

# The Resource

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Newsletter of the L. Douglas Wilder Library

## Read All About It: Library Serials Publications

L. Douglas Wilder Library serials collection has over 200 journals and magazines (periodicals).



Our newspapers include: *The Richmond Times Dispatch*, *The Wall Street Journal*, *The Times Educational Supplement (TES)*, and *The Chronicle of Higher Education*.

### How Do I Locate Periodicals?

Locate a periodical title by performing a search in our online catalog, WALNET or ask a librarian for help. Access WALNET from the library's website.

If you would prefer to browse our collection, all current, print periodicals are located in the Periodicals Reading Room on the 1<sup>st</sup> floor of the library. Most of our periodicals such as *Newsweek*, *Time*, *Fortune*, etc are shelved alphabetically although a few are located behind the Periodicals Service desk.

Older issues of journals and magazines may be bound (multiple issues bound together

in hard-cover format) or in microform format (microfilm or microfiche). Bound journals and magazines are shelved alphabetically and are located on the tall shelves towards the Periodicals Service desk. Periodicals held in microform format are located in the back area in the periodicals room. Titles are arranged alphabetically. The library has two microform readers. Please ask the Librarian for assistance in using the machines.

### Electronic Periodicals

#### Electronic Journals

Electronic journals are electronic versions of print journals available. In many instances, the library carries both the print and electronic versions of a journal.

The majority of electronic journals can be found by using the Electronic Journal Locator, which allows you to search by title or subject for periodicals that are in electronic format in the library's collection. Patrons may also use the library's online

catalog (WALNET) to locate electronic journals.

### Electronic Databases

Electronic Databases provide access to millions of articles that have been compiled from thousands of magazines and journals. Databases are similar to electronic journals in that they are electronic and searchable. L. Douglas Wilder Library has access to many databases covering a variety of subject areas. Access the databases from the library's website at <http://www.vuu.edu/library/home.htm>.

VUU students, faculty and staff should use their VUU email account and password to access these from off campus locations. Other users must be on campus to use the databases.

Of course, if you need help, do not hesitate to ask a librarian. We will be happy to assist you with your research needs.

*Shanda Lemon*  
Serials Librarian

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### Special points of interest:

Have you ever wondered what librarians do on a day-to-day basis? You may be surprised to find out that librarians perform a variety of daily duties: helping patrons locate research materials, un-jamming printers, showing individuals how to use the Internet, teaching library instruction classes or processing library materials for patron use. In this issue of the library newsletter, librarians discuss what goes on behind the scenes in a "Day at the Library."

## Library Media & Interlibrary Loan Services



Academic libraries support the curriculum of their Universities. This is accomplished through many avenues such as media services and interlibrary loan.

Media services provides visual and audio materials to support the academic curriculum and includes providing instruction on how to use media equipment. As universities evolve to

include new teaching and learning methods, media services must continue to meet and support these methods. It is the responsibility of the media librarian to keep up with the latest trends in the media area. These areas include hardware and software materials and equipment.

Interlibrary loan is another area that supports the curriculum of the

University by providing additional resources for our patrons to use.

Interlibrary loan provides a way for patrons to access materials housed at other libraries while providing a cost effective way for libraries to provide a vital service to their patrons.

*Ronald Shelton  
Media Services &  
Interlibrary Loan Librarian*

## Library Archives & Special Collections



"Archivists select and keep documents, photographs, sound recordings, and other records that have enduring value as reliable memories of the past..."

### What is an Archivist?

According to Richard Pearce-Moses, former President of the Society of American Archivists, "Archivists select and keep documents, photographs, sound recordings, and other records that have enduring value as reliable memories of the past, and they help people find and understand the information they need in those records."<sup>1</sup>

As Special Collections Librarian and University Archivist, I manage the Library's Special Collections and Archives Department and oversee the preservation of materials, inventory, arrangement and description of collections, and collection development in the department. I create finding aids to facilitate access to archival materials and assist patrons doing research in Special Collections and

Archives. Whether someone is searching for information on an alumni or family member that attended VUU or information on African American Richmond history, I assist them in finding the information they are researching.

I collaborate with faculty in conducting library instruction sessions related to Special Collections and Archives for students and other patrons. Through displays, presentations, and collaboration with other historical agencies, I promote the Special Collections and Archives both on campus and to the wider community. I communicate with the library director to report activities and evaluate policies. I participate in professional organizations such as Mid-Atlantic Archives Regional Conference (MARAC) and Richmond Academic Libraries

Consortium (RALC) programs and trainings.

