

The Fine Print

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Government Documents Go Online

What's happening in Government Documents this semester?

It's a busy, exciting time in Documents; approximately 100,000 Federal documents are being put into the online catalog.

Why is this being done?

Government documents are a valuable but underutilized part of the library collection. While there are some excellent indexes in the Documents area, users have to know that documents contain the information they need to come to the area. When libraries elsewhere have put documents on their online catalogs, circulation of documents has increased dramatically. We want our library patrons to get the full benefits of the documents we receive from Congress, the Marine Corps, the Center for Disease Control, N.A.S.A., the State Department, the Education Department, the Surgeon General, the E.P.A., the National Park Service, the President, and many other government agencies.

How are the documents being put on the online catalog?

Murphy Library contracted with Marcive, the industry leader in documents tape loading, in December 1992. A profile was developed of the documents series we receive. Marcive took this profile and prepared two computer tapes listing the documents received from 1976 to 1993. We received the tapes in late

June. The first tape has completed processing; the second tape was loaded in mid-September. We have also signed with Marcive for ongoing service.

If this is being done by Marcive, why is the Documents staff busy?

All these documents need to be barcoded. Previously the Circulation Department circulated documents by laboriously typing the title and call number out. With greatly increased circulation anticipated, the speed of barcoded items is needed. "Smart" barcodes that have titles and call numbers on them

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were ordered from Marcive. Documents staff also need to do considerable work on multi-volume sets and serials since such items receive only one barcode each; generic barcodes need to be added and detailed listings need to be entered into the online catalog.

How did we organize all this?

A committee of individuals throughout the library was formed to plan for the barcoding project. It was decided to set up a work area near the beginning of the Documents stacks with two computer work stations, barcode readers, book carts, tables, etc. For convenience the file cabinets containing the documents on microfiche were moved to this area.

Who's doing the work?

In addition to Mary Baldwin, the Documents Assistant, and Sandy Sechrest, the Documents Librarian, Susan Spiker, an L.T.E., was hired to work on the project half-time. Susan also works in Circulation and is a returning student. The four students hired for this project work approximately thirty-six hours a week. Some staff from other library departments are offering valuable assistance also.

How's it going?

As of September 24, 1993, approximately 29,000 documents had been barcoded. Looking at our progress in Superintendent of Documents call number order (documents go A-Y), we are in the S's in microfiche and the H's in paper. We are seeing progress in another important way also. We're already seeing quite a few people coming to the Documents Department with call numbers from the catalog.

Sandy Sechrest, Documents

Library Building Project Scheduled to Begin

After months of delays related to mechanical systems design, the library addition and remodeling project was approved for construction by the State. Ground breaking should occur in October, as soon as the Governor signs each of the major contracts.

Following the contract awards, construction will begin immediately. The most noticeable activity will be the construction of a temporary wall inside Murphy Library along the north wall of building. This will require moving some shelving, closing graduate carrels and relocating some offices.

The new addition will be constructed in the parking lot. The 50,000 square foot structure will include a computer lab, computer demonstration classroom, additional seating, a curriculum library, special student services offices, an expanded special collection/area research center and an instructional technology classroom.

The remodeled areas of the existing structure will include a new entrance, relocation of circulation, serials, reference and a classroom, and the creation of 32 graduate carrels and a map library.

Once construction begins, the time line for completing the project is 18 months, with completion expected by late Spring 1995.

Dale Montgomery, Director

The Photograph Collection

When Murphy Library opened in 1969, a special collections department with its own reading and storage area was created. In the same year, we began to actively collect photographic images of the campus, community, and surrounding area. The library already had a small collection of about one thousand such images, grouped in three categories: people, places, and things.

From that modest beginning, our photographic collection has grown to nearly 110,000 images, and our scope of interest is much larger and more comprehensive. Our interest in the visual image coincides with that of scholars, business and commercial users, and ordinary citizens who find such images informative and instructive for a wide variety of purposes. We still concentrate on pictures of the university and the La Crosse community, of course, and these are used on a daily basis. Such images are used in student papers, newspapers and magazines, television programs, advertising, and historical programs of all kinds.

Beyond the local material, however, is a broad and rapidly growing collection of images with national implications. Incidentally, we added over eight thousand images last year and typically process over 150 images each week. Faculty and community users should know that we have pictures of over one thousand Wisconsin towns and villages. The states of Minnesota and Iowa are also well represented. There are four boxes of South Dakota pictures, and every state is represented to some degree.

