

Spring 2014

Between the Columns Newsletter: Spring 2014

Eastern Kentucky University Libraries

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Recommended Citation

Eastern Kentucky University Libraries, "Between the Columns Newsletter: Spring 2014" (2014). *Between the Columns Newsletter*. 8.
<http://encompass.eku.edu/betweenthecolumns/8>

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INSPIRATION

is in the *Experience*

Developing Future Colonels

Eastern Kentucky University welcomed some of its youngest Colonels ever to campus in October with the traditional rubbing of Daniel Boone's boot. The young students, fourth graders from Lincoln County, comprise the inaugural class of ECU Libraries' Future Colonels project, made possible by the vision and generosity of Friends of ECU Libraries, Bob and Gayle McCroskey.

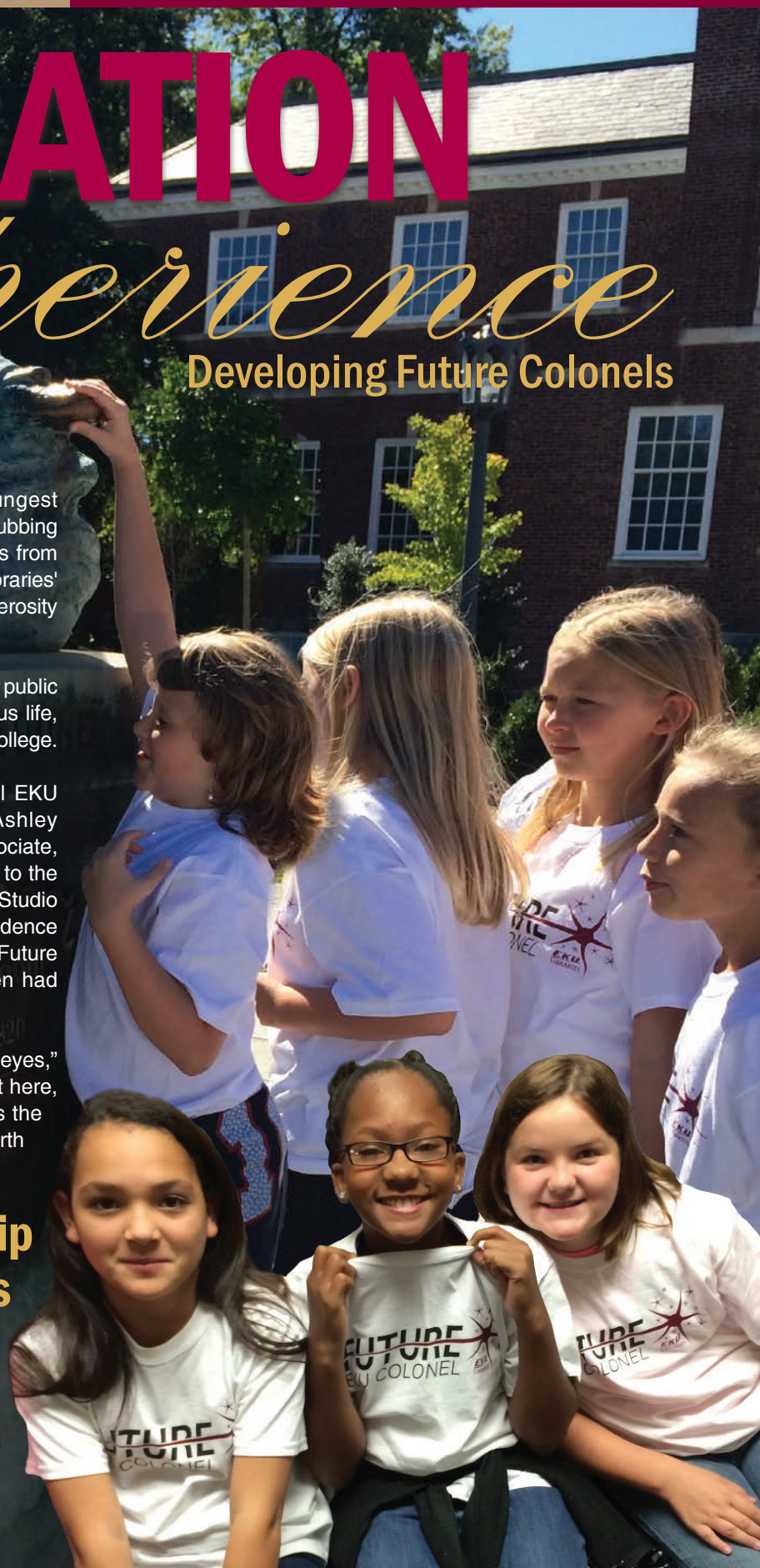
The Future Colonels project seeks to give students from public schools in ECU's service region an early glimpse of campus life, in the hope that they will 'see' their future selves attending college.

