

FOOTNOTES¹

Accessing what you need from the Libraries -- Did you know?

The Libraries' Access Services department provides a myriad of services to get you what you need, including:

24/5: For Fall and Spring semesters through finals week, the University Library maintains a 24-hour, 5-day a week schedule. Limited services are available. Hours are posted at http://www.library.kent.edu/locations_and_hours.php.

To ensure the safety of all, access to the building is limited to current KSU students, faculty, and staff beginning at 11 p.m. Users are required to present a valid FLASHcard to a security aide to gain entry.

Overnight library users can park in the R-6 parking lot located off Eastway Drive until 7 a.m. or in designated spaces in the visitor's lot until 8 a.m.

On Campus Delivery service: University Libraries is committed to saving the time of the user. This includes delivery of books and other materials to faculty and staff's offices and to students' dorms. An extra day is all it takes for a requested item to make it to a department or dorm delivery site.

The service is used by faculty, staff, and students all over the Kent campus. UL sends out between 50 and 100 items every day, and has sent up to 200 items a day during peak periods. Deliveries include research materials, videos, and even bestsellers. For more information, go to <http://www.library.kent.edu/bookdelivery>.

Camcorders and more: Digital cameras, mini-DV camcorders, tripods, "flip" camcorders, a digital still camera, and micro voice recorder can be checked out to any current student, faculty, or staff for use with their instructional projects. All items are loaned through the Circulation Desk on a first-come, first-served basis and are due back by midnight, or at the closing time of the library the following day, whichever comes first.

Ordering AV materials: Since the closing of the 3rd floor Audio Visual Services area, UL has split various services between departments. Most items are available through online ordering.

Classroom equipment – Although many classrooms now have equipment permanently installed in them, there may be times it is necessary to request

equipment for teaching. Equipment may be ordered online at <http://www.library.kent.edu/page/14132>.

VHS and DVD ordering – Both VHS and DVDs can be requested for pick-up at any library or for delivery through our On Campus Delivery service. Both formats can also be "booked" in advance to ensure availability when they are needed for a class.

Delivery to distance learning students: The Libraries provides free-of-charge book shipment to distance learning students who meet these criteria:

- live 30 or more miles from any Kent State University library (Kent campus or a regional campus)
- do not come to any KSU campus to attend class

Students using this service are responsible for return shipping and insurance costs. For more information, go to: <http://www.library.kent.edu/offcampusdelivery>.

Interlibrary loan and article e-delivery: When a book is not available at Kent State or OhioLINK libraries, our ILL department will borrow it, whether from a U.S. or foreign library. Place your request through the online interlibrary loan requesting system (ILLiad), linked through the UL home page.

ILL is also the place to turn when you need an electronic copy of a journal article for which Kent State does not already provide electronic access. We will scan articles available in print only or otherwise obtain articles of a manageable size and deliver them electronically to your desktop via our article e-delivery service. Visit <http://www.library.kent.edu/ill> for more information.

Access Services continues on page 3

Inside this Issue

Page 2	Resource News
Page 3	Library Services Update
Page 4	Kent Reads Plan a Display in University Library Student Multimedia Studio Tips: <i>PowerPoint 2010</i>
Page 5	A Note from the Dean
Page 6	Friends' Corner

EXCELLENCE *in Action*

Resource News



Please note: OhioLINK will be switching to a new book delivery vendor in early March.

Some delivery delays are expected during the transition.

Please plan ahead. Request your books early.

NOTE: Only OhioLINK deliveries will be affected. The normal delivery schedule will be maintained for those books coming from KSU Off Site Storage (AssureVault).

