

# **Patrick Power Library**

## **FACULTY INFORMATION**



2010

**This Document is Available on the Library Website  
For Updates please refer to the online version**

**[www.smu.ca/library/faculty.html](http://www.smu.ca/library/faculty.html)**

Welcome to the Patrick Power Library. Library staff are available to provide assistance with your teaching and research needs, and welcome your comments on how we can deliver the best library service possible to faculty and students. Please take a few moments to review the information found in this guide and to familiarize yourself with the Library website. It is a wealth of information at your fingertips, and it constantly grows as the Library adds new materials. If you have any questions or would like additional information or assistance, please do not hesitate to contact me or any of the staff listed at the back of the guide.

Marie DeYoung  
University Librarian  
420-5532  
marie.deyoung@smu.ca

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## **LIBRARY INSTRUCTION (420-5541 and 496-8789)**

The Library offers instruction in the effective use of its resources. As the service is quite popular, please call early in the academic term to make arrangements. Librarians welcome the opportunity to work with faculty to ensure instruction sessions are relevant to course assignments. Librarians are also available to work with faculty to determine that there are adequate resources to support successful completion of course assignments. Here is an outline of our educational services.

**Course-Specific Instruction:** Professors may arrange course-related library instruction for their students. In consultation with the instructor, librarians can tailor sessions to meet individual class requirements. Typically, students are introduced to the basics of the research process, as well as relevant information sources in specific subject areas. Instruction in advanced research skills and specialized resources can also be arranged for upper-level classes.

For more information about the kinds of topics that can be covered in an instruction session, please visit our website at [www.smu.ca/library/libraryinstruction.htm](http://www.smu.ca/library/libraryinstruction.htm) and view our instruction menu.

**ResearchBase:** An online assignment administered through Blackboard, *ResearchBase* introduces students to the basics of university-level research. The assignment is comprised of a series of learning modules and online quizzes designed to teach students the skills they need to find materials for their research assignments and essays. Students will learn how to define a topic, plan a search strategy, search for books and journals using the Novanet catalogue, and locate journal articles using a journal database.

**Group Instruction:** Demonstrations of specific electronic research sources (library or free online research databases, Novanet, Lexis-Nexis, RefWorks, the Internet, and more) are available. Instruction is tailored, where possible, to student and/or faculty research needs.

For detailed information about these programs, contact the Information Literacy Department at 420-5541 or 496-8789. Please allow two weeks' notice when booking instruction sessions for a class.

## **DATA SERVICES & INSTRUCTION (420-5549)**

Assistance is offered to individuals requiring instruction in the use of various Statistics & Data tools, e.g., Research Insight, Datastream, FPinfomart, and Statistics Canada related databases. Appointments are also available to both faculty and students for in-depth consultation on data issues related to their projects. Please contact Xuemei Li for more information or to schedule an appointment at 420-5549 or [xuemei.li@smu.ca](mailto:xuemei.li@smu.ca)

## **REFERENCE and RESEARCH SERVICES (420-5544)**

**When students say, “I couldn’t find anything”:** Assistance is offered to individuals requiring instruction in the use of the Library's print and electronic resources. While most drop in to the Information & Research Desk, students may opt to schedule appointments for in-depth assistance, especially for specific research difficulties. Librarians will assist students in the use of complex library tools, to begin a thesis or major research paper, or to find information on a topic.

**Research Support for Faculty:** Reference by Appointment is also available to faculty who would like to discuss with a librarian their research initiatives, new course proposals (and the resources available to support them), or plagiarism cases.

**Statistical Sources:** The Library participates in Statistics Canada's Data Liberation Initiative (DLI), and can provide access for research purposes to most Statistics Canada survey material.

If Statistics Canada asks for money for a product, check with Reference Services first (420-5544). To see the range of other data available (IMF, World Bank, etc.), look on the Library’s homepage under “Statistics & Data”.

**Document Delivery:** The Library provides extensive Document Delivery services at a lower cost than commercial fee-based providers. There is a free expedited service (Novanet Express) that operates through the online catalogue, as well as more traditional interlibrary loans. For more information, consult Document Delivery Services, p. 6.

**Student Assignments:** Students often turn to library staff for assistance with assignments, particularly those they find confusing. It has been our experience that students do not always assimilate in-class instructions regarding assignment requirements. Alerting Reference and Research staff to assignments involving large classes, particularly when the assignment may draw on limited research resources, will ensure a consistently high level of service and support.

