Faculty Orientation Packet

Prepared by the Faculty of the University Libraries

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Dean, University Libraries

Jennifer Brady
Director, Mercy College of Nursing & Health Sciences Library

Susan Kromrie
Acquisitions/Collection Development Librarian

Coleen Rose
Technical Services Librarian

Rachel Wallenbeck
Digital Services Librarian
Contact Information

Administrative Offices
Southwest Baptist University Libraries
Harriett K. Hutchens Library
1600 University Avenue
Bolivar, MO  65613-2597

Room
L141
Phone
(417) 328-1619

Fax
(417) 328-1652
Phone
1-800-743-5774

Website
http://library.s buniv.edu

Campus Libraries
Harriett K. Hutchens Library
Bolivar Campus
(417) 328-1620

Mountain View Campus Library
Mountain View Campus
(417) 934-2999

Wisdom Library
Salem Campus
(573) 729-7071

Mercy College of Nursing & Health Sciences Library
Springfield Campus
(417) 893-7149

University Libraries Contacts
Acquisitions/Collection Development
(417) 328-1629

Administrative Office
(417) 328-1619

Digital Services
(417) 328-1626

Information Literacy Instruction
(417) 328-1619

Circulation/Interlibrary Loan
(417) 328-1613 / 1623

Media Services Desk
(417) 328-1627

Technical Services
(417) 328-1631

University Archives
(417) 328-1619
# Table of Contents

Faculty Orientation Packet ............................................................................................................................ 2

Contact Information ...................................................................................................................................... 3
  Administrative Offices ............................................................................................................................... 3
  Room ......................................................................................................................................................... 3
  Fax ............................................................................................................................................................. 3
  Website ..................................................................................................................................................... 3
  Campus Libraries ....................................................................................................................................... 3
  University Libraries Contacts .................................................................................................................... 3

Table of Contents .......................................................................................................................................... 4

Operating Hours & Calendar ......................................................................................................................... 6

Harriett K. Hutchens Library ......................................................................................................................... 7
Mountain View Campus Library .................................................................................................................... 8
Wisdom Library (Salem Campus) .................................................................................................................. 9
Mercy College of Nursing & Health Sciences Library .................................................................................. 10

MOBIUS ....................................................................................................................................................... 11
  Requesting Books from MOBIUS ............................................................................................................ 11

Accessing Your Library Account .................................................................................................................. 12
  Account Access ....................................................................................................................................... 12

Resources (Information Content) ............................................................................................................... 13
  Resources Available ............................................................................................................................... 13
  Finding Information ............................................................................................................................... 13
  SearchEverything ................................................................................................................................... 13
  Catalog .................................................................................................................................................... 14
  Databases ................................................................................................................................................ 14
  Locating a Journal ................................................................................................................................... 15
  Interlibrary Loan .................................................................................................................................... 15

Access to Library E-Resources ..................................................................................................................... 17

Library Instruction ....................................................................................................................................... 18
  Partnering with Faculty to Cultivate Lifelong Learning Skills ................................................................. 18
Instruction Sessions Designed to Fit Course Objectives ................................................................. 18
Personal Librarians .......................................................................................................................... 18
Materials for Classroom Support ...................................................................................................... 19
Requesting Materials for the Library Collection ............................................................................. 19
Course Reserves ................................................................................................................................... 19
Procedure for Placing an Item on Reserve ........................................................................................ 19
Copyright ........................................................................................................................................... 19
Research Services ............................................................................................................................ 20
Research Assistance .......................................................................................................................... 20
ResearchOne Program .................................................................................................................... 20
Research Guides .................................................................................................................................. 20
Tutorials ............................................................................................................................................... 20
Chat Reference ................................................................................................................................... 20
Photocopying / Color Printing .......................................................................................................... 20
Media Services .................................................................................................................................... 21
Media Support ...................................................................................................................................... 21
Hutchens Library Media Services Hours are: .................................................................................... 21
Library Media Materials Available for Check-Out ............................................................................ 21
Hutchens Media Services Facilities: .................................................................................................. 21
Equipment Available for Check-Out .................................................................................................. 21
University Archives & Special Collections ......................................................................................... 22
Archives Facilities: .............................................................................................................................. 22
Joyce Sells Heritage Center ................................................................................................................ 22
University Archives .......................................................................................................................... 22
Special Collections ............................................................................................................................ 22
Southern Baptist Periodical Index Meet the Author Series ............................................................... 23
Southern Baptist Periodical Index (SBPI) ......................................................................................... 23
To Search the SBPI Database Online .................................................................................................. 23
For More Information Contact the SBPI Editorial Office .............................................................. 23
Meet the Author Series ....................................................................................................................... 23
### Operating Hours & Calendar

