

BiblioTech

A Publication for Students and Faculty



October 2002

WELCOME! DR. LAVERNA SAUNDERS, NEW UNIVERSITY LIBRARIAN

Leaders provide vision. As the new University Librarian at Gumberg Library, I want to share my vision with you: "Gumberg is *your* library of choice." What does this mean? I want you to be successful in satisfying your information needs at Gumberg Library. You can begin by bookmarking <www.library.duq.edu> as your information home.

If you need assistance in searching DuCat, or any of the electronic resources effectively or efficiently, call us! Gumberg's professional librarians provide training and personal help.

If you don't find a book or other resource in DuCat, let us know! Give us a chance before you go elsewhere. We just might have more than you think we do. Further, we appreciate your recommendations and requests for the purchase of new titles. We provide an online form for just this reason. If a title

is not in our collection, you can borrow it through our PALCI network or one of our other interlibrary loan consortia.



*Dr. Laverna M. Saunders
University Librarian*

This year the librarians and I will be developing a strategic plan based on the University's mission. We will be conducting focus groups across campus to ask about your needs. Please be thinking about these questions: What conditions will make Gumberg *your* library of choice? What library resources are needed to support the academic success of students and faculty at Duquesne University?

On a personal note, I want to state that I am thrilled to be part of the Duquesne University administration at this time in its history. I bring to the position of University Librarian 26 years of professional experience in five colleges and universities. Most recently I worked at Salem State College in Salem, Mass., as the Dean of the Library,

Instructional and Learning Support and the Acting Vice President of academic affairs. I have a passion for libraries and the power of learning. I am here to help you. Please call me at extension 6138 or email me at saunders@library.duq.edu to share your needs.

**"Gumberg is
your library
of choice."**



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Dena Ferguson Jacobson Chamber Music Collection

By Lisa Lazar, Liaison to the Mary Pappert School of Music

The Gumberg Library is pleased to announce completion of the Dena Ferguson Jacobson Chamber Music Collection. Through the generosity of the family and friends of former Duquesne University librarian Dena Jacobson, over 450 CDs and 230 scores were purchased for the Library's chamber music collection. This endeavor fulfills several goals of the Duquesne community: strengthening the library's chamber music collection, as recommended by the National Association of Schools of Music, the establishment of a memorial for Dena by the Jacobson family, and the provision of edifying materials for students at Duquesne University. We are honored to fulfill these goals through the Dena Ferguson Jacobson Chamber Music Collection.

The CD selections assemble a solid, diverse representation of chamber music. The foundation consists of different performances of standard repertoire. Mozart, Dvorak, and Schubert are performed by luminaries such as the Juilliard and Tokyo Quartets and soli including Gideon Kremer and Yo-Yo Ma. Interpretations range from traditional to cutting edge, covering historic performances and recent interpretations. One can compare Nathan Milstein's 1953 recital to Nigel Kennedy's offering in 2000, or choose one of 23 CDs of Beethoven string quartets. From piano trios to wood-wind octets, chamber music essentials are found in the Dena Jacobson collection.

In addition to depth in the classics, the collection encompasses avant-garde giants, contemporary and little-

known composers, and unique niches. All the Kronos Quartet's CDs are available, including versions of Machaut and Thelonius Monk. Music from modern legends Elliott Carter, Nino Rota, and Karlheinz Stockhausen complement works by Hafliði Hallgrímsson, Louis Glass, and others who deserve a closer listen. Chamber music by women composers and early Americans count among "themed" CDs. The aurally adventurous will find a vast breadth of listening opportunities.

How can you get your hands (and ears) on this amazing collection? All CDs and their accompanying scores are located on the 5th floor of the Gumberg Library. CDs circulate for a week and scores for four weeks to undergraduates (borrowing privileges vary for different types of faculty and student status; check with the Circulation Department for more information). All items have been cataloged and are in DuCat.

The Gumberg Library appreciates the generosity of the Jacobson family and friends, and hopes that their desire to support chamber music at the Mary Pappert School of Music is achieved with the development of this valuable collection.

Questions about the Dena Ferguson Jacobson Chamber Music Collection may be directed to Lisa Lazar, liaison to the school of music, at lazar@library.duq.edu.

Library and Department Liaisons

The Library's Liaison Program assists subject specialists in determining the needs of faculty and students. This program enables the Library's subject specialists to collaborate with faculty to identify and provide essential information resources in support of the University's teaching and research missions. This two-way communication also benefits the Library by building a collection that mirrors the academic offerings and supports specific subject areas.

