

NEW FACULTY GUIDE



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1. Library Webpage:

For general information:

Find Information-e.g., hours, catalogue, index of general and databases.

Library services-e.g., borrow materials, laptops, study rooms.

About the Library-e.g., hours, contact us, policies.

LINK:

<http://www.library.gsu.edu/>

2. Fines

No fines for faculty.



3. Accessing your library account from the library catalog (GIL) to:

Get GALILEO password.

Renew books online.

Check my requests.

LINK:

<https://gil.gsu.edu/>

4. Can books be borrowed from other universities?

Faculty and students can physically borrow materials and use selective databases (depending on university) from other Georgia State Universities-

Emory University, Georgia Tech, Medical College of Georgia



5. Accessing library resources from home:

Off-campus login and password are needed. VPN (i.e., Virtual Private Network) can also be set up from home and is recommended.



LINK(VPN):

<http://www2.gsu.edu/~wwwccs/doc/wireless2/wirelessindex.htm#procs>

LINK:

<http://www.library.gsu.edu/passwords/>

6. Borrowing information:

Materials	Faculty
books	1 calendar year
reserve books	2 hrs, 3 days or 1 week
audiovisual	1 week
reserve audiovisual	in house use only
laptops	4 hours (renewable once) in house use only
cd players	1 week
headphones	in house use only
periodicals	2 hours
storage periodicals	3 days
reference	do not circulate
UB books (* UB books are for Universal Borrowers when they check out at other Universities)	4 weeks

LINK For undergraduate, graduate, GRA', GTA, PTI:

<http://www.library.gsu.edu/services/pages.asp?ldID=68&guideID=281&ID=1741>



7. Printing/Copying:

Faculty printing is free for black/white copies. Color copies are 50 cents per print. Photocopying is 10 cents or 8 cents per copy with panther card. The copiers are located around the library and there is a copier room on Library North 3.

A department know that the Departmental Copier is on the 2nd floor of Library North. It accepts Departmental Cards and cash.

For info in setting up a departmental copycard (green card):

<http://www2.gsu.edu/~wwwaux/panthercard/copycard.htm>

All the copiers are managed by Auxiliary Services. You may want to give them a call or email to ensure the accounts are OK:

Glen Griffith
Manager of PantherCard Operations
(404) 413-9507
gog@gsu.edu

8. Logging from a library computer:

Faculty can login to any computer, but must ask the reference desk librarian (Library North 2) to have them log in.

9. Interlibrary Loan (ILL):

Interlibrary Loan Service, located on the 2nd floor of Library North, is available to all GSU faculty, staff, and students. It provides for the borrowing of needed items not owned by University Library or available through GIL Express. Requests for items through Interlibrary Loan are completed using an electronic form found at <http://www.library.gsu.edu/ils/> . You can also access this page from the main library page by clicking on Interlibrary Loan which is listed under "Library Services". Select "Logon to ILLiad" to begin the process. There is usually no charge to the patron for books or photocopies obtained through Interlibrary Loan. ILL can be reached at (404)651-2475 or at libill@langate.gsu.edu.

LINK:

<http://www.library.gsu.edu/services/pages.asp?ldID=68&guideID=281&ID=4210>



10. Desktop Article Delivery:

Desktop Article Delivery is a new service offered to GSU faculty.

We provide desktop delivery via GSU email of journal articles and book chapters from the print collection at The Georgia State University Library. If you have a Faculty or Professional Administrative status Panthercard and an active library account, then you are eligible for this service. Part-time instructors and graduate teaching assistants are not eligible.

Type of information requested:

- Journal articles and book chapters 30 pages or less in length.
- The materials must be part of the University Library's print collection.
- To request an item not owned by the University Library, please go to <http://www.library.gsu.edu/ill/> to submit an Interlibrary Loan request.