**HARRIETT K. HUTCHENS LIBRARY, BOLIVAR CAMPUS**  
**Fall & Spring Semester Hours**

<table>
<thead>
<tr>
<th>Library</th>
<th>*Media Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MONDAY – THURSDAY</strong></td>
<td><strong>MONDAY - THURSDAY</strong></td>
</tr>
<tr>
<td>8:00 AM TO 11:00 PM</td>
<td>8:00 AM TO 9:00 PM</td>
</tr>
<tr>
<td><strong>FRIDAY</strong></td>
<td><strong>FRIDAY</strong></td>
</tr>
<tr>
<td>8:00 AM TO 5:00 PM</td>
<td>8:00 AM TO 5:00 PM</td>
</tr>
<tr>
<td><strong>SATURDAY</strong></td>
<td><strong>SATURDAY</strong></td>
</tr>
<tr>
<td>9:00 AM TO 5:00 PM</td>
<td>1:00 PM TO 5:00 PM</td>
</tr>
<tr>
<td><strong>SUNDAY</strong></td>
<td><strong>SUNDAY</strong></td>
</tr>
<tr>
<td>3:00 PM TO 11:00 PM</td>
<td>3:00 PM TO 11:00 PM</td>
</tr>
</tbody>
</table>

**Scheduled Fall Calendar Changes**

<table>
<thead>
<tr>
<th>Fall Semester Dates</th>
<th>Changes &amp; Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 20</td>
<td>Fall Semester Hours Begin</td>
</tr>
<tr>
<td>August 22</td>
<td>Formal Convocation Closed - 9:45 am - 11:15 am</td>
</tr>
<tr>
<td>September 1-3</td>
<td>Closed - Labor Day Weekend</td>
</tr>
<tr>
<td>October 11-12</td>
<td>Open 8:00 am - 5:00 pm - Fall Break</td>
</tr>
<tr>
<td>October 13-14</td>
<td>Closed – Fall Break</td>
</tr>
<tr>
<td>November 17-18</td>
<td>Closed – Thanksgiving Break</td>
</tr>
<tr>
<td>November 19-21</td>
<td>Open 8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>November 22-25</td>
<td>Closed – Thanksgiving Break</td>
</tr>
<tr>
<td>November 26</td>
<td>Resume Regular Fall Semester Hours</td>
</tr>
<tr>
<td>December 15-16</td>
<td>Closed (Between Semester Hours)</td>
</tr>
<tr>
<td>December 17-21</td>
<td>Open 8:00 am - 5:00 pm (Between Semester Hours)</td>
</tr>
<tr>
<td>December 22-January 1</td>
<td>Closed - Christmas Holiday/Energy Conservation/New Years Day Holiday</td>
</tr>
<tr>
<td>January 3-18</td>
<td>Winter Session Hours* (See website)</td>
</tr>
<tr>
<td>January 23</td>
<td>Spring Semester Hours Begin</td>
</tr>
</tbody>
</table>

*For the most current hours throughout the year go to: [http://libguides.sbuniv.edu/about-us/location-hours](http://libguides.sbuniv.edu/about-us/location-hours)*

