

Murphy Library Resource Center Departments and Functions

Administrative Office – Ingrid Iverson -- Room 111 / Director’s Office – Anita Evans -- Room 110

Functions of the office include general administration of the library, monitoring library accounts, coordinating the ordering and payment of invoices for library supplies and expenses, preparing reports, and compiling statistical data. Functions of the office relating to student employment are to determine and monitor the annual budget for student help; coordinate hiring and employment of student and work study employees; and coordinate the student payroll and student evaluations.

Acquisitions Department – Jen Holman -- Room 113

The Acquisitions Department is responsible for purchasing materials in all formats, which support the curriculum. The department is responsible for monitoring the acquisitions budget, for the ordering and timely receipt of requested materials, and for providing timely collection development and budget reports to the Collection & Resource Development Librarian. The department receives gifts and if appropriate (as determined by Collection & Resource Development), integrates them into the collection.

Alice Hagar Curriculum Resource Center – Karen Lange -- Room 250

The Alice Hagar Curriculum Resource Center contains a variety of collections to support the School of Education and student teachers. Books and materials for grades K-12, curriculum guides, and children’s literature are found here.

Cataloging Department – William Doering -- Room 107

The Cataloging Department is responsible for cataloging library materials, including Internet sites, which appear in Murphy Library’s online catalog. We catalog between five and six thousand titles each year using the OCLC (Online Computer Library Center) database of catalog records. Most of our materials have matching records in the OCLC database. The Cataloging Department also prepares original catalog records for those titles which do not have a matching record in OCLC. These original records are contributed to the OCLC database and become a permanent part of the database.

Digital Initiatives: The Cataloging Department also works with assigning metadata for images as part of our digital projects. Murphy Library is actively converting highly used and fragile materials to electronic format so that they can be used remotely. We are also active in preserving born-digital content. We are digitizing UW-L history, UW-L theses, UW-L history and the student Racquet newspaper, steamboat photographs, and La Crosse and upper Mississippi River related material. A new effort is to preserve content which has been written by UW-L faculty. To see our projects go to, <http://murphylibrary.uwlax.edu/digital/index.html>

Circulation Services – Michele Strange -- Room 130

The Circulation Services unit is responsible for circulation of the general and course reserve collections, shelving and stacks maintenance, registration of patrons and maintenance of patron records, reserve and electronic reserve collections, compilation of circulation statistics, and the provision of basic directional information to library patrons.

The Circulation Desk is located at the main entrance to Murphy Library and is open during posted library hours. This is where you check out and renew materials from both the general and reserve collections, pay fines, get change, place holds on books, pick up and return Interlibrary Loan and Universal Borrowing materials, place searches for items not found on shelves, and find out basic information about the library. Lost and found is located at the Circulation Desk.

With the exception of reserve materials and Special Collections, the library operates on an open stack, self-serve basis. Murphy Library materials are loaned to university faculty, staff, and students, University of Wisconsin System faculty and students, and to the greater La Crosse community within the framework of the Murphy Library and University missions. There is no limit to the number of non-reserve items that may be borrowed by faculty, staff, and students of the University of Wisconsin-La Crosse.

Collection & Resource Development Department – John Jax -- Room 106

The Collection & Resource Development Department works with teaching and library faculty to identify and select information resources that are made available at UW La Crosse and throughout the University of Wisconsin System. This department manages the resources budget, allocating funds for materials held and accessed by the Library. This department also analyzes data about information resources (print and electronic) so informed decisions can be made with regard to the collections (monographs, periodicals, and electronic resources). Other duties include: developing and managing the physical collections, determining an appropriate mix of locally-held formats and remote access, coordinating the library liaison program, and reviewing and disposing of materials received through gifts and donations. The department is also responsible for designing and implementing preservation services.

Documents – Michael Current -- Room 25

As a depository library, Murphy library maintains large collections of Federal and Wisconsin government documents and information resources for use by UW-L and surrounding area communities. The Documents unit identifies, selects, receives, processes, manages, and supports these government information resources. Online sources are listed and accessed through the library catalog and the library web site. Other forms of government documents, also listed in the library catalog, include books, pamphlets, magazines, CD- and DVD-ROMs, maps, and microfiche. These are all shelved in the basement, and most may be checked out of the library at the circulation desk just like regular books.