Lincoln County's Future Colonels were treated to the full ECU experience. Accompanied by Future Colonel guides Ashley Cole, ECU Librarian, and Amy Taylor, ECU Library Associate, the students visited several campus 'hot spots' in addition to the Daniel Boone statue, including ECU Libraries, the Noel Studio for Academic Creativity, Hummel Planetarium, and a residence hall. ECU Admissions' own student tour guides guided the Future Colonels on portions of their campus tour, and they even had lunch in the Powell Cafeteria!

"The experience seemed to have opened the students' eyes," says Amy Taylor, "They asked questions about how to get here, how to get scholarships, etc." Student feedback indicates the program is already having an impact, as one excited fourth grader exclaimed,

I've got to earn a scholarship so I can come here. This is the best place!

Plans are already underway for more groups of students to visit campus. "We're hoping to have two schools visit in the fall," stated Ashley Cole, "While the hope is these students will choose to attend ECU, the ultimate goal is college, whether ECU or elsewhere."



From the Dean

Here at ECU Libraries we are more than excited to see the Ravine bloom with the first flowers of spring. Students, faculty, and staff looked refreshed after Spring Break and the long slog of winter.

This issue of our newsletter describes an initiative near and dear to my heart. As a first generation college graduate, I am thrilled that our Libraries initiated the Future Colonels project, designed to get elementary students from our service region to campus to walk in the shoes of a college student. We could not have started the project without the financial support of two of our Friends Bob and Gayle McCroskey. I remember vividly the first time I stepped foot on a campus and I can testify to the effect it had on me – campus was demystified, a college education became a possibility. So many of our Friends support the Libraries in so many ways; their impact is far-reaching and, as is the case with the Future Colonels project, life-changing.

Our dream of a Reading Porch is inching closer to reality. The infrastructure below the green space between Weaver and the Library is currently under construction and our fundraising efforts continue with the help of the University Development Office. Friends far and near have expressed their support and interest for the Porch. As the weather improves, we will all be called to those outdoor places and the Libraries are excited to add our Porch as a venue.

Finally, we hope you will join us for Scholarship Week, spearheaded by Dr. Russell Carpenter, Director of the Noel Studio for Academic Creativity. All events for Scholarship Week will be held in the Main Library and in the Noel Studio. The Libraries complex will be bustling with activity showcasing the academic strength of our students and the faculty who mentor them: poster sessions, presentations, and award ceremonies. Please find your way over to celebrate the accomplishments of our hard-working students.

We are in the months where campus puts her best foot forward, with blooming trees and flowers, busy sidewalks and lawns. In honor of National Poetry Month I will end with a quote from Rainier Maria Rilke: "It is spring again. The earth is like a child that knows poems by heart." Take a walk in the sunshine. Visit your library and reacquaint yourself with your favorite poem.



Betina Gardner, Dean of Libraries



ECU Learning Resources Center partnered with local schools as part of their Reading Buddies program. LRC Team Leader Cindy Judd and Library Associate Amy Taylor chose books and puppets for middle school students to share with elementary students during their visit to the LRC.



Renowned garden designer Jon Carloftis signs a bird house at the Friends of ECU Libraries 2013 Annual Program. Save the date for the November 13, 2014 Annual Program and learn more in the fall issue of *Between the Columns*.