<table>
<thead>
<tr>
<th>MOUNTAIN VIEW CAMPUS LIBRARY</th>
<th>WISDOM LIBRARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>Monday – Thursday</td>
</tr>
<tr>
<td>8:00 AM - 5:00 PM</td>
<td>9:30 AM - 7:00 PM</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Friday</td>
</tr>
<tr>
<td>Closed</td>
<td>9:00 AM - 4:00 PM</td>
</tr>
<tr>
<td></td>
<td>Saturday &amp; Sunday</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
</tr>
</tbody>
</table>

**MERCY COLLEGE OF NURSING & HEALTH SCIENCES LIBRARY**

<table>
<thead>
<tr>
<th></th>
<th>SPECIAL CLOSING HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>• Hours at the campus libraries will vary depending on the local campus schedule for holidays, special events, between semesters, etc.</td>
</tr>
<tr>
<td>Friday</td>
<td>• Summer hours, Winterfest hours, changes to spring semester hours, and other variations in the regular schedule will be posted.</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

http://library.sbuniv.edu/  Updated: 8/9/2018
Quick Facts:

- The Hutchens Library is a place for quiet study and academic research.
- Beverages in approved containers may be used in the library, but are subject to library policy.
- If you need assistance locating library resources, please ask for assistance at the Circulation & Reserves Desk.
For immediate assistance at the Mountain View library, contact:

Donna Depee  
Mountain View Campus Director  
ddepee@s buniv.edu  
(417) 934-2999

Mountain View Library  
SBU Mountain View Campus  
124 South Oak Street  
Mountain View, MO 65548

Quick Facts:
- The Mountain View Campus Library is a place for quiet study and academic research.
- The library is open at the discretion of the Campus Director.
- A copier and a laminator are available for use in the library.
Wisdom Library, Salem

Quick Facts:

• The Wisdom Library is a place for quiet study and academic research.
• Food, including candy and snacks, is allowed in the Library.
• If you need assistance locating library resources, please ask for assistance at the Circulation & Reserves Desk.

Nancy Whitaker
Patron Service Technician
nwhitaker@sbuniv.edu
(573) 729-7071

Wisdom Library
SBU Salem Campus
501 South Grand Avenue
Salem, MO 65560

Updated: 8/9/2018
http://library.sbuniv.edu/
Mercy College of Nursing & Health Sciences Library, Springfield

Quick Facts:

- The Mercy College of Nursing & Health Science Library (MCONHS Library) is a place for collaborative study and academic research.
- Research assistance and library help is available at the Library Front Desk.
- Biology, anatomy, and physiology models are available in the Science Study Room.
MOBIUS is a consortium of 77 Missouri member institutions with 196 libraries among those member institutions, including SBU’s four campus libraries.

The MOBIUS catalog provides access to over 29 million items through member libraries. These materials are searchable through a single search interface that allows students, faculty, and staff to request library books using any personal computer in any location with access to the Internet.

Requested materials are generally delivered within 3-4 working days after being requested online by a user. Holidays, weather, etc., may affect delivery.

For more information about MOBIUS go to: http://mobiusconsortium.org

MOBIUS member libraries outside of Missouri include the Tulsa City County Library (OK), West Des Moines Public Library and Palmer College of Chiropractic (IA), and the Southwestern Baptist Theological Seminary (TX). MOBIUS also partners with the Colorado Alliance of Research Libraries which includes 44 libraries from Colorado and Wyoming whose catalog is called Prospector. The Prospector catalog provides access to an additional 33 million items. A link to the Prospector catalog is available in the MOBIUS catalog.

MOBIUS requests usually take from 3 to 5 business days to receive from the lending library and can be picked up at the circulation desk of the desired library. Books coming from Prospector libraries will take longer.

Requesting Books from MOBIUS
Always check SBU library holdings first. If an item is located at one of the other campuses, or you wish to find books from other libraries, go directly to the MOBIUS catalog to search and request items.