Electronic Resources Department – Galadriel Chilton -- Room 112

This department is responsible for maintaining access to Murphy Library's online article databases. If you have any questions about accessing, or if you experience problems using, the library's databases, you can contact the Electronic Resources Librarian.

Links on the library's Web site provide access to approximately 200 article databases. Almost all of these databases are available online from any computer with an Internet connection. Some databases as noted on the library's Web site, and for *all* off campus users, require a login and password. Off campus, access is available for current students, faculty and staff only and requires login with one's e-mail username and password. Additional information about off-campus access to library resources is available at: www.uwlax.edu/murphylibrary/ezproxy/instructions.html/. Library staff have access to a list of back-up URLs, usernames and passwords by logging in to: www.uwlax.edu/murphy/staff/electres/passwords.htm.

In the Reference area there are three CD-ROM stations near the Reference Desk that provide access to CD-ROM resources. Problems accessing these resources should be directed to the Electronic Resources Librarian or the Government Information Public Services Librarian.

This department also helps maintain the library's web site. If you find problems with bad links or incorrect information on the library's web site please let a staff member know. Suggestions for additions to the library's web site are also welcome!

Interlibrary Loan / Document Delivery – Randy Hoelzen -- Room 105

This is generally a free service provided to UW-L students, faculty and staff where they can request books and periodical articles not owned by us. To initiate an Interlibrary Loan, you need to be sure Murphy Library does not already own the item, then fill out an electronic Interlibrary Loan Request form available on the Murphy Library home page. Interlibrary Loan items are generally received within seven to ten days. Materials not located in-state may take longer. If the patron needs the item sooner, a fee based express service is available. The Interlibrary Loan handout located in the Information Kiosk, will give you additional information about ILL.

Library Systems and Technology – William Doering -- Rooms 252-255

The mission of the Library Systems & Technology Department is to provide a stable integrated library system which meets the needs of patrons and all library departments, writes reports to assist with decision making, maintains the library's computers & servers, over half of which are public access, provides assistance to the various library departments with computer, application and network issues, including hardware and software and inoperability between applications, works to ensure that the library is moving forward with regard to new technologies and oversees the digitizing of library resources providing for greater access.

Library Catalog

The library catalog is available from any computer with access to the internet and a browser. In addition, PC's providing access to the library catalog are located throughout the library. The system provides author, title, subject and keyword access to the library's electronic and print collections, as well as access to other library catalogs. A guide to searching the catalog is available at the reference desk.

Information Literacy Instruction – Cris Prucha -- Room 122

Librarians instruct UW-L students on library and online information resources most appropriate for each class. Instructors schedule library instruction sessions weeks in advance, and a record of classes scheduled is kept online on the reference desk Outlook Calendar for assistance in directing students to the right location.

The Instruction Department is also involved in the preparation of Library and Database Guides. These handouts, which are free for students to take, are available on the library website and in the kiosk near the reference desk. There are over forty guides covering such topics as using specific library databases, finding information on marketing, companies, literary criticism, book reviews, etc.

Outreach Department – Stefan Smith -- Room 123

The Outreach Department is involved in a variety of activities that encourage and facilitate the use of library products and services to a variety of campus constituencies.

Outreach responsibilities include developing products and services that facilitate access to information for both traditional and distance-based students, finding web-based alternatives to traditional "in-house" services, offering instruction to groups not normally covered by the Information Literacy Instruction Department, and marketing library services to students and faculty.

Outreach is also involved in creating print and online materials that help people understand and use library services. This includes creating and maintaining web pages and websites; paper and electronic handouts and brochures; publications in campus news media; and publishing the library newsletter.

