

UW Libraries: 2016-2017 Profile

Three Libraries, Ten Departments

Dean of Libraries

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UW Libraries profile provides a brief overview and explanation of key services and resources of its various departments:

1. Access Services
2. Collection Development Office
3. Digital Collections
4. Emmett D. Chisum Special Collections
5. Brinkerhoff Geology Library/RM Herbarium Library/UW-National Parks Service Library
6. Research & Instruction Services
7. Learning Resource Center
8. Library Information Technology/UW Information Technology
9. Technical Services
10. Administration

1. Access Services

The Access Services department facilitates access to collections at the Libraries and beyond. Units in the department are Coe Library Circulation, Coe Shelving, Interlibrary Loan, and the Library Annex. The department includes 12 faculty and staff and approximately 30 part-time student workers.

Key Services/Resources:

Coe Circulation:

- Checking out and renewing books, movies, Prospector and Interlibrary loans, and other materials to students, faculty, staff, and the general public
- Processing new and returned materials
- Providing front-line reference and circulation assistance at the Help Desk, in partnership with Research & Instruction Services
- Checking out laptops and iPads to UW affiliates
- Managing study rooms at Coe Library
- Maintaining statistics regarding circulation, use of physical collections, and building use
- Billing for overdue, lost, or damaged items for replacement costs and to encourage timely return of materials to UW Libraries and our interlibrary loan partners
- Opening and closing Coe Library for posted hours and working with Libraries Administration, UW IT, and Campus Police to maintain safe spaces for our users
- Managing borrowing and lending through Prospector (Colorado Alliance of Research Libraries)

- Working with instructors to place physical or electronic items on reserve for courses in accordance with copyright laws

Coe Shelving:

- Shelving new and returned materials, and reshelving items used in the library
- Maintaining orderly stacks; staff and students are trained to shelve items in correct order and to keep the stacks in good condition, and identify items that need repair
- Performing ongoing inventory of collections
- Adjusting shelves and shifting materials to accommodate growing collection
- Searching for items reported missing
- Gathering statistics regarding use of materials

Interlibrary Loan (Request It)

- Facilitating free borrowing to UW users from other libraries
- Routing items to UW branch libraries for convenient pickup
- Shipping UW and borrowed materials to off-campus students, staff and faculty
- Lending UW materials to interlibrary loan partners
- Retrieving electronic and scanning print articles and book chapters for UW and interlibrary loan patrons

Library Annex (Lower level of Biological Sciences building)

- Maintaining and circulating pre-2006 journal collection in high-density storage
- Maintaining and circulating federal documents collection
- Shelving returned materials and reshelving items used in the Library Annex; maintaining orderly stacks
- Managing Annex study rooms
- Retrieving and scanning print articles for UW and interlibrary loan patrons
- One of several branch locations where patrons may choose to pick up library materials, Prospector, and Interlibrary loans

For more information, contact Cheryl Goldenstein, Head of Access Services: cgold@uwyo.edu, 766-6734. Unit heads are Shannon Person, Coe Circulation; Wendi Chatman, Coe Shelving; Diane Trotter, Interlibrary Loan; and Toni Boughton, Library Annex.

2. Collection Development Office

The Collection Development Office (CDO) coordinates the identification and selection of information resources to meet the teaching and research needs of UW students, faculty, and staff and to serve the citizens of Wyoming. These resources embody a variety of formats, including tangible print and electronic books; streaming media and DVDs; databases; print and electronic journals; and full-text journal aggregators. CDO interacts with UW faculty, staff, and students regarding specific resource needs, and assesses print and electronic collections. CDO personnel include 4 librarians, 2 full-time staff, 1 part-time staff, and 4 work study students.

Key Services/Resources:

- CDO librarians and staff deal with the entire life cycle of electronic resources: setting up initial trials; interacting with vendors to learn about new products; negotiating pricing and license terms; ensuring authorized patron access via the proxy server; performing troubleshooting and maintenance; collecting use data; and other issues that arise with these resources.
- CDO develops the \$8 million collections budget, monitors and analyzes expenditures, and processes invoices paid from collections funds.
- CDO is the central contact for acquiring gift materials from donors and determining the ultimate disposition of these materials.

Primary Contact:

Sandy Barstow, Head of Collection Development

sbarstow@uwyo.edu or (307) 766-5621.

General questions and requests for purchases can be sent to CDOOffice@uwyo.edu .