If you are unsure who your subject specialist is, check the Library's website at www.library.duq.edu/acquisitions/subjectspecialists.htm. There are two lists that can provide the information that you may need - the Department/Library Liaison list and the Subject Specialist list. The Department/Library Liaison list shows each department on campus with the Library contact and the corresponding department contact. The Subject Specialist list provides a phone number and email address for each Library subject specialist for the purpose of making a contact.

If you find an error on the lists please contact your Library liaison with the correct information.

Book Sale Money to Enhance Fiction Collection

During National Library Week, April 15th – 19th, the Library held its first book sale which saw great success by raising \$745. The Library had the pleasant task of choosing how this money was to be spent and for what type of material.

Recommendations to enhance the fiction collection have come from students, faculty, and Library staff. In the past, the Library has tried to fill the requests as best possible with limited funds available. This new money enables the Library to strengthen its fiction collection in a significant way.

Several fiction award lists were reviewed and checked against the Library's holdings for possible purchase. Older

notable titles were purchased to fill in gaps in the collection in addition to current fiction titles. A much broader view of genre fiction was accepted as the Library tries to build a recreational reading collection. The Library staff played an important role in this project. Staff relied on feedback received about books missing from the collection which they believe the library should own. They also recommended fiction titles that they have read and found interesting.

Each book will be gift-plated indicating they were purchased with National Library Week Book Sale money. At this time, several books have been ordered and received. All selections made will enhance the fiction collection and provide enjoyment for all Library users.

Requesting Materials for the Library Online

The Library welcomes the participation of students, faculty, and staff to develop its collection in ways that meet both curriculum and research needs. To make it easier to recommend items for purchase, the Library provides two forms on its website <www.library.duq.edu/acquisitions/request.htm>. The Departmental Material Request Form is for faculty use only and should be used to request items to be purchased against a department's library allocation only. The Purchase Recommendation Form can be used by students as well as faculty and staff to suggest materials to enhance the Library's collection (see "Read Any Good Books Lately?" on p. 8).

Departmental Material Request Form

Deans and Department Chairs have usernames and passwords to access the Departmental Material Request Form electronically. It is up to them to decide who in the department will have access to the electronic form. Library subject specialists will not have access to the department's password to the electronic form. Print forms will continue to be available for use and will require an authorized signature. To request print forms, contact the Acquisitions Department at 412-396-6128.

Departmental Material Request Forms, in either print or electronic formats, must be received at the latest by mid-March to ensure timely processing of requests for the fiscal year. Requests received after the March deadline will be processed in the following fiscal year. The library's subject specialists, as co-selectors, can also request materials in support of curriculum and research to be placed against department allocations.

For further information, please contact Kitsa Lipecky in the Acquisitions Department at 412-396-5260 or acq@library.duq.edu.

Departmental Materials Request Form For Faculty Use Only

To recommend materials for purchase for the library's allocation to your department, please provide the information requested in the form below. All requests must be received by mid-March to ensure processing of requests for the fiscal year. For further information, please contact the Acquisitions Department at 412-396-5260 or acq@library.duq.edu. If for any reason we cannot obtain the item you request, we will notify you. The library's subject specialists will also place purchase requests against departmental allocations.

INSTRUCTIONS:

- Please check before making your request to be sure the library does not own the item you wish to purchase.
- Please complete all required fields (designated by a red asterisk) and skip any non-applicable questions.
- Please use a separate form for each item requested.
- This form should be used to request items to be purchased against your department's library allocation only. To submit recommendations outside of your department's allocation, use the [Electronic Recommendation Form](#).

Item Recommended for Purchase

Material Type:

Author or Editor:

Title: * Required

ISBN or ISSN (if known):

Publisher:

Volume:

Edition:

Price:

Year:

of copies:

If material is out of print (DPS: do you want an OP search?) Yes No

Indicate the priority of the purchase

In support of

Note any special directions:

Please add any additional comments that would assist in ordering:

Technology Upgrades Continue

By Bruno Mastroianni, Director of Information Technology

Over the summer the Gumberg Library introduced technology upgrades to continue improving access to its online resources. These upgrades included adding new computers in the public access area, upgrading all computers to Windows XP, introducing a redesigned virtual tour, and releasing a new version of DuCat, the Library's online catalog.

Hardware and Software Upgrades

The Gumberg Library replaced 67 computer workstations installed in staff offices and public areas. These upgrades included updating software from Windows and Office 2000 to Windows and Office XP. In addition, the Library currently makes available 41 workstations in the electronic classroom and 26 in the public area. All provide access to the online journals, research databases, and the Internet. Maintaining current hardware and software gives researchers the best possible experience when they use the Library facilities.