Librarians visit with faculty at ECU Libraries' 2013 Annual Faculty Breakfast. Visit library.eku.edu in early fall to learn about this year's breakfast.

Photo: *The Campus Beautiful* in spring by Melissa Abney

The **ColonelSmart** series explores topics relevant to research, academic success, and teaching and learning. Each workshop covers a different skill set and includes topics like *E-books: They're Not as Bad as You Think*.

library.eku.edu/colonelsmart

Here's the Thing...Discussing Pop Culture features facilitated, open discussions about some of the most popular book and movie series dominating pop culture right now (think *Game of Thrones* and *The Walking Dead*).

library.eku.edu/pop-culture

Scholarship Week, April 14-18, will celebrate the culture of scholarship, research, and creative endeavors on campus with a diverse series of events highlighting the scholarship and creativity of EKV students and their faculty mentors.

studio.eku.edu/scholarshipweek2014

An Evening of Appalachian Toys and Games

April 9 at 6:30p.m., Main Library Classroom 204D

Enjoy a discussion by local author Linda Hager Pack, who will focus on her newest book, *Appalachian Toys and Games from A to Z*.

library.eku.edu/lindapack2014

Does Your Dog Bite? and the Second Shepherd's Pageant: The Continuum of Humor

April 29 at 6p.m., Main Library Classroom 204D

Join retired EKV faculty member Dr. Bill Ellis for a delightful presentation on humor. Dr. Ellis is a noted author who regularly writes about humor and is a frequent contributor to *Kentucky Monthly*.

library.eku.edu/billellis2014

All events are free and open to the public. For more information, call (859) 622-1072.

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POPCULTURE



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I have always enjoyed being in a library, learning, and being around interesting people.

Get to Know Your Librarians: *Linda Sizemore*

It isn't uncommon to find Linda Sizemore zipping around the Main Library's third floor, helping students and faculty navigate their research in Government Documents, a collection at ECU Libraries. It might surprise the general observer, however, to learn that Linda is also an expert on the subject of copyright, and has greatly aided copyright efforts in relation streaming videos, course reserves, and campus-produced publications. It is no wonder her official title has become, "Copyright and Scholarly Communications Librarian," and her work under that realm has placed her at the helm of one of our most important recent initiatives: Encompass Digital Archive, an institutional repository featuring the research, creative works, and history of ECU. What kind of person does it take to guide the campus in such varied developments? Let's find out in our first *Get to Know Your Librarians* feature.

Linda received her undergraduate degree at Berea College in Classical Languages, a major that involves plenty of book research, and then earned her Masters of Library Science (MLS) from the University of Kentucky. As such, Linda logged many library hours, and says she "has always enjoyed being in a library, learning, and being around interesting people."

After fourteen years at ECU Libraries her favorite part of the day is still "helping people solve their problems and facilitating learning." Most of the time, Linda helps people with research. She finds these interactions fulfilling and a few exchanges stand out. "I once had a student stop me in a grocery store and tell me that I helped him get a B in his class. He was very thankful." Another time, a student surprised her with a gift: "A student baked me cookies because she said she couldn't have finished her economics project without my help." Pleasant rewards, indeed, but not surprising for those of us familiar with Linda's cheerful approach and dedication to ECU's community of researchers.

Linda's favorite things:

- TV show: *Mad Men*
- Musician: *Patsy Cline*
- Book: William Styron's *Sophie's Choice* and anything post-World War II era

Top 5 Online Class Copyright Conundrums: Answered!

1. Can I convert a DVD or VHS to streaming format for my Blackboard class?

Maybe. If the DVD/VHS is available in a streaming format, we have to purchase it in that format. We have several streaming media packages – search the library catalog first to see if your streaming video is available. If you would like us to convert a DVD/VHS, **inquire early!** It often takes several weeks to complete this process. Contact your library liaison for details about linking to streaming videos.

2. Can I post two or more chapters from a book on Blackboard?

No. Best practices for using copyrighted works in higher education recommend one chapter from a book or no more than 10% of the work.