When students are expected to use a single text, please ensure to place the book (Library-owned or faculty-supplied) on Reserve for short-term loan.

**Databases:** The Library subscribes to numerous computer indexes and full-text databases, accessible through the campus-wide computer network and through the Library website. Selected databases have restrictive licenses that prohibit networking. To learn more about databases and their availability, or to discuss difficulties accessing full-text items, please contact the Library Information & Research Desk (420-5544).

**Third-Party Computer Searches:** Searches can be arranged for databases not available at Saint Mary's (e.g. those in the Dialog information system). An appointment is required to discuss the scope, search strategy, costs and deadlines for the search. Requesters pay all of the costs, which should be conservatively estimated at \$3.00 for every reference that is displayed or printed.

## ACCESS TO MATERIALS

### LIBRARY HOURS Fall and Winter Academic Terms

Monday to Friday	8:00 a.m. to 11:00 p.m.
Saturday	10:00 a.m. to 7:00 p.m.
Sunday	12:00 p.m. to 11:00 p.m.

Visit the Library website for summer hours  
[www.smu.ca/administration/library/hours.html](http://www.smu.ca/administration/library/hours.html)

**Borrowing:** Saint Mary's is a member of Novanet, a consortium of academic libraries in Nova Scotia. Saint Mary's University ID cards also function as library borrowing cards, and will be honoured in each Novanet Library.

To obtain a University ID card you must have a Banner number (i.e., the number beginning with "A"). You will also need to fill out the Faculty and Staff Library Registration form and have it signed by your Department Chair. Forms are available at the Circulation Desk. If you have any questions, please contact the Circulation Desk (420-5547).

**ASIN Card:** Faculty who have a valid Saint Mary's ID card are eligible for an Atlantic Scholarly Information Network (ASIN) card. This card provides reciprocal borrowing privileges, subject to the rules of the lending library, at university libraries across Canada. To obtain an ASIN card, please contact the Library's Circulation Desk (420-5547).

**Faculty Loans:** Books borrowed by Saint Mary's faculty are on loan until May 30 of the current academic year, and may be renewed three times. Books on loan may be recalled if needed by other users. Periodicals normally circulate for one week.

**Photocopying:** Non-circulating items may be photocopied in the Library by Saint Mary's faculty at no charge. For details about this service, please contact the Library Information & Research Desk (420-5544).

Faculty members are responsible for observing Canadian copyright regulations. For more information on copyright and the Access Copyright agreement, please contact Don Harper, Bookstore Manager, 496-8765, or [don.harper@smu.ca](mailto:don.harper@smu.ca). (See also: [www.accesscopyright.ca/](http://www.accesscopyright.ca/).)

## **DOCUMENT DELIVERY SERVICES**

**Novanet Express** is a service that provides expedited delivery of materials between Novanet libraries, normally within three working days. Orders are placed by individuals directly from the Novanet catalogue.

For more information regarding Novanet Express, please email [access@smu.ca](mailto:access@smu.ca), or call 491-6308 (or the Library Information & Research Desk: 420-5544).

**Interlibrary Loan** enables Saint Mary's students, faculty and staff to obtain research materials not held at the Patrick Power Library or another Novanet library. Loans or photocopies are arranged with other libraries in Nova Scotia, Canada, and around the world. There is no charge for our service. In exceptional cases, there could be a charge for extraordinary delivery of material, but only if you have agreed to the cost in advance.

For more information regarding Interlibrary Loan, please email [ill@smu.ca](mailto:ill@smu.ca), or call Document Delivery (420-5542). Ordering items through Interlibrary Loan can be done directly through the Library website: [www.smu.ca/administration/library/borrow.html](http://www.smu.ca/administration/library/borrow.html)

## **RESERVE COLLECTION (491-6314)**

The Reserve Collection is designed to make available, on short-term loan, single copies of faculty-supplied course text-books or Library-owned books for general student use.

Class assignments, exercises, solutions, lecture notes, test answers, and copies of articles or book chapters are best provided through the University's course readings online tools, and are not accepted for the Reserve Collection. The University's Centre for Academic and Instructional Development (CAID) will assist you in using these tools.

Faculty should submit all Reserve material three weeks before the term begins. Items submitted after this may not be processed until several weeks after the start of classes. All Reserve material must be submitted with a Reserve Request form, which can be obtained from Departmental Secretaries, or from the Library Circulation Desk.