Code of Best Practices in Fair Use for Academic and Research Libraries

Copyright law and the application of fair use in academic and research library settings has been confusing at best and threatening at worst. Last month, the Association of Research Libraries (ARL) released its *Code of Best Practices in Fair Use for Academic and Research Libraries*. This code, which was based upon dozens of interviews and small-group discussions, affirms the doctrine of fair use in eight key situations encountered repeatedly by librarians. These are:

1. Supporting teaching and learning with access to library materials via digital technologies
2. Using selections from collection materials to publicize a library's activities, or to create physical and virtual exhibitions
3. Digitizing to preserve at-risk items
4. Creating digital collections of archival and special collections materials
5. Reproducing material for use by disabled students, faculty, staff, and other appropriate users
6. Maintaining the integrity of works deposited in institutional repositories
7. Creating databases to facilitate non-consumptive research uses (including search)
8. Collecting material posted on the web and making it available.

This code condenses the four factors of fair use into two fundamental questions:

1 – Is the use of the copyrighted material “transformative”? In other words, is the copyrighted work to be used for a more broadly beneficial purpose different from that of the original use?

2 – Is the appropriate amount and kind of material used, considering the nature of the original work and the intended use?

Similar codes, such as those created for K-12 teachers, film and communications scholars, and dance archivists, have enabled professionals to improve practice. As the text of the code states, “No community has suffered a legal challenge for creating a code of best practices.” UL hopes to use the code as a starting point for a reinvigorated discussion. For the full-text of the code, as well as other educational materials, see <http://www.arl.org/pp/ppcopyright/codefairuse/index.shtml>.

APA PsycNET[®] Now Available

OhioLINK has reached an agreement with the American Psychological Association (APA) to allow dual platform access to both their PsycNET site and OhioLINK's interface for PsycINFO. Similarly, APA's full-text journals will be available through both PsycNET and the OhioLINK Electronic Journal Center. This dual access was negotiated to include no additional fees.

The PsycNET database provides both easy and advanced search options, as well as a means to search for cited references. You will find it in the Libraries' Research Databases listing.



Architecture in ARTstore

ARTstore Digital Library now contains more than 2,000 photographs of architecture in Japan and another 600 of architecture in Chicago. These are from the Visual Media Center, Department of Art History and Archaeology, Columbia University. The collection is available at: http://library.artstor.org/library/collection/columbia_arch

Update on Library Services

Access Services continued from page 1

Proxy borrowing information: It is possible for library users to designate other individuals (“proxy”) to pick up and check out their materials. For example, faculty members can designate one or more departmental graduate assistants as authorized to pick up materials under the faculty member’s name. For more information about proxy borrowing, go to <http://www.library.kent.edu/proxyborrower> or contact the Circulation Desk (330-672-7905).

Course reserves: Reserve Services will place required or supplemental materials on reserve for your courses. Journal articles and book chapters are digitized and placed on a password protected site within the ERes electronic reserve system. This site can be linked from your Blackboard course.

Staff ensure that materials placed on reserve comply with license agreements and U.S. copyright law. If necessary, UL subsidizes up to \$300 in copyright royalties per course section, per semester. Video or other multimedia clips may be placed on ERes for online courses, and DVDs may be placed on physical reserve for face-to-face courses.

Reserve Services can place books on physical reserve as well, including personal copies of textbooks. Most books are placed on a two-hour reserve, but options for one-day, three-day, and seven-day reserve are available. For more information, see <http://reserves.library.kent.edu/eres/default.aspx> or call 330-672-7906.

Library Happenings



FREE Copier Feature: Scan-to-File



Did you know that there are two copiers in the University Library that allow you to scan a page and save it to a file as a .pdf or .tif? The scans can be saved in black and white, gray scale or color.

The two copiers look like regular photocopiers but have the scan-to-file feature built-in. One of these machines can be found on the first floor near the Circulation desk. The other can be found on the sixth floor at the end of the row of computers toward the south wall.

Other things to know about scan-to-file:

1. You can scan page sizes from 8.5x11 to 11x17 inches
2. You can email the file to yourself or any email address
3. You can save the file to a jump drive
4. Scans are FREE!!

Questions about the scan to file feature can be sent to John Nader, jnadersr@kent.edu.