1. Search and locate the book you want in the MOBIUS Library Catalog
2. Click “REQUEST”
3. For the “PLEASE CHOOSE YOUR LIBRARY CLUSTER FROM THE DROP-DOWN MENU BELOW” option, select “SWAN”
4. Click “SUBMIT ABOVE INFORMATION”
5. Enter your “FIRST NAME” and “LAST NAME” (this info must match what is on your I.D. card)
6. Type your ID plus SBU: Example: 0123456SBU (Note that the 6 digit patron ID# is preceded by a zero.)
7. Select PICKUP LOCATION from the drop-down menu (There are four SBU pickup locations, one for each campus. Choose carefully to be sure you have selected the correct one to expedite your request.)
8. Click “SUBMIT” to send request

MOBIUS books will come to the library location you designate. You must present your current SBU employee I.D. card to check out SWAN / MOBIUS books.

Updated: 8/9/2018  http://library.sbuniv.edu/
MOBIUS is organized through a network of clustered libraries. SBU is associated with the Southwest Academic Network (SWAN) Cluster, which are libraries located in Southwest Missouri. Other libraries in the SWAN cluster include:

- Baptist Bible College
- Cottey College
- Crowder College
- Drury University
- Evangel University
- Missouri Southern State University
- Missouri State University
- Ozark Christian College
- Ozark Technical Community College
- Southwest Baptist University

Accessing Your Library Account

Account Access

The University Libraries’ catalog enables users to access their accounts to renew items that are checked out, manage holds, save searches, and request materials from other libraries. Requesting materials from other libraries is accomplished more efficiently by going directly to the MOBIUS catalog. Users can access their account from the Library’s homepage or within the catalog. From the Library’s home page, select the MyAccount link at the top of the page. From the Catalog, select the My Library Account link in the top toolbar. Either link will take you to a login page. The direct link to the login page is: https://swan.searchmobius.org/patroninfo.

The ID# needed to set up an account is the patron’s 6 digit ID number preceded by a zero, and followed by a capital SBU. Ex: 0123456SBU.

The first time a user accesses their account, establishing a password for future access is required. The password will accept any combination of numbers and letters. University Libraries staff may reset a password, but the system does not allow the patron to delete or change their password.
Resources (Information Content)

Resources Available
The University Libraries provides access to information in multiple formats. Current resources include:

<table>
<thead>
<tr>
<th>Format</th>
<th>Volumes</th>
<th>Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>153,025</td>
<td>111,110</td>
</tr>
<tr>
<td>E-Books</td>
<td>273,059</td>
<td>272,634</td>
</tr>
<tr>
<td>Electronic Media</td>
<td>27,826</td>
<td>27,637</td>
</tr>
<tr>
<td>Equipment</td>
<td>369</td>
<td>43</td>
</tr>
<tr>
<td>Media</td>
<td>10,068</td>
<td>8,916</td>
</tr>
<tr>
<td>Microforms</td>
<td>469,512</td>
<td>326,988</td>
</tr>
<tr>
<td>Periodicals</td>
<td>21,970</td>
<td>215</td>
</tr>
<tr>
<td>E-Periodicals</td>
<td>85,301</td>
<td>62,272</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>404</td>
<td>128</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1,041,534</strong></td>
<td><strong>809,943</strong></td>
</tr>
</tbody>
</table>

Finding Information
The University Libraries provides multiple systems to enable the location of information resources.

SearchEverything
The SearchEverything feature on the Library’s homepage allows users to search for and retrieve journal articles, books, media, etc. via one search interface.
Catalog
The Catalog enables users to locate books, e-books, print journal titles, media and other hardcopy content.

Databases
The Library’s database page enables users to select and search subject specific databases. Each of these interfaces are accessible through the Library’s website.
Locating a Journal
On the University Libraries’ homepage, click on the A to Z Journal Tracker link in the Research Tools tab to launch the publication finder. Enter the name of a periodical desired and click the search button. Search results will indicate how a periodical can be accessed through library databases or the University Libraries’ print or microform holdings.