Students and researchers nationwide contact us for historical information and sources to include in publications and documentaries. For students who are writing research papers and need to find primary resources the Archives and Special Collections Department is where you need to go. Just stop and ask a librarian to assist you.

The Archives and Special Collections Department is open Monday through Friday from 8:30 to 4:30 pm, appointments are encouraged.

*Selicia Allen  
Special Collections  
Librarian / University  
Archivist*

<sup>1</sup>Pearce-Moses, Richard. "Identity and Diversity: What is an Archivist?" *Archival Outlook*. March/April 2006: 3.



## Library Acquisitions & Collection Development

My job is to order books and media resources for the library. I take orders from other librarians, professors and student suggestions. Unlike the general public, the library does not order books from Amazon or Barnes and Noble, instead these orders are submitted to one of our many book vendors. Once the orders are complete and the items are received, the library then processes them for patrons to use.

One of my favorite things about this job is collection development which involves browsing catalogs and reading summaries of books coming hot off the presses. Collection development is the process by which you build or add to a collection of books in a specific

subject area. This includes general knowledge books and reference materials. This is always fun because new books are being published daily and I can create a collection or enhance a collection just by ordering a few new resources.

Collaboration with professors also gives me ideas about how to upgrade or create a particular area of a collection. If there is a new class or major, the collection at the library needs to reflect that; in addition, professors give me ideas about books and media resources they would like their classes to use to complete assignments.

Working out on the service desk in the library gives me a chance to do

what I like to call the "maintenance" portion of my job. This means I get to find out what books we need just by helping a patron at the desk with a research question. These questions sometimes lead to finding books that are damaged, need replacement or items that show up in the online catalog but do not materialize on the shelf. A quick trip upstairs to the Stacks (General Collection) allows me to see what sections need to be updated, either for currency of information or popularity.

*Melissa Lauber  
Acquisitions Librarian*



"Collection development is the process by which you build or add to a collection of books in a specific subject area."

## Library Public Services

As a Public Services Librarian I create resources, guides and other instructional materials that help students, faculty, staff and visitors locate information for research and/or personal needs. Another one of my duties is to maintain the library's website by creating links to electronic resources or creating online bibliographies and subject guides to assist users in locating library materials.

I provide library instruction in a number of sub-

ject areas, although my primary area of service is to teach students in English courses how to use the library for research. Additional areas of instruction, usually provided on a one-on-one basis, are teaching novice users how to use computer applications such as Microsoft Word and how to navigate the Internet.

As part of my responsibilities, I provide technical assistance by monitoring and maintaining the many pieces of elec-

tronic equipment housed here in the library.

I also edit the library newsletter, design promotional materials for the Library, and produce brochures highlighting library collections or subject areas.

*Pamela Foreman  
Public Services Librarian*



## Newsletter of the L. Douglas Wilder Library

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## The Road Ahead

**Congratulations to the graduates of the Class of 2009!** This journey has ended, but another one is about to begin. During your journey, you will encounter bumps in the road, unexpected detours and maybe even a few flat tires. Don't get discouraged and remember every "failure is an opportunity in disguise" so just keep plugging along. As you prepare to enter the "real world", take with you a sense of pride in what you have accomplished during your time at VUU but also remember those who have helped you along the way—parents, teachers, friends, and countless other unnamed "angels."

Whether you are continuing your education with additional schooling or entering directly into the workforce, we wish you continued success. Best of luck to each of you as you travel the road ahead.

*L. Douglas Wilder Library Faculty & Staff*

## Library Technical Services—Where It All Begins



I am the Technical Services Librarian here at the L. Douglas Wilder Library. One of my many duties is to be the Catalog Librarian.

As a catalog librarian, I bring together a lot of information and make it available for the

world to see. When you search WALNET, our online catalog, you find records for books, DVD's, CD's and more. The way that information is presented is based on many rules and guidelines.

Some people find learning about these rules and cataloging in general to be difficult, frustrating and boring. I love the minutiae. What can I say, I like details. I like to make sure that the records that show up for you to see are useful and accurate.

Also being a reference librarian, helps me to be a better cataloger. When I interact with patrons I am able to understand

what they are looking for. Later I can make sure that the records have the information that patrons can use when they do research on their own.

Some say cataloging is a lost art. In many ways traditional cataloging is, but as long as the human race produces information, there will a need for people who bring order to that information and make it useable for many.

*Sara E. Marrin  
Technical Services Librarian*