3. Digital Collections

The Digital Collections Office has two primary emphases (1) Building and sharing unique collections online via the UW Digital Repository (at <http://uwdigital.uwyo.edu>) and (2) supporting and collecting the scholarly output of UW by operating/maintaining scholarly research repositories such as the Wyoming Scholar's Repository (at <http://repository.uwyo.edu>) and the UW Data Repository (at <http://data.uwyo.edu>).

Key Services/Resources:

- Format conversion (digitization) of printed materials including large formats up to 54" in one dimension
- 3D scanning of objects in preparation for 3D printing or other related modelling/prototyping activities
- Archiving and online distribution of digitized materials via the UW Digital Repository (<http://uwdigital.uwyo.edu>) (handles small & large images, printed materials, audio, and video)
- Format conversion (digitization) of printed materials including large formats up to 54" in one dimension
- 3D scanning of objects in preparation for 3D printing or other related modelling/prototyping activities
- Online distribution and discovery of openly accessible research and scholarship (articles, gray literature, conferences, presentations, curriculum materials, student work such as Honors Theses, Plan B's, Capstones, etc.) via the Wyoming Scholar's Repository (<http://repository.uwyo.edu>)

- Hosting of peer-reviewed open access e-journals (e.g. Wyoming Law Review, Electronic Journal of Linear Algebra)
- Consultation services related to author rights, copyright, open access content, and related issues.
- Research dataset archiving and publishing services via the UW Data Repository (<http://data.uwyo.edu>) as well as research data management consultation services ***this is a new service as of Sept, 2016***

Primary Contact:

Chad Hutchens (chutchen@uwyo.edu)

Secondary Contact:

Amanda Lehman (amadarl@uwyo.edu)

4. Emmett D. Chisum Special Collections

Special Collections is committed to the ongoing development and preservation of its distinctive collections, especially those that focus on the history of the University of Wyoming as well as the State of Wyoming, which provide citizens from all walks of life with access to their common cultural heritage.

Emmett D. Chisum Special Collections supports the mission of the University of Wyoming Libraries to provide information resources and services to meet the instruction, research, and outreach needs of UW students, faculty and staff as well as researchers across Wyoming and around the globe. Chisum Special Collections also supports the mission of the University of Wyoming as a statewide resource with a focus on “responsible stewardship of our cultural, historical and natural resources.”

Key Services/Resources:

- Bibliographic instruction sessions which include hands-on use of materials
- Internships, both undergraduate and graduate level, provide applicable experience in library work, museum studies, and historical research
- Collaborate with American Studies to offer a graduate assistantship
- Support the research mission of a Land-grant institution through special collections
- Work with the following departments to provide instruction and research support
Geography, History, Anthropology, American Studies, English, Art, Education

The primary collection is the Grace Raymond Hebard Collection, considered the most comprehensive collection of “published” materials on Wyoming but which also contains significant material related the American West and Northern Rocky Mountains and Great Plains.

Statewide Engagement

Special Collections are available to all researchers on-campus, throughout the state and around the globe. Staff research and respond to queries. Collections and services support the land grant mission. Outreach is necessary to expand knowledge of our resources to the broadest possible audience.

Primary Contract:

Tami Hert (thert@uwyo.edu)

Departmental Contacts:

Chisum Reading Room: webpage: <http://libguides.uwyo.edu/chisum>
(chisumrr@uwyo.edu)

5. Brinkerhoff Geology Library – RM Herbarium Library – UW-NPS Library

Brinkerhoff Earth Resources Information Center

The University of Wyoming Brinkerhoff Geology Library is a unique branch of the University Libraries. The Library is open to users from all disciplines as well as the public. The physical collections include geological related materials, aerial photographs, and maps. There are two levels in the library and the main floor includes a small reference collection, an area for new books and journals, tables and seating for studying, student computer stations (5), a flatbed scanner and two printers. The circulation area includes one public computer station, the circulation desk, two staff cubicles and four computer workstations used to support ILL, Prospector and grant work. The basement is where the physical collections are held and there are also 3 computer stations for students, a group worktable and other areas for students to study. The library is a busy place during certain times of the day and is used mostly by students in the geology, pharmacy, nursing and geography programs. The librarian and staff at the Geology Library also support research and instruction in STEM disciplines with an emphasis in the physical and biological sciences. Collaborates with the UW Geological Museum, WyGIS, and Wyoming Geological Survey to provide outreach programs. The department includes the faculty head position, two staff positions, and 3-4 part-time student workers.