Interlibrary Loan
Books and/or articles that are not available at our library may be requested from other libraries through Interlibrary Loan (ILL). Items are requested and processed in several ways, and can be filled in as little as a few hours to a couple of weeks, depending on what is being requested and where it is coming from. Patrons are notified by email when their item has been received. For assistance with, or questions concerning, the ILL process, call 417-328-1613.

Books that are not available physically, or in e-book format may be requested in the following ways:

MOBIUS: Requesting books through MOBIUS is the easiest and fastest way to obtain the book you need. Always check for the book you want first in the SBU catalog. If the book is not available, simply click on the MOBIUS link to enter that catalog. You may need to perform the search again. If the book is available from MOBIUS, request the item following the instructions. Items from MOBIUS can be received in as little as 3 to 4 days.

Prospector: If a book is not available from a MOBIUS library, click on the Prospector link in the MOBIUS catalog. This will search libraries in Colorado and Wyoming. The request process is the same as MOBIUS, but these books often take longer to arrive, up to 2 weeks.

WorldCat: If a book is not available from MOBIUS, you may use the WorldCat database to search for and request a book. Requesting a book will take you to a form to fill out and submit. This will notify a Library ILL staff person who will submit your request to libraries from all over the contiguous United States. Once the item is requested, it can take several days to be filled, and then between 5 to 14 days to receive through the U. S. Mail.

EDS: When using the Discovery Tool (Search Everything) to search, an item will sometimes display a link allowing you to “Request this item through Interlibrary Loan.” Clicking the link will take you to a form that, when submitted, is sent to library staff who will obtain the item.

Articles:
Full text articles may be found when searching using Search Everything. A link to the full text HTML document or PDF will appear under the article’s entry allowing you direct access to the article. This will also occur when searching within specific databases such as EBSCO.
If you are searching in a specific database, but the full-text of the article you wish to have is not available, a link to “Request this item through interlibrary loan” will take you to a form to fill out and submit electronically to library staff.

If you have a specific article that you wish to find, use the Journal Tracker to see if it is one of the thousands of articles available full text in our databases. Enter the name of the journal in the text box, and you will be informed of the full-text access available. If your item is included in the holdings, continue to follow the guides that will take you to the PDF of your article.

The ArticleReach link in Search Everything allows the patron to request an article directly from a library who owns it. Click on the link, fill out the form, and submit. The request goes directly to the owning library, and when filled, will be sent directly to you via email.

Articles may also be searched for and requested electronically using the WorldCat database.
Access to Library E-Resources

The University Libraries’ databases may be searched by authorized users via the Internet. Authorized users are defined as currently enrolled students and current employees. Your current campus network, Outlook, or Blackboard account login/password is used to authenticate access. When you try to access a database or conduct a search using SearchEverything on- and off-campus, you will be redirected to following authentication page. You will remain authenticated to use library databases until you close your browser session.

Access issues need to be reported to Rachel Wallenbeck, Digital Services Librarian, at rwallenbeck@sbuniv.edu or by calling (417) 328-1626. For additional information about accessing or searching University Libraries’ databases go to: http://libguides.sbuniv.edu/howto/access.
Partnering with Faculty to Cultivate Lifelong Learning Skills
The University Libraries actively supports student learning by providing library orientation and classroom instruction to help your students:

- Identify their research questions in order to recognize the information needed
- Develop the strategies necessary for searching the University Libraries’ catalog, databases, etc.
- Discover resources for a specific class assignment, while developing transferrable research skills
- Evaluate potential information sources

Instruction Sessions Designed to Fit Course Objectives
Librarians provide instruction in the following settings:

- In the library computer lab
- In your classroom
- At off-campus locations via ITV

To request an instruction session for your class, please contact the Personal Librarian supporting your college.