Periodicals – Jen Holman -- Room 117

The Periodicals Department manages our journal, magazine, and newspaper subscriptions. The library catalog includes bibliographic and holdings information for all of our periodicals. A keyword searchable database of our periodical holdings is **available on the web at:** <http://sfx.wisconsin.edu/uwlax/a-z/default>

This database also includes full-text journal holdings from our licensed databases as well as holdings of other area libraries. **Both the library catalog and the periodicals holdings search indicate library locations for specific issues: Current, Bound, Microfilm, Microfiche, or Newspapers.**

The CURRENT shelves contain journal issues for the current year. Each title is labeled and the labels are coded **bnd**, **mf**, **mi**, or **cyo**. These codes indicate where earlier issues/volumes are located. **Bnd** indicates that the earlier volumes are found in the BOUND section (the shelves west of the current journals). **Mf** indicates that the older volumes are located on MICROFILM and **Mi** indicates that the older volumes are located on MICROFICHE. **Cyo** indicates that we keep only the current year of that title; no older issues will be found in the library. The most recent issues of *Chronicle of Higher Education*, *Time*, *Newsweek*, the *La Crosse Tribune*, and the *Wall Street Journal* are located at the Reserve Desk. In addition, many inactive titles and older **volumes of current titles are kept downstairs in our bound periodicals shelving.**

Periodicals are shelved alphabetically by the title. Periodicals do not circulate. Please ask at the circulation desk for a detailed description of exceptions to this rule or view our circulation policy at:

http://www.uwlax.edu/murphy_library/percheckout.html

MICROFORM READER/PRINTERS are located west of the Periodicals Office. Instructions for using these machines are taped to the tables. Assistance with using these machines is available from the Periodicals Office. When the Periodicals Office is closed, those who need assistance may ask at the Circulation Desk.

Current issues of NEWSPAPERS are located in the Newspaper Area (except for the *La Crosse Tribune* and the *Wall Street Journal*, which are kept at the Reserve Desk). Older issues are kept for approximately one month on the low wooden shelving in the Newspaper Area. Newspapers on microfilm and bound newspaper indexes are also located in this area.

Public Copy Machines

The library has photocopiers and microform reader printers available for patron use. Photocopiers are located with the majority of microform printers which are in the Microform Reading Room near Periodicals.

Reference / Information Desk – Randy Hoelzen

The purpose of Reference Service is to assist patrons in discovering answers to their questions, primarily through the use of the reference resources in this area and/or through the use of the online catalog and other electronic resources. The Desk is open nearly 60 hours per week, including some weekend and evening hours.

The Reference/Information Desk is often the best place for the patron to begin their library work. Always refer patrons to it if you see they are in need of assistance.

Special Collections / Area Research Center – Paul Beck -- Room 155

The Special Collections Department collects, preserves, and provides access to

materials that due to their physical or intellectual properties require special handling and care.

These records may be rare, possibly unique, and are used primarily for the study of local and regional history. Types of records include Wisconsin history books, fine press publications, maps, oral history tapes and transcripts, university archives, and a large historic photograph collection. This department also houses the La Crosse Area Research Center, one of 14 regional depositories for the State Historical Society of Wisconsin, and holds archival records of local governmental bodies and personal papers of people and businesses, such as diaries and letters.

Due to the nature of the materials in Special Collections there are a number of security features. Patrons must ring a doorbell to gain entry to Special Collections as the room is always locked. There is a registration procedure for all first-time researchers that includes a detailed list of the rules. Materials in Special Collections do not circulate and are used under the supervision of staff members. All of these procedures are designed to protect both the materials and the patrons.

UNITS HOUSED IN THE LRC, BUT SEPARATE FROM MURPHY LIBRARY ARE:

CDCR (Center for Cultural Diversity and Community Resources) – Ahmed Ali – Room 270

Computer Classroom and Lab - Rooms 150 & 273

The Computer Classroom is used by faculty for classes and also as a general access lab.

Disability Resource Services – June Reinert -- Room 165

Disability Resource Services offers students with disabilities a wide variety of services that provide accommodations and insure that programs and facilities are accessible to them.

General Computing Access Lab - Room 153

The General Computing Access Lab is available for students to use during lab hours as posted.

Upward Bound – Antoiwana Williams -- Room 165

Upward Bound is funded by a federal grant to upgrade the educational skills of disadvantaged high school students within a 50-mile radius of La Crosse.