LINK: (To request something)

<http://www.library.gsu.edu/artdel/register.asp>

LINK:

<http://www.library.gsu.edu/services/pages.asp?ldID=68&guideID=281&ID=3295>



11. Course reserves:

The ERes course page will be designed for your specific class. You may bring materials to the reserves desk or place your request online. We will retrieve library owned materials from our stacks and databases. Once your requests are received, library staff will digitize everything that meets copyright guidelines and create your course page. Once we have your course page created, we will contact you to discuss the layout of your page, the password, availability conflicts, and anything else that needs to be addressed. If you use the online form and are submitting physical items for reserve or for scanning, please print the form out and attach it to the items that you are bringing to the reserves desk.

To place materials on reserve, click on the following link:

LINK:

<http://www.library.gsu.edu/services/pages.asp?ldID=68&guideID=281&ID=2603>



12. Library Instruction:

For a library instruction class on use of general resources to advanced databases. Library has two computer rooms (on LN1 and LN2) for teaching students how to use the library and its resources. Contact your subject librarian for setting up an instruction class.

LINK:

<http://www.library.gsu.edu/instruction/>

13. Research Guides for Chemistry, Computer Science, Mathematics and Statistics:

Research Guides includes [Journal Citation Reports](#) (Impact factors and h-indexes). Each research guide provides information for main books, internet resources, and databases. **Worth looking at!**

LINK:

<http://www.library.gsu.edu/research/>

14. New Book Titles:

New books are located on Library North 1 (LN1) near the front entrance for viewing. Ask someone at the circulation desk there if you cannot find these. New Book can also be found online-just type QD for chemistry, QA for Computer Science or Mathematics in search item.

LINK:

<http://www.library.gsu.edu/newtitles/>



15. Institutional Repositories (IR) for faculty:

Anything that is created digitally or that can be converted into a digital object (such as by scanning) can be deposited into the IR. Examples: Pre-prints, Post-prints, Research & Technical Reports, Learning Objects/Instructional Materials, White Papers, Conference Proceedings, Data Sets, Electronic Theses & Dissertations, Models, Simulations, Working Papers, Presentations, Web Pages, Recorded Lectures & Symposia, Multimedia Objects.

To place information on the IR, email: Sara Fuchs, Digital Technologies Librarian,
sfuchs@gsu.edu

16. What is Instructional Technology Center (ITC)?

Instructional Technology Center (ITC) serves as a resource center providing [learning spaces](#), [technology workshops](#), [student computer access](#), and **specialized educational technology resources**. Our resources include [equipment](#) and [software](#). The Instructional Technology Center makes available data projectors, digital cameras, portable A/V equipment and laptops for check out.

LINK:
<http://itc.gsu.edu/>



17. What is University Educational Technology Services (UETS)?

University Educational Technology Services (UETS) is responsible for institutional instructional technology support including instructional design services, creation of Web-based course materials and WebCT support. It also provides digital media services, technology enhanced general classrooms, open access computer labs and technology training.

LINK:
<http://www2.gsu.edu/~wwwets/>

18. WebCT Help?

LINK:
<http://www2.gsu.edu/~wwwvst/help/index.html>



19. Dissertation Information?

Finding Thesis/Dissertations

LINK:
<http://library.gsu.edu/findinfo/pages.asp?ldID=68&guideID=280&ID=4480&action=print>

Guide for Digital Thesis and Dissertation Preparation and Submission

LINK:
<http://www2.gsu.edu/~wwwgas/guidelines%202006.pdf>

20. More Help?

1. Contact your library liaison:

Robert Tomaszewski
Office: Library South 5th Floor (Room 542)
IM: rtomaszegsu (Yahoo/AOL/MSN)

Phone: (404) 413-2870

E-mail: rtomasze@gsu.edu

2. Ask a Librarian (chat live online Mon.-Thur 10am-5pm)
IM (chat live 10am-10pm)
Email a reference librarian

LINK:

<http://www.library.gsu.edu/services/pages.asp?ldID=68&guideID=281&ID=3006>

3. Walk up to a reference desk (Library North 2)