Personal Librarians

<table>
<thead>
<tr>
<th>College</th>
<th>Librarian</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geneva Casebolt College of Music, Art &amp; Letters</td>
<td>Rachel Wallenbeck</td>
<td>rwallenbeck@s buniv.edu</td>
<td>(417) 328-1626</td>
</tr>
<tr>
<td>College of Science &amp; Mathematics</td>
<td>Coleen Rose</td>
<td>crrose@s buniv.edu</td>
<td>(417) 328-1631</td>
</tr>
<tr>
<td>College of Education &amp; Social Science</td>
<td>Susan Kromrie</td>
<td>skromrie@s buniv.edu</td>
<td>(417) 328-1629</td>
</tr>
<tr>
<td>Robert W. Plaster College of Business and Computer Science</td>
<td>Jennifer Brady</td>
<td>jbrady@s buniv.edu</td>
<td>(417) 893-7148</td>
</tr>
<tr>
<td>Mercy College of Nursing &amp; Health Sciences</td>
<td>Ed Walton</td>
<td>ew Walton@s buniv.edu</td>
<td>(417) 328-1619</td>
</tr>
</tbody>
</table>
Materials for Classroom Support

Requesting Materials for the Library Collection
Materials will be purchased for all of the libraries as specified in the guidelines developed for each academic subject area. All faculty are encouraged to work in partnership with the personal librarian for their college to develop a collection that supports their instructional programs, as well as student and lifelong learning.

All materials added to University Libraries’ collections are selected according to the guidelines in the libraries’ Collection Development Policy. To view the full policy, please visit the following link: http://libguides.sbuniv.edu/ld.php?content_id=14372907.

To request materials electronically, log-on to the portal, click on "Menu," then “Campus Services” and then “Library Services.” Click on “Request a Purchase.”

Course Reserves
Faculty may place print and/or media materials on reserve in the library for current classes. Materials may be chosen from the University Libraries’ collection or from personally owned materials. Be aware that any personal materials you place on reserve will have a barcode, a spine label, and a reserve label attached to the item.

Reserve items are processed Monday through Friday between 8:00 a.m. to 5:00 p.m. There is no processing of reserve items after 5:00 p.m. during the week or on the weekend. When items have been processed, faculty will receive an e-mail message to notify their students that the items are available for their use.

Procedure for Placing an Item on Reserve
1. Complete a print course reserve form at the Circulation desk or complete one electronically by following these steps: http://libguides.sbuniv.edu/services/circulation/course-reserves
2. Complete a form for each item to be placed on reserve.
3. Select circulation period for item - 2-hour-in-library-use, 1 day, 3 days or 7 days.
4. Allow 48 hours for materials to be placed on reserve after submitting the form.

The library reserves the right not to place materials on reserve if they fail to comply with copyright laws or any applicable SBU policies. For additional information, contact the Circulation & Reserves Desk personnel at the nearest University Libraries location or call (417) 328-1613.

Copyright
Although University Libraries does not provide legal advice on copyright, you may wish to view general and image copyright links, which provide further clarification on the ramifications of copyright. Visit http://libguides.sbuniv.edu/copyright for more information.

Copyright Contacts:
Ed Walton (General Copyright)
Phone: (417) 328-1619
E-mail: ewalton@sbuniv.edu

Coleen Rose (Image Copyright)
Phone: (417) 328-1631
E-mail: crose@sbuniv.edu
Research Services

Research Assistance
University Libraries welcomes the opportunity to partner with you in providing students with the research tools they need to succeed. Some of the services that University Libraries offers, include:

ResearchOne Program
When it comes to locating library resources for a paper or project, sometimes students need extra assistance. The ResearchOne program is a free service that allows students to make an appointment with their personal librarian. The librarian will reserve a time slot of two hours to explore search strategies and a variety of resources.