Our photographs are cross-referenced for various subjects. A researcher needing

pictures of early 20th century grain elevators, for example, can find them by that subject regardless of the town or state involved. Someone needing street scenes of Montello, Wisconsin, or pictures of Grand Coulee Dam in Washington, a portrait of Walt Whitman, or images of food preparation can find them here. A writer in California is using our collection for at least three book projects, each emphasizing a different subject. (See Cathy Luchetti's Home on the Range, a Culinary History of the American West, 1993, qTX/715/L93/1993, for an example of such use.) We recently provided pictures for an upcoming documentary entitled Hot on the Trail, produced by the Turner Broadcasting System, and another on American transportation history to be produced by National Public Television. Local television stations are frequent users, as are advertising agencies. Many of the historical photographs which hang in local restaurants came from Murphy Library. Our own 1992 book, La Crosse in Light and Shadow: a Pictorial Recollection of La Crosse, Wisconsin, used over two hundred pictures from this collection.

Among the most interesting images in the collection are those which deal with ordinary activities in ordinary lives. Such images are often neglected in library picture collections, and yet it is such material that best illustrates how we have lived and what we have valued. Television producers and book publishers are especially interested in these images because they seem to reach the present audience on the most basic, telling level.

We have pictures of various business activities, of agriculture, people at work and play, schools and school children, social and civic organizations, railroading, and many other topics.

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Murphy Library's steamboat photograph collection is nationally recognized as the largest such collection in existence, totalling over 42,000 images. This collection is heavily used, and we respond to frequent telephone and mail requests for pictures and information. The collection is well organized and can be readily accessed in most cases, although we often get unusual and difficult requests. Local citizen Ralph DuPae has made major contributions to this project through his collecting efforts and contacts.

The steamboat project is supported by grants, permitting us to seek and borrow or buy appropriate images all over the country. The remainder of the photograph collection is acquired by purchase or donation. Photos can come from local citizens, antique shops and flea markets, or out-of-state sources. We recently acquired a splendid collection of about 450 glass plate negatives from a donor in Crawford County and nearly three hundred steamboat pictures from a collector in Michigan. The La Crosse Tribune has donated a substantial backfile of its photographs and will forward current photos on a continuing basis.

We also take contemporary pictures of La Crosse and other Wisconsin towns, because it is extremely important that we continue to document the way things look today. These are often immediately useful and will certainly be more useful in another hundred years.

Our copy work is very capably provided by UW-L's Photo Services unit. Working with our original or a copy negative, Don Suter and Paul Currier produce the copy print to our specifications. This is then sold to the client. Pictures for student and faculty educational use are sold at minimum cost,

while those for commercial users require a higher fee. The fees cover minimum handling costs so that the picture collection is largely self-sustaining. We expect that at some future date, the photograph collection will provide some income for the library.

Faculty and staff are invited to use the photograph collection for educational or other purposes and to assist us in building this collection through the donation of pictures, either contemporary or historical. We also seek leads on picture collections that might find a home here, from estate closings, attics, rummage sales, or grandmother's shoebox. We strongly prefer black-and-white photos which will withstand the ravages of time far better than color.

Murphy Library's photograph collection is rapidly becoming a major picture resource of national importance. The research and educational value of pictorial images is already firmly established and will only become greater in years to come. The support of this collection by the university community, through use and contribution, is earnestly solicited.

Edwin L. Hill, Special Collections Librarian

A History of La Crosse

Murphy Library's *La Crosse in Light and Shadow: A Pictorial Recollection*, edited by Edwin Hill and Douglas Connell, makes a wonderful gift. This hard-cover book commemorates 150 years of La Crosse history with 244 photos, all carefully researched and captioned. It is available at Murphy Library, which also will provide autographed copies on request and at the Cartwright Center Bookstore. The price is \$40.00 with an additional \$3.00 if mailing is required.

