Restrooms

Restrooms and water fountains are located in the southwest corners of 1000, 3000 and 4000 South and on 1000 North near the lounge area.

Social Media

The library maintains a presence on Facebook and Twitter. "Like" or "follow" the library to keep up-to-date on announcements.

Study Areas

Quiet study areas can be found throughout the library. The entire 2000 level has been designated a quiet study floor.

Telephones

Campus telephones are available near Circulation Services, 3000 South, and on all other floors near the elevator and photocopy rooms.

User Code of Conduct

Copies of the library's "User Code of Conduct" are posted on bulletin boards throughout the library and at each entrance. Library staff will take necessary measures to stop any inappropriate behavior.

Hours

Fall and Spring Semesters

Monday-Thursday	8:00 a.m. – 1:00 a.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	12:00 p.m. – 1:00 a.m.

Summer Semester

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	2:00 p.m. – 10:00 p.m.

Intersession

Monday-Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

The library also provides extended hours prior to final exams. During periods when classes are not in session, consult the calendar of library hours, available at library services desks, online at the library's web site or by calling the Hours Hotline at 581-6423. Or, bookmark www.worldcat.org/spotlight/organization/hours/818.html on your mobile devices.

Collection Location Guide

Archives	1000 South, South Foyer
Best sellers	1000 South, Atrium
Books-Stacks—Call numbers A-H	3000 South
Books-Stacks—Call numbers J-L	2000 South
Books-Stacks—Call numbers M-N	4000 South
Books-Stacks—Call numbers P-Z	1000 North and South
Curriculum Collection	3000 North, BTC
Government Documents-Microforms	1000 North
Government Documents-Print and CDs	2000 North
Illinois Regional Archives Depository	1000 South, South Foyer
Juvenile Collection	3000 North, BTC
Maps	2000 North
Media Collections	4000 South
Microforms	1000 North
New Books	3000 North, Marvin Foyer
Newspapers-Current	1000 South, Service Desk
Newspapers-Microfilm	1000 North
Newspapers-Print Indexes	1000 North
Oversize Books	2000 South
Periodicals-Bound	1000 North and South
Periodicals-Current	1000 South, Service Desk
Periodicals-Microforms	1000 North
Periodicals-Popular Magazines	1000 South, Atrium
Periodicals-Print Indexes	1000 North
Read & Relax Collection	1000 South, Atrium
Reference-Atlases	3000 North
Reference-Desk Collection	3000 North, Service Desk
Reference-Print Indexes	See EIU Online Catalog
Reference-Stacks	3000 North
Reserves-Media Collection	4000 South, Service Desk
Reserves-Print Collection	1000 South, Service Desk
Special Collections	3000 South, Service Desk
Stacks (See Books)	

Booth Library Subject Librarians

Africana Studies	Bradley Tolppanen	581-6006
Art	Marlene Slough	581-7555
Biological Sciences	Kirstin Duffin	581-7550
Business	Janice Derr	581-5090
Chemistry	Kirstin Duffin	581-7550
Communication Disorders & Sciences	Pamela Ortega	581-7548
Communication Studies	Karen Whisler	581-7551
Counseling & Student Development	Ann Brownson	581-6099
Curriculum Collection	Ann Brownson	581-6099
Early Childhood, Elementary & Middle Level Education	Ann Brownson	581-6099
Economics	Sarah Johnson	581-7538
Educational Leadership	Ann Brownson	581-6099
Electronic Resources	Karen Whisler	581-7551
English	Karen Whisler	581-7551
Family & Consumer Sciences	Marlene Slough	581-7555
Foreign Languages	Pamela Ortega	581-7548
Geology/Geography	Kirstin Duffin	581-7550
Government Documents	Karen Whisler	581-7551
Health Studies	Stacey Knight-Davis	581-7550
History	Bradley Tolppanen	581-6006
Journalism	David Bell	581-7547
Juvenile Collection	Ann Brownson	581-6099
Kinesiology & Sport Studies	David Bell	581-7547
Latin American Studies	Pamela Ortega	581-7548
Library Science	Karen Whisler	581-7551
Mathematics & Computer Science	Sarah Johnson	581-7538
Military Science	Bradley Tolppanen	581-6006
Music	Allen Lanham	581-6061
Nursing	Stacey Knight-Davis	581-7550
Philosophy	Karen Whisler	581-7551
Physics	David Bell	581-7547
Political Science	Pamela Ortega	581-7548
Psychology	Bill Schultz	581-8457
Recreational Administration	David Bell	581-7547
Reference Materials	Karen Whisler	581-7551
Secondary Education & Foundations	Ann Brownson	581-6099
Sociology/Anthropology	Bill Schultz	581-8457
Special Education	Ann Brownson	581-6099
Student Teaching	Ann Brownson	581-6099
Technology	Todd Bruns	581-8381
Theatre Arts	David Bell	581-7547
Women's Studies	Pamela Ortega	581-7548