3. Can I post two or more articles from a journal issue on Blackboard?

No. Best practices recommend one article per journal issue.

4. Can I put links to YouTube clips in my Blackboard class?

Yes. YouTube regulates its site very well for copyright violations. Note that YouTube videos will sometimes become unpublished without warning.

5. I found a pdf online. Can I copy it and put in my Blackboard class?

No. Linking is always recommended over copying since linking doesn't involve copying the copyrighted material.

For more information, contact linda.sizemore@eku.edu or visit library.eku.edu/online-class

Information in this newsletter may not be substituted for formal legal advice from an attorney well versed in copyright law. The information is not provided in order to render legal services or practice law. If you have a legal problem, you should seek the advice of experienced counsel.

Library Resources for Your Classroom

EKU Libraries provide a wealth of **scholarly collections** to support your courses and **services** to assist you as you build resources into your syllabi.

Most of our online books, articles, and streaming films are licensed for unlimited users and can be accessed anytime from anywhere in the world. You can link them via your course Blackboard sites, syllabi, and more. To learn how to make durable links formatted for on-and off-campus use, visit: libguides.eku.edu/linking or contact your library liaison.

As you explore our resources, please note:

- Some **eBooks** are licensed for one user at a time. These are not recommended for required readings due to the frustration this may cause your students. **Before adding an eBook to your syllabus, check with your library liaison to ensure that it can be assigned for classroom use.** If notified in advance, we may be able to purchase additional access.
- When requiring an entire class to read a specific **article**, it is important to distinguish between **articles to which we have full text access versus articles which need to be borrowed.** For the former, you can provide a durable link to your students. For the latter, you may request the article through Library Express and post it in the course Blackboard site as long as you use no more than one article from a particular journal. For help, contact your library liaison.

Resource Highlights

Textbook Reserves

A small collection of textbooks to provide limited, library-use-only access to these materials. Although it is the responsibility of students to acquire their own textbooks, there are many circumstances in which students need to reference these materials at the library, such as early in the semester when texts are not yet available in the bookstore or their financial aid packages have not yet been made available. Having these available on reserve status promotes student success by addressing these difficult circumstances while ensuring that the texts are available to all students and not checked out for the entire semester. tinyurl.com/textbookreserve

Writing Collection

A focused collection of writing resources to assist students with academic writing questions and issues: library.eku.edu/grand-reading-room-books

Library Express

Borrow materials not owned by EKU Libraries, get materials delivered directly to your office, or request new materials:

library.eku.edu/library-express

Copyright information

Contact Linda Sizemore or visit library.eku.edu/copyright



Did You Know?

We buy the books you need! When faculty, staff, or students place book requests via Library Express, we will often buy them for the collection rather than borrowing from other institutions. This is called “demand-driven acquisitions,” and it allows us to ensure that we are acquiring the materials you need, when you need them.

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Celebrating Students: UR

UNDERGRADUATE RESEARCH AWARD

EKU Libraries will present our first *Undergraduate Research Award* this spring during *Scholarship Week*, April 14-18. Made possible by the support and generous contributions of the Friends of EKU Libraries, the UGR Award seeks to recognize and reward students whose research makes expert and creative use of the services, resources, and collections of EKU Libraries to produce a scholarly or creative work. **A prize of \$1,000 will be awarded to the first place undergraduate project, and \$350 will be awarded to two honorable mentions.**

Dr. Kevin Jones, chair of the Undergraduate Research Award Committee, sees the award as a way to recognize both students and the Libraries: **"The Award is a wonderful opportunity to showcase the excellence of undergraduate research here at Eastern, as well as EKU Libraries' contribution to that research. We are so appreciative of the Friends for making this award possible."**