Computers in the “Aisles of Light”

With support from Information Services, 50 new computers have been installed in the University Library on floors 5 through 9. These floors now have what are informally called “aisles of light”—open spaces from the elevator to the windows on the far wall. These work spaces are popular get-away locations for students to work in relative quiet.

...more from the Libraries



Celebrate reading with Kent State University Libraries

Kent Reads features engaging and thoughtful KSU faculty, administrators, alumni and students reading aloud from meaningful works of literature, poetry, original creative writings and non-fiction.

All events are on the 1st floor of the University Library.

Ken Bindas on Tuesday, March 6, 2-3 p.m.

Jeff Wattles on Thursday, April 5, 3-4 p.m.

Contact Diane Sperko for more information (dsperko@kent.edu, 330-672-1852).



Plan a Display in University Library

The Libraries has increased display space with the acquisition of several table display cases. These, in addition to an existing wall case are available for use by University units or recognized organizations. All displays are to reflect the educational and cultural interests of the University.

The table cases are lockable and measure 60" long by 30" wide by 11" deep. Locations include both 1st and 2nd floors. The lighted, wall case in the main corridor is 54.5" wide by 63" high by 17" deep.

More information about display opportunities in the University Library is available at: <http://www.library.kent.edu/displaycases>. Call the Library Dean's Office at 330-672-2962 to reserve.

Student Multimedia Studio Tips: PowerPoint 2010 Multimedia Features

If you gave up on assigning *PowerPoint* with multimedia content because it was too difficult for your students to share, *PowerPoint 2010* may be the answer you've been looking for.

PowerPoint 2010 on Windows now has features that allow you, not only record narration and save the timings so the *PowerPoint* presentation will play automatically, but also to insert music, sound effects and video. These multimedia features are now embedded into the *PowerPoint* file so that you can share the presentation with others without worrying about needing the "externally linked" media files.

Powerpoint 2010 allows sharing and distribution using the following options:

- Send as an email attachment (if smaller than 20 MB)
- Save to Web
 - o Upload to Sharepoint
 - o Upload to AuthorStream.com
 - o DropBox: Upload the presentation "as is" directly to a Course Dropbox (dropbox.kent.edu). The instructor can download and play the *Powerpoint* presentation with multimedia content on a personal computer.
- Create a video (Windows Media Video format)
 - o For computer and HD displays (highest quality / largest file size)
 - o For Internet & DVD (medium quality / 10% the file size as HD Display quality)
 - o For portable devices (lowest quality / 10% the file size as Internet & DVD quality)
 - o Create a video also allows students to save their *PowerPoint* presentation as a video that can be uploaded to KSUTube, YouTube, or other video sharing sites. It can also be sent as an email attachment (as long as the file size is under 20 MB) or uploaded to a course drop box.

Unfortunately for Mac users, *PowerPoint 2011* for Macs won't do any of these things as well as *PowerPoint 2010* for Windows. For now, *PowerPoint 2010* on Windows is still the way to go for multimedia.

For more information contact:

Gary Mote, Asst. Professor & Student Multimedia Studio Manager (gmote@kent.edu, 330-672-2351).

A Note from the Dean Jim Bracken, Dean of University Libraries jbracke1@kent.edu

Re-Friending the Library

If you haven't heard, the Libraries is looking for "Friends." Of course, we continue actively to seek "friends" on Facebook. We have been doing this for a few years now. Check out the site at: www.facebook.com/ksulibraries

But that's not what I mean when I say that the Libraries is looking for "Friends."

The Libraries is in the process of reviving its "Friends of the Libraries" group. The previous "Friends of the Libraries" flourished in the 1970s and 1980s with a membership of 500, despite the fact that it charged an annual membership fee. The old "Friends" maintained a vigorous program of activities, including lectures, events, and an annual black-tie dinner; supported the publication of catalogues, occasional papers, and other handsome keepsakes; and contributed funds to support the Libraries' acquisition of important resources. Times changed in the 1990s, however, with the rise of the Internet and digital information access and perhaps the popular recognition that there were then many more friendly alternatives to the Libraries. Think maybe "Libraries" is synonymous with "Detroit"?