Research Guides
Personal librarians publish and maintain electronic guides that contain lists of resources specific to a course or subject. If you are interested in collaborating with your personal librarian on a guide for a course that you teach, feel free to call or e-mail the librarian who works with your college. If you would like to explore the type of research guides already available through University Libraries, check out this link: http://libguides.sbuniv.edu/

Tutorials
Tutorials are a great way to learn how to do something. These 5-minute tutorials include topics like how to do a search in a subscription database, locate a book in the library’s catalog, etc. To view the tutorials currently available, visit this link: http://libguides.sbuniv.edu/howto

Chat Reference
As of 2011, chat reference enables faculty and students to ask the library faculty questions about library services and resources via instant messenger (IM). You may engage in chat via the “Chat” link on the University Libraries’ homepage. Hours chat service is available:

Monday – Friday – 8:00am to 5:00am  
Saturday – 10:00am to 10:00pm  
Sunday – 10:00am to Midnight

Photocopying / Color Printing
Black-and-white photocopy machine(s) are available at all Southwest Baptist University Libraries. Photocopies may be charged to departmental budgets if prior approval has been obtained. The Circulation and Reserves Desk at the Harriett K. Hutchens Library maintains a file of departmental copy cards for faculty use. Check with your department’s administrative assistant or call (417) 328-1613 to determine if your department has a copy card available.

A high-resolution color printer/photocopier is available in the Harriett K. Hutchens Library on the Bolivar campus. Check with Media Services for information or assistance in using the color photocopier/printer. To print directly from your computer to this color printer you will need to have the color printer driver installed by Instructional Technology Services (417) 328-1702. Otherwise, you may print from the computer labs in the Hutchens Library. There is a fee for color printing and photocopying. Contact Media Services for more information about color printing/photocopying (417) 328-1627.
Media Support
The University Libraries provides students, faculty and staff with a variety of media equipment, media resources, and media services to support and enhance student learning. The media collection includes videos, DVDs, CDs, cassette tapes, and other media resources. There are over 9,900 titles in this collection.

Hutchens Library Media Services Hours are:
Monday - Thursday..............................................................................................8:00 a.m.-9:00 p.m.
Friday.........................................................................................................................8:00 a.m.-5:00 p.m.
Saturday.......................................................................................................................1:00 p.m.-5:00 p.m.
Sunday.........................................................................................................................3:00 p.m.-11:00 p.m.
Note: Hours may vary depending on staffing levels.

Library Media Materials Available for Check-Out:
- DVDs (1 week checkout)
- CDs (1 week checkout)
- Videos (1 week checkout)
- Records (1 week checkout)
- Audiobooks (2 week checkout)

Media Reserve Materials (2-hour, in-library check-out)
NOTE: Check-out for all media equipment is on a 1st-come-1st-served basis. Reservations are encouraged.

Hutchens Media Services Facilities:
- Rm L121, Production Lab
- Rm L123 & L124, Small Group Labs
- Rm L128, Listening & Viewing Labs
- Rm L125, Media Services Office

Equipment Available for Check-Out
- Computer Equipment / Accessories (3-day loan)
  - Tablets/iPads/Netbooks
  - Webcams
  - Laptops
  - Video/Data Projectors
  - Digital Video Cameras/Digital Cameras
  - Digital Voice Recorders
  - Tripods (For camcorders & cameras)
  - CD Portable Players/Cassette Tape Players
  - Portable Projection Screens
  - Camcorders
  - Headphones
  - Overhead Projectors • Slide Projector: 35mm

- Fee-Based Services
  - Color Copying/Color Printing ($0.50/page for 8 ½ x 11, 8 ½ x 14, 11 x 17 & 12 x 18).
  - Laminating ($0.05/running inch)
  - Color Transparencies ($1.50/sheet)
  - Black & White Transparencies (.50 / sheet)
  - Spiral Book Binding & Comb ($0.50 / item) • Clear Plastic Cover & Black Stock Cover for
    - Binding (prices vary)
    - Duplicating DVD, CD, VHS & Cassette
    - Tape (No charge if appropriate media is supplied) - Copyright restrictions may apply.

- Media Production Lab (L121)
  - Ellison Die Cutting Machine
  - Paper Cutter: 24" x 24"
  - Ceiling Mounted Screen
  - Marker Board
  - Tables & Chairs to Seat: 20-30

- Blank Media Materials Are Available for Purchase*
  *Please contact Media Services for prices.
University Archives & Special Collections

Archives Facilities:
University Archives is located in the Harriett K. Hutchens Library on the Bolivar Campus of Southwest Baptist University. University Archives collects official SBU materials, materials relating to people associated with SBU, as well as items relating to Baptist history.