Faster Service in ILL

This past March the Interlibrary Loan Department inaugurated a new service. Dubbed "ILL Express," it has nothing to do with a sick mass transit system but is rather an enhanced version of our traditional ILL (Interlibrary Loan) services. With some degree of regularity, there are patrons who need to receive documents faster than traditional services allow. Currently, fill time, the time between when a patron turns in a request and when they receive it, has been running in the 10 to 14 day range. The speed, or lack of same, in processing a request is dependent upon a number of factors. The volume of requests we are processing, the delivery mechanism used to transmit the request to the document supplier, speed of service by the supplier, and the mechanism used by the supplier to transmit the request to us, all affect the speed.

With "ILL Express," the patron receives immediate attention upon their request. As with traditional ILL, the request is electronically transmitted to the supplier. But unlike traditional ILL, the supplier immediately acts upon the request and within a guaranteed fill time, traditionally 24 hours, transmits the requested item to us. Articles are generally faxed and books are sent via a commercial courier service.

Traditional ILL traffic is largely between fellow academic libraries. Within Wisconsin, there is generally no charge assessed by the lending library. Fee based expedited document delivery services do charge and often are not library based. There is a significant range in fee structure.

The fee often includes a copyright royalty fee forwarded to the publisher. Payment of the latter fee is only required on our part if we are about to exceed the upper use limits for that title as determined by copyright compliance guidelines. Document Delivery services also differ in that they are sometimes married to an online bibliographic database which allows the patron to identify the needed item and order it during the same transaction.

This latter type of service will allow universities to explore whether access to journal articles can be provided without ownership. Spiraling subscription costs for journals will mandate an examination of this possibility.

Thus far ILL EXPRESS has met our expectations, if not our goals. Over 70% of the time we have located a document supplier who owns the needed item and promises expedited service. For those thus served, fill time rates have been 17 hours for journal articles and 47 hours for monographs. Patrons do not have to pay our five dollar fee if their requested item is not available to them within 48 hours for articles and 72 hours for books.

If you would like further information about this auxiliary ILL service, please contact Randy Hoelzen (785-8398) or Jean Bonde (785-8636).

Randy Hoelzen, Reference/ILL Librarian

Coping With Rapid Change in Library Resources: How the Library Can Help Classroom Instructors

No one is more aware of the rapid rate of change in the library than are those who offer library instruction sessions to classes. Overheads, handouts, and worksheets must be redone constantly as indexes are moved or replaced with computer searchable databases. The routine process of adding an updated version of a CD-ROM index may signal changes in search protocol which render signs and help sheets suddenly inaccurate.

This semester has been marked by a number of substantive changes: the Murphy Library periodicals list has been issued in a different format, our government documents collection now appears in our online catalog in its entirety, access to many new databases such as Medline is now available through the FirstSearch online station behind the information desk, and librarians at the information desk are now able to access the Murphy Library serials list online for up-to-date information on the status of missing issues.

We are anticipating in the near future that locations of library services and collections will change as work on the new addition to our building begins. We are also in the process of planning to replace our existing online catalog of library holdings with the NOTIS online system.

With the frequent changes and growth in the number of electronic services, library instruction, too, becomes increasingly complex. The more powerful capabilities of the CD-ROM databases necessitate more instruction. ERIC, the CD-ROM index to

journals and documents in the field of education, for example, is often the sole topic of a one hour instruction period.

Students need hands-on experience if they are to become familiar with library research tools. Many instructors at UW-L have devised excellent worksheets designed to give students hands-on experience with library resources as they work through course assignments. Some instructors have faced the increasing complexity of library resources by scheduling library instruction in a two part series, with each of the parts requiring students to complete worksheets which are turned in to the instructor for grading. This format works well for classes where students are required to become familiar with fairly complex print resources, such as abstracts, as well as a number of CD-ROM periodical indexes.

How can we help you? Send us copies of your library worksheets and we will be happy to help you update them in terms of locations and new resources. Please do contact us to schedule a library instruction session for your class (extension 8637), and when you do, please give us as much information as possible about your assignments and the needs of your students.

Cristine Prucha, Bibliographic Instruction Librarian

Those Elusive Subject Headings

A perennial student lament heard by faculty is: "But I can't find anything in the library on my topic." There are a number of plausible explanations for students' frustration in using the library, but a central one is that many students are unaware of effective subject headings to use in the online catalog as well as other indexes. There is good reason that their efforts are often stymied. Students often do not realize that the subject search (menu choice #1) in the online catalog requires them to use a standard Library of Congress subject heading, not just any topical word or phrase that may pop into their heads. Sometimes, off the cuff topic ideas such as "apartheid" or "dyslexia" work without further exploration, but many topics require some sleuthing in the Library of Congress Subject Headings, a set of four large red-bound volumes which reside on one end of the Reference Desk. Students may need to ask a librarian for assistance, too, as they use these books to track down appropriate subject headings.