Reserve queries should be directed to Susan Cannon, Access Services: [susan.cannon@smu.ca](mailto:susan.cannon@smu.ca), or call 420-5656.

# **LIBRARY COLLECTION DEVELOPMENT**

**Faculty-Library Representatives:** The Library collects materials primarily to support courses taught at the University. Each academic department participates in the collection process by appointing a faculty member to act as Library Representative. Some Representatives select all library materials purchased for a department, while others ask their colleagues for recommendations. Books may be selected from vendor-supplied order slips or from a variety of other sources, such as reviews, bibliographies, publisher catalogues and publication notices.

Library Representatives work with designated Collection Liaisons within the Library to place orders for their departments. A list of Collection Liaisons can be found at the end of this booklet.

Collection Liaisons and the University Librarian are responsible for the administration of Library purchasing guidelines.

**The Budget:** Each academic department is allocated an annual budget to acquire library materials. A percentage of the budget (75%) is committed to the payment of journal subscriptions. Remaining funds are available to purchase books and ongoing series and annuals, or “standing orders.”

The amount of money allocated to a department for purchasing library materials is determined by a Senate-approved formula that considers several factors:

- The budget assigned by the University for Library acquisitions
- The number of courses offered by the department
- The number of course registrations in the department
- The average costs of books and journals in the discipline

**The Budget Year:** The Library budget year is from April 1 to March 31. Spending begins with outstanding orders from the prior year, with the objective to expend 90% of remaining funds by November.

On average, there is a three month interval from the time an order is received by the Library until the book arrives and is made available. Vendor or shipping delays could extend the period. Items ordered after November 30 might not be received in time for payment from the current year’s budget, and will likely be carried forward to purchase in the next budget year.

## **Book Selection Guidelines:**

- Orders should relate to courses taught at the University
- Items costing \$500 or more are given special consideration (See **Special Purchases**, next section)
- Only one copy of an item will be purchased
- Material in languages other than English are not purchased, unless in support of courses taught at the University
- Textbooks are not purchased for the collection
- Paperback formats are preferred over hardcover

Please provide as much bibliographic detail as possible about the requested item. The Library accepts the following methods for submitting orders:

- Vendor book purchase slips
- Purchase request form ([www.smu.ca/administration/library/faculty.html](http://www.smu.ca/administration/library/faculty.html))
- Publisher catalogues, with selections marked
- Printed web pages, with product details

Purchase requests should indicate the department budget code and be approved by the departmental Library Representative.

The Library does not purchase books or other materials ordered by faculty on approval. All material ordered for the Library must be ordered through departmental Library Collection Liaisons.

**Special Purchases:** The Library retains a portion of the total acquisition budget to maintain and develop the collection, and to purchase reference and interdisciplinary materials. An expensive item, costing \$500 or more, is not automatically ordered, and may be purchased from a special budget line. Normally, an expensive item will be acquired only if:

- Adequate funds are available
- The item is not available at another Novanet library
- The cost is justified by student need

Electronic information sources (full-text materials, indexes, abstracts, or raw data) are acquired subject to the Library's ability to support leasing and software requirements. All electronic databases acquired with University funds must be approved by the Library in advance of purchase.

**Journal Subscriptions:** It is important to commit no more than 75% of a department's budget to journal subscriptions, due to unpredictable annual costs, and also to leave funds for book purchasing. Over time, a department may discover that its journal subscriptions command the majority of its library budget. In this situation, departments may need to review or cancel journals.

To recommend a new journal subscription, a department may need to cancel an existing subscription of equal or greater value. Requests are forwarded to the Library via the Department's Library Representative.

The University Librarian has final approval of all requests for new journal subscriptions, and of all proposed cancellations. Several factors are considered when making a decision to order or to cancel a subscription, such as:

- Relation of the journal to the academic program
- Availability of the journal at a local library
- Access to electronic full-text of the journal

Requests for new subscriptions or cancellations must be received by August to affect the current budget.

**Rush Orders:** Books ordered as Rush requests are subject to the delays of normal orders, but the Library tries to accord these items priority for order placement and cataloguing. Publishers routinely charge a premium of up to 5% of the book's cost for expedited rush orders.

