# Library Hours

## Main Library (Fall & Spring Semesters)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Noon - 1:00 a.m.</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>7:00 a.m. - 1:00 a.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. - 7:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Noon - 5:00 p.m.</td>
</tr>
</tbody>
</table>

## Summer

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Noon - 9:00 p.m.</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>7:00 a.m. - 9:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:00 a.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>Noon - 5:00 p.m.</td>
</tr>
</tbody>
</table>
# Library Locations By Floor

The Library’s 5 floors [2 are below ground] are accessible via 2 public elevators located in the center and south end of the building or by one of four stairwells opening on each floor.

**Computers are available on all floors.**  
**Student printing is available on various floors.**  
For access to **Study Rooms** and **Lactation Room** (016), go to the 1st floor Desk and ask for key.

## THIRD
**QUIET FLOOR – SILENCE – NO CELL PHONES – NO GROUP STUDY**  
Special Collections ❖ University Archives ❖ Circulating Books continue  
❖ School of Music CDs ❖ Restrooms (Handicap Accessible)

## SECOND
**GROUP STUDY/WORK FLOOR – CELL PHONES, TALKING OK**  
Instruction Classroom (Room 230) ❖ Math & Writing Center  
❖ Systems ❖ Circulating Books begin  
❖ Individual Study Rooms ❖ Commuter Lounge  
❖ Restrooms (Handicap Accessible and Baby-Changing Facilities Available)

## FIRST
**GROUP STUDY/WORK FLOOR - CELL PHONES, TALKING OK**  
Library Administrative Offices (Dean of the Library) ❖ Library Events Area  
❖ Library Public Services [Circulation/Reserve/Reference]  
❖ Faculty Center for Teaching Excellence (FCTE)  
❖ Subject Liaisons ❖ Instruction Scheduler ❖ Reference Books  
❖ Browsing Books, Magazines, CD, DVD, & Computer Games Collection  
❖ *ScanPro 2,000* Microfilm/fiche Scanners ❖ PC/Scanner Workstations ❖ Macs  
❖ Current Periodicals & Newspapers ❖ Campus Telephone  
❖ Photocopiers ❖ Charging Locker ❖ Cup & Chaucer Café  
❖ All Gender Restrooms (Handicap Accessible and Baby-Changing Facilities Available)

## LOWER LEVEL
**GROUP STUDY/WORK FLOOR - CELL PHONES, TALKING OK**  
Teaching Materials (TMC) ❖ Government Documents ❖ Visual Assistance (007)  
❖ Lactation Room (016) ❖ Snack and Vending Machines ❖ Group Study Rooms  
❖ Meeting Room (028) ❖ Restrooms (Handicap Accessible)

## BASEMENT
**GROUP STUDY/WORK FLOOR – CELL PHONES, TALKING OK**  
MAC Computer Lab (Room B03) ❖ Group Study Rooms ❖ Bound Periodicals ❖ ISU Dissertations ❖ Microfilm & Microforms ❖ Restrooms (Handicap Accessible)
Physical Setting

Named in honor of Arthur Cunningham, *Librarian* from 1890-1928, Cunningham Memorial *(Main)* Library opened in 1973. The original campus library building (dedicated in 1910) still exists as Normal Hall (University College).

For a recording of hours and changes in scheduled hours, call 812-237-2375 or check library homepage: click on About > Hours & Calendar. Exceptions to regular hours are posted at the library entrance. For Special Collections hours, visit http://library.indstate.edu/rbsc; call 812-237-2610.

The Faculty Center for Teaching Excellence is located on the northeast corner of the 1st floor. Visit www.indstate.edu/fcte; phone 812-237-2855.

The Math & Writing Center is located in the southwest corner, 2nd floor. Visit libguides.indstate.edu/mathandwriting. Phone: 812-237-2989.

Sodexo’s 1st-floor Cup & Chaucer Café serves a full line of hot & cold beverages from Starbucks. Also featured is a range of food items from Simply to Go. Accepted: Cash, Credit/Debit, Commons Cash and Commuter Meal Swipes. See website for hours: visit indstate.sodexomyway.com/dining-near-me/cup-chaucer

Virtual Setting

The Library contains more than 100 public-access computers with Internet access, the Microsoft Office suite, Adobe Photoshop, SPSS, and *EndNote* citation management software.