Redesigned Virtual Tour

The old virtual tour was removed from the Library website in May 2002, and was completely redesigned by multimedia student Yoko Hasaba. The updated tour allows users to click on various locations within the building to find information about the Library's collections and services. Point your browser to <www.library.duq.edu/virtualtour> to try the new virtual tour.

New Version of DuCat

The new DuCat features many enhancements such as book summaries and reviews, tables of contents, author bios, and book jacket images for selected books. New search options include: easier periodical lookups, more limit options, and a guided search function. If you have questions about using the new DuCat, please stop by or contact the Reference Department (412-396-6133 or askref@library.duq.edu).

Conclusion

As information technology changes, the staff of the Gumberg Library continually strives to update the Library's systems to ensure that Duquesne University researchers have the best possible access to needed information resources. Necessary upgrades and ensuing changes will continue to be a part of your research experience using the Gumberg Library. For additional information on new resources and technology upgrades, visit the Gumberg Library website <www.library.duq.edu>.



Duquesne Welcomes ETDs to Campus Modernizing the Thesis and Dissertation Process

By Tina Benedek, Reference Librarian

Electronic Theses and Dissertations or ETDs are the electronic versions of the traditional print theses and dissertations. Electronic submission of theses and dissertations at Duquesne University is optional for Master's and Ph.D. students defending from July 1, 2002 – June 30, 2003. Electronic submission will become mandatory beginning July 1, 2003.

Benefits of Moving to ETDs

ETDs can help students prepare for publication following graduation by providing training and experience in electronic publication. They can also enhance students' presentation and communication skills by providing greater opportunity for creative expression with the inclusion of hyperlinks, interactive elements and/or multimedia.

ETDs allow for accessibility from anywhere at anytime and are readily available after submission. Traditional print theses and dissertations may take up to a year to process.

Duquesne will be joining other leading universities by participating in the Networked Digital Library of Theses and Dissertations (NDLTD). Participation in the NDLTD will result in greater and more immediate exposure for current theses and dissertations and allow greater access for scholars.

Submission Requirements

The process for submitting ETDs will add two steps to the current process for paper theses and dissertations:

- After the thesis or dissertation has been given final committee approval, students will need to convert the document into an Adobe PDF file prior to submission.
- Students will create accounts to submit their thesis or dissertation on the Library's ETD page <www.library.duq.edu/etd>. They will be prompted to enter required information, such as title, author, keywords, and a brief abstract. They may also indicate the level of availability. Choices will include authorized Duquesne University access only, unlimited access, and unlimited access after a set period of time.

As ETDs become available, researchers will be able to access them on the Library's ETD page.

Training

The Library plans to provide training for graduate students in group workshops and upon request. Some anticipated areas of training will be advanced word processing for lengthy documents, converting files to PDF, and ETD submission requirements.

For more information about ETDs, who to contact in your department, frequently asked questions, and copyright, visit the ETD homepage:

www.library.duq.edu/etd

Library Scholarship Endowment Fund: Giving Something Back to Student Workers

By Martin Sivitz, *Overdues Specialist*

Ask around at the Gumberg Library and you will find out just how indispensable student aides are. “Students play a critical role in the Library. They often work late night hours while they’re in school,” said Diana Sasso, Director of Information Services at the Gumberg Library. “They make sacrifices to work here—there are much easier jobs on campus—and yet some of them come back year after year.”

Dr. Paul Pugliese, former University Librarian who retired in July 2002, echoed this sentiment, “If we didn’t have student aides, you can imagine what it would be like.”

So when a group of Gumberg Library employees launched a unique initiative during Duquesne University’s last Capital Campaign, it was both a way to say “thank you” to the student workers and an incentive to attract committed ones.

Sasso conceived the idea of the Student Scholarship Endowment Fund as a personally meaningful way to participate in the campaign. Now the assets in the fund have ripened to the point where the first award can be granted.

Sasso proposed the idea to Library employees during the solicitation for the Capital Campaign. She then sent an email to the Library staff asking the contributors to come forward to form a committee to develop the criteria for awarding the scholarship. In addition to Sasso, the Gumberg Library Student Scholarship Endowment Fund Committee members include Michele Adams, Head of Circulation and Periodicals, Tom Irwin, Cataloger, and Barbara Adams, Reference Librarian. There are other donors within the Library who prefer to remain anonymous.