RM Herbarium Library

The Rocky Mountain (RM) Herbarium in the Aven Nelson building includes a small branch library that holds botanical literature. The library holds books used by researchers interested in botanical or ecological related topics and supports the collections research and ecology programs at the university. The UW Libraries and the RM Herbarium jointly support the online RMH Database. The database allows researchers to access the record information and some specimen images to anyone in the world. The Rocky Mountain Region Digital Herbarium is another database that provides images and data for the regions smaller herbarium collections including many of the regions NPS units. The RM Herbarium faculty, staff and students have supported this effort as partners with the University of Wyoming Libraries.

UW-NPS Library

The University of Wyoming National Park Service Research Center near Leaks Marina holds a small collection used by researchers, students and teachers visiting and working in Grand Teton National Park. The space includes two rooms, one is a small alcove with a desk and reading chair while the larger space includes two computer stations and a large table. The collection includes both science and humanities materials related to the Greater Yellowstone Ecosystem and NPS with a concentration of historical material related to Grand Teton and Yellowstone National Park. There is adequate Internet access but it continues to be a problem for this reason the collection duplicates material that may be available online. The UW Libraries and UW-NPS Researcher Center have recorded and made available the Hank Harlow Summer Seminar Series for the summers of 2014, 2015 and 2016 (2016 in process). They are available at the following link http://repository.uwyo.edu/nps_summer_seminar/.

Primary contact:

Larry Schmidt - Head of Brinkerhoff Geology Library

lschmidt@uwyo.edu

307-766-2844

6. Research & Instruction Services

Research & Instruction is a public services unit that works directly with students, faculty, and staff to support education and research at UW. We help members of the UW community navigate the vast digital and print information resources available in Libraries' collections (and beyond). In partnership with faculty and other teaching and learning units across campus, we teach critical thinking skills and habits of mind that foster inquiry and analysis and promote ethical uses creation of information, and teach effective strategies for all stages of research.

Key Services/Resources

- **General Education Instruction Program:** information literacy instruction focusing on Communication and First-Year Seminar courses in the University Studies Program
- **Liaison Librarian Program:** subject-expert librarians assigned to colleges/departments, providing upper-division and graduate library instruction along with support for faculty research
- **Research consultations:** individual and small-group appointments with librarians for help with student research projects, thesis or dissertation research, faculty research and publication, scholarly communication issues, and more
- **Help Desk:** provision of in-person, chat, and email-based research help, in partnership with the Access Services Department
- **Workshops:** librarian-led workshops for graduate and faculty researchers in a series each semester, plus additional workshops by request
- **Learning objects:** creation and maintenance of subject and class research guides, video and interactive tutorials, and other instructional materials suitable for use on our website or in WyoCourses
- **Curriculum support:** collaboration with faculty on research assignment design, curriculum design, and accreditation needs related to library collections and services

- **Assessment Projects:** annual assessments of student learning related to library instruction and participation in the university-wide assessment program
- **Outreach support:** commitment to the Access Entitlement Principle by providing all services to UW students, faculty, and staff working and studying both on campus and at a distance

Primary contact:

Kaijsa Calkins, Research & Instruction Department Chair & Coordinator of Liaisons
kcalkins@uwyo.edu ; (307) 766-6553

Library Instruction: <http://libguides.uwyo.edu/libraryinstruction>

Liaison Librarian Program: <http://libguides.uwyo.edu.subjectliaisons>

7. Learning Resource Center (LRC)

Education Building Room 222

The LRC is a branch library that serves as the curriculum materials center for the College of Education as well as the school library for the UW Lab School.

Key Resources/Services:

- Collections of preK-12 materials including children’s books, young adult books, graphic novels, textbooks, board games, STEM kits, robotics, reading sets, and more.
- Partnerships with Education faculty to offer technology classes and clubs for UW students, Lab School students, and local teachers.
- Partnerships with Education faculty to offer fieldwork experiences in a school library environment.
- Partnerships with literacy faculty to offer children’s book clubs and do collaborative collection development.
- Information literacy instruction for preservice teachers and graduate students in the College of Education.
- Partnerships with other ACSD school librarians for curriculum development for digital literacy and information literacy grades K-8.

Primary contact:

Cass Kvenild, (307) 766-5119, ckvenild@uwyo.edu

8. Library Information Technology/UW Information Technology

Library Information Technology was established to meet the growing technology needs of the UW Libraries. We are in a merged environment with University of Wyoming information Technology. Together we support a wide array of Information Technology initiatives for the UW Libraries, the UW Law Library, and the American Heritage Center. We support the academic teaching and research

mission of the University of Wyoming by working directly with various academic units on campus. Library Information Technology is often a critical contact point and bridge between personnel in the academic departments and University of Wyoming information Technology.