Collections represented in the Library’s online catalog include materials in the

- Main Library
- Charles E. Brown African American Cultural Center

Additional library holdings are included from the Library Consortium of Vigo County:

- Saint Mary-of-the-Woods College [Mary and Andrew Rooney Library]
- Vigo County Public Library
Getting Help Using the Indiana State University Library

**IN-PERSON:** go to the 1ST FLOOR DESK

**ONLINE from Library Homepage:**
- **Email Us:** response within 48 hours
- **Chat with Us:** immediate response during library open hours
- **Meet with a Librarian** [online form to request consultation]

| PHONE |
|---|---|
| **Circulation Assistance:** 812-237-2541 | **Reference/Research Assistance:** 812-237-2580 |

- **Assistance** in using the library's materials is always available at the 1st floor Desk. Other options: librarian-taught classes scheduled by your professors, individually scheduled instruction appointments with reference librarian subject specialists, and electronic reference services that include e-mail, chat, *Facebook* and *Twitter* (isulib), *Skype, Facetime* and *Collaborate Ultra*.
- **Course-based Instructional Support:** formal information-literacy-rich instructional sessions to class groups, instruction tailored to specific objectives, assignments, and student needs. Contact **Public Services** (812) 237-2541.
- Connect with a **Subject Specialist Librarian**: Visit library.indstate.edu/about/staff/subjects.asp or use online **Meet with a Librarian** form at library.indstate.edu/forms/liaison.asp
- **Distance Students** can arrange to ‘meet’ with a librarian via *Facetime, Skype* or *Collaborate Ultra* - see libguides.indstate.edu/distancelearning
- **Information Technology:** help with computer applications, ISU-issued laptops, configuring for wireless printing, *Blackboard* help – see also www.indstate.edu/oit/ or call 812-237-2910

**Find Library Resources**

From in-house computers, personal laptops, *Blackboard*, from on-campus and off-campus, you can find materials to support your assignments, research needs, and personal interests. The library's main access points
are its website and, within that, the Catalog, Electronic Resources portal, and SycaMORE Research (see sections in this booklet).

The ISU Library contains more than 1.6 million items, thousands of which are available in electronic and audio-book formats. The library provides access to print and full-text electronic journals, magazines, trade publications, newspapers, newsletters, and wire services. The library has many older, bound volumes of periodicals, almost half a million government documents, and assorted non-print media, including DVDs, CDs, computer games, and microformats.

### Classification & Organization of Library Materials

The ISU Library uses the *Library of Congress Classification System (LC)* for the majority of its print collections. For detailed information on the location of specific subject materials within this system, pick up the *Library of Congress Classification handout*, available on the 1st floor Information kiosk or online at library.indstate.edu/about/units/instruction/lcclass.html.

Children’s books, educational materials and audiovisual collections in the Teaching Materials Collection (TMC) on the Lower Level are cataloged in the *Dewey Decimal Classification System*.

Government Documents (Lower Level) are filed according to the *Superintendent of Documents Classification System (SuDoc)*.

Saint Mary-of-the-Woods and Vigo County Public Library use the *Dewey Decimal Classification System*.

### Find Library Resources: The Library Catalog

For traditional library research needs, start with the library catalog. From the Library Homepage, select *Find*, and then *Library Catalog (Books)* or *Classic Catalog* (aka fusion.indstate.edu -or- fusionplus.indstate.edu). Another way: find *Books & More, Advanced Search*, etc. under the homepage photo banner.

Use the catalog to get a list of books available in the library, search specific titles of magazines or journals (NOT individual articles), or search for non-print items. Use the *Place Hold* feature for most items; staff will pull your items and they should be available within 24 hours at the 1st floor Desk. Then just come to the library with your Student ID and get them! Check out the materials.
The catalog includes an important account feature: logging in (one-time password set-up) allows you to renew items online, save online catalog records into subject lists and return to them later, and see a list of e-books you have. Library catalog screens can be e-mailed or downloaded. **Course reserve** materials are also listed in the library catalog (enter course or professor’s name).

**Library Catalog (Books) aka Fusion** has a simple, single search box. Numerous search and display options (facets) help to narrow your search results. Results can be easily sorted/narrowed via the faceted choices: **Collection, Availability, Field terms were found in, Format, Location, Language, Publication Date, Publication Place**, even **Tag Clouds** and **Related Searches**.

Within each item’s record, author names, titles, and subject headings are clickable links. The catalog links to most of our electronic resources: e-books, streaming media (**Films on Demand** and **Alexander Street Press Video collections**) & audio (**Naxos**). You can also search to see recent **new items**.

**Classic Catalog aka FusionPlus** is another way to access library collections. You can easily see your search options, including: **Word/Phrase [i.e., Keyword]; Author/Title/Subject; Call Number, Limit** by **Online Catalog Record Field, Location, Material Type, Language and/or Year**.

**Historical note**: Brought online in 1985, ISU’s first Library Catalog was the first online catalog in an Indiana academic institution.

### Find Library Resources: Electronic Resources

For online full-text journal and magazine article databases, e-books and more, select **Find** on the **Library Homepage** and then **Electronic Resources**. Then **Browse databases** by subject or A-Z (blue box), **find** e-journals, e-books and media by title (gold box), **browse** e-resources by subject (green box), and search for **Reference** e-books.