**Unspent Funds:** If a department is unable to supply sufficient orders to expend its allotted book budget, the Library Collection Liaison will select and order materials in the discipline. Unspent book funds may be redistributed.

## **NEW COURSE PROPOSALS**

A faculty member proposing a new course must complete a *Proposal for New Course* form, including the *Library Impact Statement*. Completion of the form is the responsibility of the faculty member proposing the course. The form is available from the Senate Office (420-5412) and website:

[www.smu.ca/academic/senate/downloads/new-course-form.doc](http://www.smu.ca/academic/senate/downloads/new-course-form.doc)

The completed *Proposal for New Course* form must be submitted to the University Librarian. The Library section will be evaluated by a Library Collection Liaison, and it must be signed by the University Librarian before it is returned to the faculty member for submission to the Department and Faculty Council. The Library requires one week for completing each proposal.

If substantial resources are required to support a new course, orders should be placed no later than three months prior to the course implementation date, to ensure timely receipt and processing. Holdings from other Novanet libraries may be relevant, but should not comprise the principal source of library support for a proposed course.

## **GIFTS (420-5534)**

The Patrick Power Library is pleased to receive gifts that contribute to the growth and development of the Library's collection. For a copy of the Gift Policy, please contact Library Administration (420-5534) or visit the Library website: [www.smu.ca/administration/library/documents/giftpolicy.pdf](http://www.smu.ca/administration/library/documents/giftpolicy.pdf)

## **UNIVERSITY ARCHIVES (420-5508)**

The Saint Mary's University Archives is located on the third floor of the Patrick Power Library and includes the Library's Special Collections and the University Records Centre. The Archives is also responsible for thesis processing. See **Thesis and MRP Students** (p.11) for more information.

**Archives Hours**  
**Fall and Winter Academic Terms**

Monday, Thursday, Friday	11:00 a.m. to 1:00 p.m.
Tuesday and Wednesday	2:00 p.m. to 4:00 p.m.
Saturday	2:00 p.m. to 4:00 p.m.

Visit the Archives website for summer hours

[www.smu.ca/administration/archives](http://www.smu.ca/administration/archives)

**Collections:** The Archives collects and receives materials of historical value to Saint Mary's University. This includes publications of, and relating to, the University's administrative and academic departments, related societies, staff, faculty, students and alumni. Material of a more general historical interest is also collected.

**Restrictions:** Some collections or documents may have access restrictions. Material may be placed under restriction by the donor or the creator of the records. Researchers are responsible for having the restriction lifted in such cases. Additionally, the Archives staff may restrict use of unprocessed materials or documents in delicate condition.

**Photocopying:** Copying of materials is possible. Permission from the Archives staff must be obtained by completing a Photocopy Request form. Staff members will produce copies of materials within 24 hours, Monday through Friday of each week. The cost is 15 cents per page, plus HST. Photocopies are available for pick-up at the Circulation Desk.

**Copyright:** It is the responsibility of the researcher to obtain permission to use material protected by copyright. For more information on copyright and the Access Copyright agreement, please contact Don Harper, Bookstore Manager, 496-8765, or don.harper@smu.ca. (See also: [www.accesscopyright.ca/](http://www.accesscopyright.ca/).)

**Accessing Materials:** Researchers who are unable to visit the Archives during open hours may contact the Archives staff at 420-5508. Appointments or special arrangements will be made as necessary, accommodating the schedules of both the Archives and the researcher. When the Archives is closed, archival materials may still be accessed with staff permission. Please inquire at the Library Circulation Desk for more details (420-5547).

**Records Centre:** The University Archives also houses the Records Centre. Departments and faculty may send semi-active or inactive records to the Centre for temporary storage. Unlike the Archival

Collection, material in the Records Centre remains the property of the donor and is not arranged or described by Archives staff. The material is kept in a secure area and is not available to researchers. After a pre-determined retention period, the material is generally either transferred to the Archives (if it has historical value) or destroyed (if it has no historical value, or contains confidential information), based on a disposition schedule decided by the donor.

Please contact the Archives or visit our website for more information:  
420-5508 or 496-8750; [archives@smu.ca](mailto:archives@smu.ca) [www.smu.ca/administration/archives/](http://www.smu.ca/administration/archives/)

## **STUDENTS with SPECIAL NEEDS IN THE LIBRARY**

The Library offers assistance to students with special needs. The Ferguson Library for Print Handicapped Students provides materials to persons with visual challenges or print difficulties. Appointments are preferred, to allow students more time with library staff. For details, please call 420-5553 or 420-5507.

