

6-27-2016

Library Departments, Staff, and Descriptions

Forsyth Library, Fort Hays State University

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LIBRARY DEPARTMENTS, STAFF, AND DESCRIPTIONS

ACQUISITIONS

(785) 628-4343

Jean Wesselowski
Sharolyn Legleiter (morning)

The Acquisitions Department is responsible for maintaining the financial records for the library. Acquisition employees create purchase orders for library materials, unpack books, work with invoices and make payments using the library's automated software system.

ADMINISTRATIVE OFFICES

(785) 628-4431

John Ross, library director
Janice Basgall, library office administrator

This area deals with daily administrative functions of the library. Payroll for all staff and part time employees are handled here. Money is collected from library copiers and deposits are made to the Business office. This area works closely with Financial Aid because of the large size of our student workforce.

CATALOGING/CURRICULUM LAB

(785) 628-5282

Jerry Wilson
Jennifer Sauer (1/2 time)

The Cataloging Department is responsible for the basic data entry of information into the library's online catalog. The physical processing of materials, which includes the creation and placement of labels, placement of bar codes and property stamps, and the attachment of security strips, also takes place in this department.

CIRCULATION/RESERVE

(785) 628-4434 – main

Becky Lefebvre

(785) 628-5586 – exit desk (lobby)

The Circulation/Reserve Department is where items (both general collection and reserve collection) are checked out. This area also has other functions which include: locating material, shelving books and stack maintenance, collect fines and update patron records, assist patrons with photocopiers, and assist library patrons by answering their questions or directing them to someone who can help them.

COPYRIGHT & INTELLECTUAL PROPERTY CENTER

The Copyright & Intellectual Property Center helps faculty, staff, and students understand and apply the concept of "fair use" in ordinary classroom and research settings and in the digital environment. They also offer general information on copyright laws and links to resources for copyrighting your work, getting permission to use copyright-protected materials, and getting published, as well as a service to help you get permission to put copyright-protected material on the web.

GOVERNMENT DOCUMENTS

(785) 628-4340

Mac Reed

Sharolyn Legleiter (afternoon)

Although Forsyth Library has served as a Federal Depository Library since 1926, information held in the Government Documents Department precedes the designation. Government Documents provides a research materials treasure trove for historians or for patrons needing current information offered by government agencies. With information available on almost every subject, the area houses more than 800,000 documents and provides access to compact disc, microfiche, and web-based resources. Forsyth Library also operates a depository for Kansas state documents. It also houses documents from other states as well as information about foreign countries and the United Nations.

INTERLIBRARY LOAN

(785) 628-4351

Sheran Powers

The purpose of Interlibrary Loan is to furnish materials to our students and faculty when they are unable to find what they need in our library. We also loan materials to other libraries for their patrons. Working in Interlibrary Loan involves a lot of searching for and preparing books and copies to be mailed out and checking in materials that are coming to us.

OUTREACH/DISTANCE SERVICES

(785) 628-5566

Judy Pape

(785) 628-5511

Lynn Haggard

Outreach is a service Forsyth Library offers those students who are taking Virtual College classes and live outside the City of Hays. We also aid those students who rarely come to classes on campus and live outside the City of Hays.

PERIODICALS/REFERENCE

(785) 628-4529

Angela Barger

This area is responsible for checking in and shelving of materials in the Periodical Reading Area, Basement, Main and Second Sections of back issues areas. This area also deals with maintenance of microform copiers, assisting handicapped patrons in the usage of special equipment, assisting patrons in usage of library's online catalog, databases, minor reference questions, and location of material.

REFERENCE

(785) 628-5283

**Lynn Haggard
Angela Barger****Judy Salm
Mac Reed**

Reference assistance is available to help patrons locate and retrieve information necessary for completion of assignments. This is accomplished by assisting patrons in using the library on-line catalog, paper and electronic indexes, and reference sources, using the copiers, and locating materials in other areas of the library when necessary.

SERIALS/ELECTRONIC RESOURCES

(785) 628-5262

**Nona Barton
Jennifer Sauer (1/2 time)**

This department is responsible for ordering, cataloging, and claiming serial publications. Serials are sent from this department to be bound. Theses written by Fort Hays students are also sent to the bindery from this department. Bindery and book mending, another function of this department, both preserve volumes for future use.

**SPECIAL COLLECTIONS/UNIVERSITY ARCHIVES/
ETHNIC COLLECTIONS**

(785) 628-5901

Patty Nicholas

The Special Collections Room houses several different collections that provide historical information of various areas. The collections include different formats such as books, pamphlets, photographs, papers, and newsletters. These Special collections are: Western Collection, C Collection, Graduate Theses, and Genealogy Society Collection. Also included in this area are the Archives for Ft. Hays State University. In a separate room, is the Ethnic Collection, which mainly houses the Volga-German Collection and other ethnic cultures from the surrounding area. These collections are available during library hours with the Ethnic Collection by appointment.

SYSTEMS SUPPORT

(785) 628-4543

Heath Bogart

This area maintains and upgrades the library's automated system. This includes circulation, cataloging, acquisitions, and serials.