Faculty are encouraged to promote the award to eligible students and applications must include a faculty nomination letter. **The application deadline is April 2.** Information for faculty nominators as well as guidelines for students and complete application instructions can be found at

encompass.eku.edu/ugra

Introducing: First Year Writer's Studio

The Noel Studio for Academic Creativity recently introduced two exciting initiatives designed to support EKU students as they transition to the challenges of college-level writing. Launched in September 2013, the First Year Writer's Studio (FYWS) offers a flexible, supportive writing environment for *ENG 101: Reading, Writing, and Rhetoric* students. By providing space in the Noel Studio, composition tools (dry-erase boards, laptops, and manipulatives), and consultants, the FYWS offers students the opportunity to ask questions on a walk-in basis as they brainstorm, draft, and revise!

studio.eku.edu/first-year-writers-studio

Writing Fellows

In collaboration with the First Year Writing Program and Department of English and Theatre, the Noel Studio intensified services to ENG 101 writers through a Writing Fellows pilot program for Spring 2014. Providing additional support for writers in ENG 101, the Writing Fellows program includes a team of ten undergraduates trained to consult ENG 101 students engaged in writing activities inside and outside of class. Each Writing Fellow is partnered with an ENG 101 course; works closely with the instructor to support assignment and course outcomes; attends classes; serves as peer-leader for students in the course; and facilitates individualized and small-group peer-review sessions, offering focused feedback exclusively for students in their assigned courses.

studio.eku.edu/writing-fellows



Saving Emma's Keepsakes



Like many olden mansions, Elmwood is shrouded in mystery and myth. What is known is that construction ended in 1887, just as William and Mary Watts' only daughter, Emma, was born. From that moment, Elmwood became Emma's home, her inheritance, and her family's history. Today, people reminisce about the days when the home was alive with the bustle of excited guests basking in the extraordinary garden or enjoying a game of croquet beneath the mansion's namesake elms. Few, however, realize the condition of many of the treasures that lay stagnant behind Elmwood's walls, especially the large collection of books.

In an effort to preserve Elmwood's heritage and collections, ECU Libraries and several volunteers organized, boxed, and rescued roughly 2,400 books from the moldy conditions

of the historic home. The volunteers also found many letters to and from the Watts family, along with numerous photos and scrapbooks of Emma's days at Vassar. But perhaps the most intriguing insights into Emma's life were the carefully labeled boxes of surviving clothing articles, which included breathtaking dresses and even a pair of hot pink shoes.

While the dresses and shoes are not currently open to the public, keep an eye open for potential exhibits featuring the fashion wear. In the meantime, the fascinating diaries, letters, and photos are being safely housed and can be viewed in ECU's Special Collections & Archives.

Did You Know?

You can now access historic issues of *The Eastern Progress* online thanks to the generosity of the Friends of ECU Libraries. The beloved *Milestone* yearbook is also available online for Colonels around the globe. Enjoy these publications today at

encompass.eku.edu/upubs





EASTERN KENTUCKY UNIVERSITY LIBRARIES

103 Libraries Complex
Eastern Kentucky University
521 Lancaster Avenue
Richmond, Kentucky 40475

Faculty Q&A: Records Management Made Easy

Do you ever wonder what to do with the many piles of papers in your office? Did you ever wonder if you are obligated to keep them? Your starting reference point should always be the “Records Retention Schedule,” accessible online at records.eku.edu.

What is a record?

Not every item is necessarily a record. Records are any materials created in the course of University business, regardless of format. The list below gives a brief overview of items you can discard when no longer useful.

- *Drafts* of reports or other documents
- Reference *copies* of official records
- Publications *not* created by EKU
- *Personal* correspondence, emails, or other materials

How do I dispose of a record?

Fill out the Certificate of Disposal and destroy the materials accordingly. Remember that confidential documents should be shredded before recycling.

Before sending permanent records to Special Collections & Archives, please to fill out the *Records Transmittal* form.

Who is responsible for keeping records?

The table below outlines commonly used records and the corresponding offices responsible for keeping the official record when several copies exist on campus.

Record

Personnel Records
 Student Academic Records
 Travel Vouchers
 Grant Proposal Files



Office of Record

Human Resources
 Registrar
 Accounting
 Sponsored Programs

Helpful Hint

To save you hours of confusion: use the simple shortcut of **Ctrl+F** within the retention schedule to search for the desired record (i.e. “grade sheets”).

Between the Columns Credits

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