## **THESIS and MRP STUDENTS**

University theses and major research projects (MRPs) are processed in the Library after they have been submitted to the Registrar's Office (honours theses) or to the Faculty of Graduate Studies and Research (masters/doctoral theses and major research projects). Theses are checked for correct formatting and to make sure all required forms and documentation are included before being sent for binding and microfilming. If corrections need to be made, the student will be contacted and the thesis will not be bound until the problems are addressed. In most departments, each student must submit three mandatory copies of the theses for binding – one for the Library, one for the Archives, and one for the department.

Faculty who supervise thesis or MRP students can make things easier for the students and themselves by making sure they are familiar with thesis submission guidelines.

Handouts explaining complete thesis and MRP submission procedures are available at the Library Information & Research Desk and online at: [www.smu.ca/administration/archives/theses.html](http://www.smu.ca/administration/archives/theses.html)

## **THE PATRICK POWER LIBRARY WEBSITE**

[www.smu.ca/library](http://www.smu.ca/library)

The Library website provides access to the Novanet and SMU.worldcat online catalogues, journal databases, e-books and links to other useful information, such as tips for academic research and essay writing, style manuals, and Document Delivery request forms.

The Library has developed [subject guides](#) to support student research. Subject Guides are discipline-specific and include links to authoritative Internet resources. Please contact the Information Literacy Department (420-5541 or 496-8789) for more information, or to recommend websites.

## WHO-to-CALL LIST

University Librarian	Marie DeYoung	420-5532
Associate University Librarian (Systems)	Peter Webster	420-5507
Library Administrator	Brenda Bentley	420-5533
Secretary	Lisa Billard	420-5534
Acquisition of Material	Terri Winchcombe	420-5535
Cataloguing Systems	Lou Duggan	420-5174
Access Services	Susan Cannon	420-5656
Collection Development	Sally Wood	420-5148
Instruction (Classes)	Heather Sanderson	420-5541
Instruction (Library Blackboard Course)	Cindy Harrigan	496-8789
Document Delivery	Sandra Hamm	420-5542
Novanet Express	Rachel Tingley	491-6308
Promotional Services	Ron Houlihan	420-5198
Reference and Research	Doug Vaisey	420-5540
Reserve Collection	Susan Cannon	420-5656
Special Needs Students (Library)	Walt Tanner	420-5553
Statistical Data	Xuemei Li	420-5549
University Archives	Hansel Cook	420-5508

## LIBRARY COLLECTION LIAISONS

Department and Budget Code		Liaison	
Accounting	005	Doug Vaisey	420-5540
Anthropology	011	Heather Sanderson	420-5541
Asian Studies	016	Susan Cannon	420-5656
Astronomy/Physics	017	Hansel Cook	420-5508
Atlantic Canada Studies	022	Heather Sanderson	420-5541
Biology	020	Cindy Harrigan	496-8789
Chemistry	023	Lou Duggan	420-5174
Criminology	150	Ron Houlihan	420-5198
Economics	032	Xuemei Li	420-5549
Engineering	038	Terri Winchcombe	420-5535
English	041	Sally Wood	420-5148
Environmental Studies	043	Cindy Harrigan	496-8789
Finance & Management Science	006	Doug Vaisey	420-5540
Geography	045	Hansel Cook	420-5508
Geology	047	Cindy Harrigan	496-8789
Government Documents	048	Brenda Potter	491-6322
History	053	Hansel Cook	420-5508
International Development Studies	055	Ron Houlihan	420-5198
Irish Studies	110	Sally Wood	420-5148
Linguistics	140	Sally Wood	420-5148
Management	007	Peter Webster	420-5507
Marketing	009	Xuemei Li	420-5549

Math/Computer Science	062	Peter Webster	420-5507
Modern Languages	064	Sally Wood	420-5148
Philosophy	068	Heather Sanderson	420-5541
Political Science	074	Lou Duggan	420-5174
Psychology	077	Cindy Harrigan	496-8789
Reference	079	Doug Vaisey	420-5540
Religious Studies	080	Joyce Thomson	496-7948
Shastri Fund	100	Doug Vaisey	420-5540
Sociology	089	Ron Houlihan	420-5198
Women & Gender Studies	130	Heather Sanderson	420-5541