Hey, to paraphrase Clint Eastwood's Super Bowl commercial, the Libraries is no one-punch chump. It's halftime, Kent State, and the second half is about to begin. In fact, it already began. Check the scorecard. The first score was in 2010 with the University Library's Risman Plaza entrance and first floor improvements along with the Roe-Green Center's renovations that created the Performing Arts Library. The second

big score in 2011 was the creation of the Math Emporium and the Fab Fourth. Summer 2012 (yes, this summer) will add bathrooms on the first floor and complete other improvements. The rout is on. 2011 saw just over half a million visitors in the Libraries. 2012's gate count is on its way to nearly one million visitors.

I would like to think that anyone who either sets foot in one of the fourteen locations in the eight-campus Kent State University Libraries' system or otherwise virtually visits one of the Libraries' thousands of web pages is, indeed, a "friend" of the Library. This is no time for a time-out. It is in fact the right time to reinvigorate the "Friends of the Libraries." And this time, with no membership fee.

By receipt of *Footnotes* you are automatically enrolled as a member of the "Friends of the Libraries." You and about 5,000 other faculty, staff, and "friends." You will soon receive a copy of *Page Turners*, the Libraries' new publication intended for "Friends." We are looking for ways to double the newsletter's readership (that's 10,000 members) by seeking "friends" who might want to become "Friends." We ask you to share *Page Turners* with your "friends" among students, alumni, and others in northeast Ohio and elsewhere.

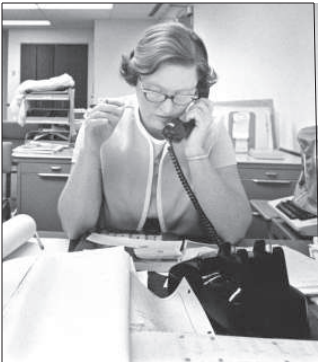
The Libraries is already open to everyone. Now is the right time to tell everyone about the Libraries. You got it: we want everyone to be counted as a "Friend" of the Kent State University Libraries.



Please consider making a donation online by using the University's secure form at <http://www.givetokent.org>. To specify the Libraries as recipient, scroll down the list and under "Student Assistance and Campus Life" select "Library Development Fund 15720". We are grateful for your support.

FRIENDS'

CORNER



In Memory: Librarian Rosemary D. Harrick

We are very sad to note the death of Rosemary Harrick, who passed away on January 20, 2012. Rosemary was a life-long resident of Kent, a graduate of Kent State University (BS 1952; MA 1957), and served a long and distinguished career of 42 years as a librarian in the Kent State University Libraries. Prior to her appointment at Kent State, Rosemary was employed first as a page and later as an assistant librarian at the Kent Free Library from 1946-1951. During her long tenure at the Kent State, starting in 1960, she held a number of positions including Social Studies Librarian, Reference Librarian, Head of the Reference Department, and Head of Government Documents. From 1969-1971, Rosemary was assigned special responsibility as Coordinator of Planning for the new library building (our current twelve-story University Library).

At the time of her retirement in 2002, she was honored for her dedicated service with Emeritus status. In his emeritus status nomination letter, then-UL Dean Mark W. Weber noted that Rosemary had “been a leader in the development of library collections and services. She created the first freshman library orientation program, and laid the foundation for the strong instructional program and references services we offer today.” She also guided the Government Documents program “through profound changes in the Federal Depository System--most notably the integration of electronic resources.” She is survived by her husband of 58 years, Richard D. Harrick.

EMBRACE
UNIVERSITY LIBRARIES

KENT STATE
UNIVERSITY

P.O. Box 5190 Kent, OH 44242-0001

100210

University Libraries

ADDRESS SERVICE REQUESTED