Some materials listed in online databases, printed indexes, bibliographies, the Internet, etc., may not be owned by the ISU Library. **Interlibrary Loan Services** can help you get these materials from other libraries. Receipt of materials will take several days; remember to build this time into your research schedule.

**Off-campus/distance learners**: most databases are available from off-campus. When you access our subscription-based databases, you’ll be re-
directed to login via your MyISU account, and then you will be returned to the database (or e-book, etc.) you wished to access.

**Sycamore Scholars** (scholars.indstate.edu) is the institutional repository for Indiana State University, providing staff, students, alumni, and faculty an opportunity to promote and showcase their scholarly and creative work online. Items in **Sycamore Scholars** are indexed in Google Scholar, Google, and OAIster and are assigned a persistent and unique identifier for long term use, access, and preservation. **Sycamore Scholars** accepts all manner of digital formats including documents, data sets, images, audio files, maps, and specimens. For more information call Natalie Bulick at 812-237-2611.

### Find Library Resources: SycaMORE Research

**SycaMORE Research** allows you to search huge amounts of the library’s electronic resources, including its catalog, the full text of ISU e-books and even some non-ISU resources. Search results include citations of many kinds of sources: books, journal articles, newspaper articles, conference proceedings, dissertations, photos, multimedia, and much more. **SycaMORE Research** is a great starting point for certain types of research, such as starting to research a broad or multidisciplinary topic.

### Find Library Resources: Special Collections

**Special Collections:** The Special Collections Department (located on the 3rd floor of the Library, library.indstate.edu/about/units/rbsc) is comprised of Rare Books and Manuscripts, University Archives, the ISU Permanent Art Collection and Digital Initiatives. The Department includes an exhibit space, where rotating and permanent displays are kept on view. **Special Collections materials** may be accessed by visiting the department’s Reading Room. Hours vary per semester. For more information call 812-237-2610.

Cataloged rare books are found in the Library’s online catalog. In addition, the ArchivesSpace database is the primary starting point for searching University Archives collections on the history of the university as well as uncataloged materials located in Rare Books and Manuscripts. You can search and browse the database online at archivesearch.indstate.edu. Learn about the Permanent Art Collection and search its holdings at artwork.indstate.edu. Contact Special Collections staff to access the materials you discover.
Find Library Resources: Research Guides

To further explore library resources and how to use them, visit libguides.indstate.edu to find more than 100 topical research guides. Prepared by ISU librarians, they’ll provide you with subject lists of resources and general introductions to library research.

Using Library Computers

LOG ON: Logon is not needed. Turn computer on and use available applications. Login to Blackboard, MyISU, etc. as you normally would.

SHUT DOWN: When you are finished with your session, close all applications and the computer to avoid others from accessing your information or documents.

SAVE YOUR WORK: DO NOT SAVE YOUR WORK on the computer. Any work you do on a public computer that you wish to be saved must be saved someplace other than Documents. Any work saved in My Documents, C: drive, etc. WILL PERMANENTLY DISAPPEAR once the computer is rebooted.

Limited technical assistance is available at the 1st floor Desk. Online research assistance is available via the Reference Live Chat, Email a Librarian, and Meet with a Librarian links on the Library’s Homepage, or Texting 812-712-4785.

Interlibrary Loan Services:
for ISU Students, Faculty, and Staff

Interlibrary Loan (ILL): Interlibrary Loan is a free service which borrows materials (books, articles, scores, dissertations, media, etc.) that are not available here at ISU. From the library homepage, click on Find, then Interlibrary Loan, or scroll down to the ‘Quick Links’ and click “Interlibrary Loan.” Logon with your MyISU username and password. First-time use requires a brief registration process. Articles are delivered via email. Print materials are picked up at the 1st floor Desk, after email notification.

Document Delivery: You can also use Interlibrary Loan to request an article, book chapter or other document that is available at the ISU Library and ILL will pull it, scan it, and send it to your email. Questions: ISU-Libill@mail.indstate.edu, 812-237-2566.
Library Information Services:
Check-Out, Return, and Fines

Circulating materials may be checked out with an ISU ID or guest borrower’s card. Most materials may be renewed online 3 times. Online renewal is available from library website, see Quick Links—My Library Account on the Library homepage. Renewals are subject to recall.