Topics that come to mind for students often arise from vernacular speech they hear from peers or the popular press. Although current subject headings may not be so stodgy and arcane as some were a decade or two ago (European War for World War, for example), they still may not be obvious. The online catalog itself does provide some help in that common phrases are sometimes linked to the appropriate subject headings. Typing in the subjects in the following examples results in the display of the appropriate heading.

TOPIC	STANDARD L.C. HEADING
ATOMIC WARFARE	NUCLEAR WARFARE
DEVIL WORSHIP	SATANISM
CLOUD SEEDING	RAIN-MAKING
CARDIAC REHABILITATION	HEART—DISEASES—PATIENTS—REHABILITATION
TRAIL OF TEARS	CHEROKEE REMOVAL, 1838
JUNK MAIL	ADVERTISING, DIRECT-MAIL
STROKE	CEREBROVASCULAR DISEASE

Searching other topics may not be so transparent. The example topics which follow do not elicit any fruitful response from the online catalog. Knowing the corresponding standard heading is necessary to identify items in the collection on the topic.

TOPIC	STANDARD L.C. HEADING
ANIMAL ABUSE	ANIMAL WELFARE
DATE RAPE	ACQUAINTANCE RAPE
ARAB AND ISRAEL RELATIONS	JEWISH ARAB RELATIONS
NATIVE AMERICAN ART	INDIANS OF NORTH AMERICA—ART
POLICE BRUTALITY	POLICE—COMPLAINTS ABOUT
SPORTS AND THE DISABLED	SPORTS FOR THE HANDICAPPED
OCEAN DUMPING	MARINE POLLUTION
FOOD AND DRUG INTERACTIONS	DRUG-NUTRIENT INTERACTIONS
ARCHEOLOGICAL WORK IN WISCONSIN	EXCAVATIONS (ARCHAEOLOGY)—WISCONSIN

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Another stumbling block for users is the rule for entering subject headings into the LS/2000 catalog. The system does not allow for subheadings to be typed initially when the heading is first searched; only the main heading is permissible. The appropriate subheading, then, must be identified once the subject heading is displayed with its alphabetical listing of subheadings. This is not problematic for some headings, but it is cumbersome when many books are classified under a heading. Take, for example, United States--History. After the subheadings for United States are displayed, one must scroll through screen after screen until the subheading, History, appears. One shortcut which helps is the jump command. Once a list of subheadings is displayed, one can jump to the appropriate subheading by typing /j <Return>; a prompt for subheading appears, and then by typing the appropriate subheading (e.g. history), all intervening screens are skipped.

Some of these problems, namely the awkward subheading searches, may be ameliorated when the library migrates to a new system, NOTIS, in 1994. NOTIS does allow searching of subject heading strings, such as Indians of North America--Art--Sources. Knowing how the subject heading language of the catalog works, however, will still be as important in the future as it is now.

Anita Evans, Coordinator, Online Services/Public Services

FirstSearch Update

In the 1992 fall issue of *Fine Print* a new online service, FirstSearch, was introduced. The number of databases available through this service continues to increase, and now 38 are featured.

One recent addition to these databases is Medline. The FirstSearch version of Medline indexes over 3,500 periodicals in the medical field from 1985 to the present and is updated monthly. Other databases which have been added this year are: Agricola; Applied Science & Technology Index; Art Index; Arts & Humanities Search; Biographical & Agricultural Index; Biology Digest; Book Review Digest; and Library Literature.

FirstSearch may be searched from a workstation in the library or from a home or office computer (for a small fee). For more information about FirstSearch, call the Reference Desk (8508) or Anita Evans (8805).

THE FINE PRINT is published Fall and Spring terms for UW-L faculty, staff, students, and friends of Murphy Library.

Kathy Schmidt and Sue Burkhart, Editors

Dale Montgomery, Director of Library and Media Services

Karin Sandvik, Department Chairperson

Returning Adult Student Workshops Help New Students Become Familiar With New Resources

This fall the library initiated a new program for returning adult students in conjunction with the Student Life Office. Students identified by the Student Life Office as returning adult students (age 25 or older) were offered the opportunity to attend one of several three hour workshops designed to acquaint them with library resources and give them hands-on experience with the online catalog as well as CD-ROM indexes such as ERIC and Academic Abstracts.