Key Resources/Services:

- Run and support an array of servers and virtual servers that serve as the backbone for our Information Technology System. This includes web servers, file servers, application servers, proxy servers, storage servers and backup services.
- Support and help manage the Proxy Servers and EZProxy, our proxy server software application for the UW Libraries and for the Law Library that allow students and faculty access to our e-electronic resources from off-campus
- Run the integrated library system Sierra, the Illiad interlibrary loan software, MRBS, our study room/classrooms booking system; manage our Intranet/public directory, bulletin boards, listserv's, and help manage cloud solutions such as the Springshare products, Serial Solutions etc. that enable library faculty/staff to provide guides to research as well as managing access to these data that students and UW faculty use who then in turn produce new data and research articles
- Manage Data - Move data from one system to another – i.e. patron loads from Human Resources and the Register's Office, data extractions from Sierra to Prospector, enabling metadata so it can be linked and exposed to wider audiences via Google and other common search applications
- Help support the improvement of library workflows by improving efficiencies i.e. enabling Sierra and the GOBI book ordering software to share data between the systems to streamline the collection development/acquisitions and cataloging processes
- Help support our digital initiatives by providing programming and financial resources, break/fix support, etc.
- Help to develop unique end-user web applications with new databases that sit on top of highly specialized data sets that need a web interface allowing end-users to interact with the data
- Develop and support new database applications
- Provide a series of robust web application presences that allow end-users ease of access to a vast array of information and services
- Support library workstations; public research terminals; classroom technologies in Coe 123, 216, 218, the LRC; the One-Button Studio etc., and study rooms with technology located throughout the UW Libraries
- Support UW Libraries Conference facilities including Coe 506, 504, and 502H
- Support the UW Libraries Security Camera System – Milestone.

Primary Contact:

Stephen Boss (sboss@uwyo.edu)

9. Technical Services

Technical Services focuses on the logistical aspects of the acquisition of library materials in a multitude of traditional and emerging formats, the creation of cataloging and metadata records to provide

intellectual access to all collections, and the maintenance and preservation of the physical collections of the University Libraries.

Key Services/Resources:

- Procure, receive, and ensure physical and intellectual access to all physical library materials including purchases, gifts, and federal and state documents.
- Procure, receive, and ensure virtual and intellectual access to all single-title electronic resources.
- Procure, check-in, maintain, and provide intellectual, physical, and virtual access to journals, serials, and other continuing resources in a variety of formats.
- Ensure virtual and intellectual access to all electronic collections purchased, leased, or otherwise acquired through the Collection Development Office of UW Libraries.
- Maintain the physical collection, including:
 - Bind and rebind periodicals and books
 - Repair damaged materials
 - Encapsulate maps and other materials
 - Physically process books for the shelves (labels, etc.)
 - Work with outside conservator on repair of valuable materials
- Maintain the accuracy of many of the databases used to access library materials
- Work with other library departments to ensure patrons have access to the research and educational materials to support their efforts when needed.

Primary Contact: Debbie McCarthy, Department Head (mccarthy@uwyo.edu)

10. Administration

UW Libraries Administration includes the Dean of Libraries, Associate Dean Libraries and support staff who provide oversight and support of the operations of the UW Libraries and ensures these operations and resources contribute in significant ways to the teaching and research mission of the University and enrich the learning experiences of students.

Key Services/Resources:

- Conduct budget preparation, accounting, financial planning
- Oversee all expenditures of UW Libraries
- Provide oversight of human resources for UW Libraries
- Support professional development of librarians and staff
- Promote the contribution of librarians and staff to the life of the University
- Partner with the University Foundation in fund-raising to advance the University
- Maintain excellent relationships with other academic and non-academic units and services of the University of Wyoming
- Foster positive external relations appropriate to UW Libraries (including state agencies as well as national and international organizations)
- Establish and maintain consortial and other types of partnerships that support the mission and values of the University and UW Libraries

- Oversee the maintenance and operations of the William Robertson Coe Library and other physical library spaces on the UW campus
- Ensure UW Libraries serves the information and research needs of the people of Wyoming
- Gather and report statistical data of UW Libraries for partner agencies and national organizations
- Conduct annual and strategic planning

Primary Contact:

Ivan Gaetz, Dean of Libraries (igaetz@uwyo.edu)

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