- **Undergraduates**: 21-day loan period.
- **Graduate Students**: 120-day loan period, subject to recall after three (3) weeks. Bound periodicals may be checked out for 24 hours; current issues for 4 hours.
- **Faculty and Staff**: 180-day loan period, subject to recall after three (3) weeks. Bound periodicals may be checked out for 24 hours, current issues for 4 hours.
- **Community Users, Non-ISU College Students, and Area High School students**: Persons 18 years and older can obtain guest borrowers’ cards with proof of Indiana residency, or if a resident of the 20 Illinois counties participating in the Southeastern Illinois Waiver Program. Indiana college students must present their school ID.
- **High School Students**: must have an application letter on their schools’ stationery signed by school personnel. A sample letter and specific guidelines are available at library.indstate.edu/about/units/instruction/scholrev2.html. Teachers wishing to bring student groups must contact Public Services (812) 237-2541.
- **Reference Books**: Most reference books may be checked out for a limited amount of time to the ISU Community. “Library Use Only” labels indicate books that cannot be checked out. Some materials in the Main collection (mostly Music) also have “Library Use Only” or limited check-out time labels.

**Fines**: Anyone checking out and failing to return library materials is subject to fines. Fines are assessed when materials are overdue, damaged or lost. Fines can cumulate quickly and unpaid fines will prevent you from registering for classes (see Services—Circulation—Billing Services).

**Returning Materials/Return Receipts**: Return materials at the outside book drops located on the south, north, and east sides of the library, or at the inside book drop at the 1st floor Desk. Media must be returned inside. **Reserve** items must be returned directly to the 1st floor Desk. You may
request receipts when checking in items; take the items to the desk and present them to a staff member.

**Recalls**: Users may request a book on loan to another library user (via online form). Notification of recall is issued immediately, but the initial 3-week due date will not be shortened. Exception: an item needed for reserve may be recalled immediately. Fines are assessed for recalled reserve items that are not returned (see Services—Circulation).

**Course Reserve Materials**: Professors place library or personal materials (usually books or media) on course reserve. Materials are typically loaned for 2 hours (or longer at professor’s request). Items with loan periods less than a day cannot leave the library.

To find Course Reserve materials, use the Online Catalog (Fusion). Enter your teacher’s first and last name or course name/number (e.g. SOWK 494) to receive a complete list of what is on reserve. Enter specific titles if known. Find the facets (left side of screen) for Course and Professor. Click on those links. The record for each item will indicate if it is currently Available or will indicate Checked Out/Time Due Back. If a call number is listed, take that to the desk. If no call number is listed, go to the desk and ask for the item by course number or teacher name. If you cannot find an entry for an item you think is on Reserve, ask at the 1st floor Desk.

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**Online Forms** for a variety of services can be found at library.indstate.edu/about/units/circ/index.html.

Some of the more-heavily-used forms are listed below:

- **Request a search for an item**: Request a search for an item not found on the shelf, but which the library catalog indicates is ‘Available’.
- **Inquire about an item on order or in process**: When the library catalog indicates the item is "On Order" or "In Process," fill out the form requesting these items.
- **Recall Materials**: Request a recall for an item that is currently checked out.

> For the requests above, users will be notified promptly when the items are available for use.
**Appeal a Fine:** Fill out the online form, keep a copy, and make an appointment with the circulation manager at the 1st floor Desk.

**Print a Graduate Carrel Application:** Graduate students wishing to request a library study carrel use this form (requires the academic department chairperson’s signature). Students will be informed if they are assigned a carrel and can then pick up a key at the 1st floor Desk. Graduate carrel assignments are for two semesters.

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**Special Services**

~Library Events Area~
- located on main floor; site of many campus events throughout the year

~Copy Machines~
- located on main floor with enlarging/reducing capabilities; 10¢ per page
- coin operated machines
- report problems with copiers to the 1st floor Desk

~Charging Station~
- located on 1st floor
- charge laptop, tablet, phone

~Book Returns~
- three book outside returns: one at the main entrance (east), one north of the library adjacent to the parking lot, and one south of the library

~Vending Machines~
- located on Lower Level; drinks, candy, snacks

~Study Rooms~
- group and individual study rooms are available on a first-come first-served basis
- go to the 1st floor Desk for access

~Lactation Room~
- provides private, dedicated space on Lower Level
- available to students, staff, or faculty
- check out key from the 1st floor Desk
What Else Can You Do To Familiarize Yourself With The ISU Library?

- Explore the material available on the Information kiosk
- Explore our Research Guides at libguides.indstate.edu
- Make an appointment with a Research and Instruction Librarian (individuals & small groups); use the Meet with a Librarian form library.indstate.edu/forms/liaison.asp
- A library blog keeps you up-to-date on events and news (isulibrary.wordpress.com); see also Twitter: @isulib, Facebook: https://www.facebook.com/Library.ISU and Instagram: https://www.instagram.com/isulib

The Library's Mission

The Cunningham Memorial Library affirms the enterprise of Indiana State University by advancing and sustaining a physical and digital library environment in support of education focusing on community and public service. We participate in and support the teaching, research, and creative activity of the University and stakeholder communities in support of lifelong learning and good citizenship.

ISU library home page: library.indstate.edu

April 29, 2019