The three hour time slot allowed for a variety of collaborative learning experiences. Students worked together in groups to find books in the library catalog, load microfilm readers, check periodical titles against our periodical holdings list, design a group search strategy, check terms in a

thesaurus and execute a search on ERIC as well as Academic Abstracts.

Forty-one students attended sessions scheduled for Saturday morning and Sunday evening. Those attending indicated their appreciation for the weekend time slot, the chance to use the computers, and the opportunity to meet other returning adult students.

The workshops seemed to meet the needs of many students unfamiliar with new library research tools. While future plans have not been formulated, there is no doubt that this program will be continued.

Cristine Prucha, Bibliographic Instruction Librarian

Requesting Out-of-Print Books

The realities of the publishing industry are that it is too expensive to have large stocks of books on hand. It happens more and more frequently that a book published as recently as the previous year is no longer available through the regular book trade.

This does not mean that the book cannot be obtained at all. However, it does mean that the Acquisitions Department will have to approach second-hand or specialized dealers to obtain it. We might have to write to more than one dealer and will have to wait until that dealer finds a copy on the second-hand market. It can take some time, at times more than a year, or it might not be found at all. The library will not be notified by the dealer until all sources are exhausted.

The Acquisitions Department will consult the faculty requestor to make sure that the book is needed and will initiate a search of the second-hand-market if a specific title or edition is needed. Very often the price will be much higher than the original price.

Please return the order card and the note from the Acquisitions Department only if you want us to search for the title. Please let us know after what time you are no longer interested in the book.

Karin Sandvik, Collection Development/Acquisitions Librarian

Murphy Library Hours Fall 1993/94

Regular Academic Year Hours (September 7-December 15)		Finals Week (December 16-22)	
Sunday	1:00 p.m.-Midnight	December 16, Thursday	7:45 a.m.-Midnight
Monday-Wednesday	7:45 a.m.-Midnight	December 17, Friday	7:45 a.m.-Midnight
Thursday	7:45 a.m.-11:00 p.m.	December 18, Saturday	7:45 a.m.-10:00 p.m.
Friday	7:45 a.m.-8:00 p.m.	December 19, Sunday	1:00 p.m.-Midnight
Saturday	10:00 a.m.-8:00 p.m.	December 20, Monday	7:45 a.m.-Midnight
Thanksgiving Recess (November 23-28)		December 21, Tuesday	7:45 a.m.-Midnight
November 23, Tuesday (Friday Classes)	7:45 a.m.-9:00 p.m.	December 22, Wednesday	7:45 a.m.-7:00 p.m.
November 24, Wednesday	7:45 a.m.-4:30 p.m.	Intercession (December 23-January 18)	
November 25, Thursday	Library Closed	Monday-Friday	1:00-4:30 p.m.
November 26, Friday	1:00 p.m.-4:30 p.m.	Saturday & Sunday	Library Closed
November 27, Saturday	Library Closed	December 24 & 31	Library Closed
November 28, Sunday	1:00 p.m.-Midnight	January 17 (King Holiday)	Library Closed

Murphy Library Staff Notes

Murphy Library welcomes **LIISA SJOBLOM**, who assumed her duties in mid-July, as the new Circulation Librarian. A recent graduate of the Graduate School of Library and Information Science at the University of Texas at Austin, Liisa comes to us from Portland, Oregon.

Liisa graduated from Reed College in 1985 with a BA in Economics and promptly began working there in the library. Six years later she decided to pursue a career in librarianship and enrolled at the University of Texas.

Making the adjustment from NW living has been tough, but a winning football team and the prospect of cross-country skiing right outside her front door is

making that adjustment easier.

Liisa replaces Cris Prucha who is now devoting all her energies to bibliographic instruction.

CATHIE CURRIER, former Automation Librarian, has accepted the position of Accounts Services Manager for Ebsco Subscription Services. She will be working with libraries throughout the states of Wisconsin, Minnesota, Iowa and Missouri, and will be basing her operations out of the Twin Cities. Because Murphy Library uses Ebsco's services to order journal subscriptions, we hope to be seeing her from time to time.