The Fund became a viable entity in its own right within the Campaign once it reached \$10,000, at which point it became an endowment. Dr. Pugliese’s recent contribution

of \$1,000 put it over the \$11,000 mark. The University now requires a minimum of \$25,000 for endowments, but the development office grandfathered the original fund.

What makes this initiative unique is its homegrown quality. “It was a noble idea. Of all things they could have chosen, they chose to focus on the students,” said Dr. Pugliese.

Committee members reflected on their investment: Irwin appreciated “helping someone in your own backyard,” a feeling shared by Michele Adams. She has a special stake in the students because the Circulation Department is the Library’s student aide hub. “Since the greater portion of the students work in this department and I know them all, I wanted to contribute in some way.”

Barbara Adams added, “I appreciate being able to contribute to the life of the University while specifically helping the Library.”

The committee has reached a consensus about the distribution of the money. It is to be a cash award of at least \$500. The intention is to give one award this spring. As the fund grows the goal is to grant multiple scholarships.

To be eligible, students must currently be working in the Library and may not apply before their second semester of employment. Neither grades nor financial needs are a factor—“just performance and service,” said Sasso. Fliers describing the application process will be distributed to students working in the Library and will also be available at the Circulation Desk. Interested students are invited to talk to any member of the committee. Applications will be sent by email.

Now that the fund is a reality, the committee is hopeful that it will attract new benefactors. As for the other anonymous contributors within the Library, Sasso said, “Whoever they are, we’d like to thank them.”

(continued on p. 7)

Applications for the Spring 2003 Gumberg Library Student Scholarship are now available at the Library Circulation Desk.

To be eligible, applicants must currently be working in the Library and must have completed at least one semester of working at the Library.

Applications for the Spring 2003 award are due by November 22, 2002.

For further information please contact Michele Adams, madams@duq.edu or 412-396-6130.

Emergency Planning and Management Team to Write Evacuation Plan

The Library formed an Emergency Planning and Management Team to address all issues related to emergency situations. The initial charge of the team is to create a new evacuation plan. The team will provide step-by-step evacuation procedures for daylight, evening, and weekend hours. It will determine the best possible procedure for evacuating the Library based on the Duquesne University Emergency Evacuation Guidelines. This endeavor is in keeping with the administration's requirement for all buildings to have up-to-date evacuation plans. The Library is one of the first on campus to begin planning the new guidelines.

New signs for emergency exits with simple, clear instructions for Library users and staff will be posted to assist in the effort to inform people how to proceed in case of an emergency. Practice fire drills may also return as part of the new plan.

The team includes staff representing the Library's public service, technical service, preservation, archives, information technology, and administration areas. Members of the team and additional Library staff have participated in basic CPR and fire extinguisher training as part of the overall emergency preparedness program.

There are many components to an overall emergency/disaster plan but evacuating in a quick and safe manner is of critical importance and a priority at this time. The University must prepare for the unexpected. These efforts increase the ability to respond in the best way possible for the safety of Library users and staff.

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Editorial Staff:
Melodie Thoms, Editor
Paul Demilio
David Nolfi
Martin Sivitz

Contributors:
Tina Benedek
Lisa Lazar
Bruno Mastroianni
Laverna Saunders

Proofreaders:
William Feher
Lisa Lazar

Gumberg Library
Duquesne University
600 Forbes Avenue
Pittsburgh, PA 15282

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Read Any Good Books Lately?

If you discover a publication that would be an excellent addition to the Gumberg Library's collection, please share your suggestions with us by filling out a Purchase Recommendation Form. This form is available at the 4th floor Reference Desk or via the Library website at <www.library.duq.edu/eforms/recommendation.htm>.

Students, faculty, or staff who wish to make a request may do so. Each request is given serious consideration based on content and perceived need. If your recommendation is purchased, the Library will contact you when it is added to the collection. At that time you can request that the book(s) be held at the 4th floor Circulation Desk. To date we have purchased approximately 200 recommended books. We encourage more students, faculty, and staff to take advantage of this opportunity to strengthen the collection and better meet your needs.

The screenshot shows a web browser window displaying the 'Purchase Recommendation Form' for the Gumberg Library at Duquesne University. The form is titled 'Purchase Recommendation Form - For Faculty, Staff, or Student Use Only'. It includes instructions for users and a section for 'Faculty' to request a purchase. The form fields include 'Author or Editor', 'Title', 'Other information (ISBN, etc.)', and 'Who is this book for?'. The browser's address bar shows the URL 'http://www.library.duq.edu/eforms/recommendation.htm'.



A Duquesne Homecoming float welcomes the alumni during the Homecoming Parade on campus, 1950.

(Photo courtesy Duquesne University Archives)