Joyce Sells Heritage Center
This public display and research area is dedicated to the memory of Mrs. Joyce Sells, former first lady of the University who was instrumental in collecting University history and heritage artifacts during her tenure. The Center includes exhibition space, University publications such as yearbooks, catalogs, etc., and study space for historical research related to the university. Technology is provided to support heritage related programming.

University Archives
The University Archives is a closed-stack collection, meaning that it is not open for browsing and operates on a call system. Research inquiries need to be directed to the Dean of University Libraries, as there is currently no University Libraries Archivist.

Books in the Archives and Special Collections have been catalogued and are searchable online.

For other items, check the University Archives website (http://libguides.sbuniv.edu/archives) to see what collections have been processed.

Special Collections
The University Libraries also has several special collections, including:

- Bestseller Collection
- Faith Enrichment Collection
- Butler Baptist Heritage Collection—microfilm
- Library of American Civilization—microfilm
- Antique & Rare Books Collection
- Model Pastor’s Library
- Curriculum Lab & Juvenile Collection
- SBU Collection – books by and about SBU faculty, staff and alumni

Southwest Baptist College was founded in 1878 in Lebanon, Missouri, then moved after one academic year to Bolivar. Classes began in Bolivar on September 19, 1879, at the Bolivar House (a hotel located on the northeast corner of the square), since the college building shown in the postcard above was not yet complete. The first classes in the new building were held in 1880. This building was destroyed by a fire on June 1, 1910.
Southern Baptist Periodical Index
Meet the Author Series

Southern Baptist Periodical Index (SBPI)
Southwest Baptist University's Harriett K. Hutchens Library houses the production office for the SOUTHERN BAPTIST PERIODICAL INDEX. In the print format, the index provides subject/author access annually to articles in approximately 30-35 titles per year, and cumulatively to over 100 periodicals, issued by corporations and agencies currently or historically related to the SBC. It is useful for topics related to parenting, psychology, social issues, and literature as well as church work, Bible study, theology, and religions. It is unique among religion indexes in that it also gives in one place practical information related to Christian parenting/Christian life and to Baptist church work, missions, and history.

Formerly available only in print and CD-ROM format, an Internet-accessible version of SBPI was launched on March 30, 2005, allowing subject, author/title, and keyword access to the entire database for 1985-2004. For additional information on subject and title coverage, see pages of the online version by clicking on SBPI in the list of databases available on the library homepage. Indexing now covers 1984-2016 articles. Students and faculty at colleges, universities, and seminaries in the United States and abroad make use of the index either in print or Internet-accessible format.

To Search the SBPI Database Online

1. Go to the List of University Libraries’ Databases (by name)
2. Scroll down to SBPI
3. Click on SOURCES for a list of periodicals covered
4. Click on ABOUT to read about subject coverage
5. Click on HELP to see the search options

For More Information Contact the SBPI Editorial Office
Eldonna DeWeese, Editor
SBPI Office
University Libraries
Phone: (417) 328-1614
Fax: (417) 328-1652

Meet the Author Series
The Meet the Author Series was created to recognize and promote literature, reading, and the art of writing, but may also feature composers, artists, dramatists, etc. This event provides opportunities for the University and local community to enjoy programming geared towards the arts and humanities.

Past authors participating in our Meet the Author Series include: Gayla Prewitt, M.A.; Tom Douglas, M.F.A; Kathy Brown, D.M.A.; Shari Hadley, MSW, LCSW; Kelly Malone, Ph.D.; Heather Gilon; Jim Wilcox; David Whitlock, Ph.D. Sharina Smith; Jeffrey Brown, Ph.D.; Rodney Reeves, Ph.D.; Mark Tappmeyer, D.A.; Gerald Lewellen; Tim Wood, Ph.D.; William Brown, D.M.