

# MSU Libraries Basic Facts and Services and Meyer Library Layout

## General Information

The Missouri State University Libraries are comprised of the Duane G. Meyer Library, the Music Library, the Haseltine Library at Greenwood, the Paul G. Evans Library of Fruit Science and Barbe Library in Mountain Grove, and the Garnett Library on the West Plains campus. These libraries have collections of over 3 million items including more than 890,000 books; current subscriptions to nearly 3,100 periodicals with access to approximately 27,000 periodical titles through the full-text databases; and extensive back files of journals and newspapers, many on microfilm, microcard and microfiche. Total microform holdings amount to over one million items. More than 925,000 state, federal and United Nations documents are held as a result of Meyer Library being a designated depository library for each of those areas. Meyer Library is the only UN depository library in the state of Missouri. A large collection of audio CDs is fully cataloged and available in the Music Library in Ellis Hall. Special Collections and Archives are also housed in Meyer Library. The Curriculum Resource Center in Meyer Library features a children's literature collection, a textbook collection, a collection of curriculum guides, and special learning materials, while the Haseltine Library is the School Library Media Center supporting the K-12 classes at the Laboratory School on the Springfield campus.

Missouri State is a member of the statewide MOBIUS consortium. The MOBIUS system, with a membership of 60 academic libraries, simplifies access to regional holdings. The MOBIUS database of over 14 million items, utilizing a similar interface to our online catalog, can be used by faculty, students and staff to borrow items with a 2-3 day delivery time from anywhere in the state. Note: only books can be requested through MOBIUS. Journals, journal articles, and A/V materials are not available for loan through MOBIUS. Items not available through MOBIUS can be requested through the Interlibrary Loan Department (see below).

## Third Level of Meyer Library

### *Special Collections*

The Special Collections and Archives Department preserves and provides access to the research, manuscript, rare book, and archival collections of Missouri State University.

The collections can be divided into four broad categories:

- The [University Archives](#) serves as the institutional memory of Missouri State University and contains records that chronicle the history and development of the institution back to its founding in 1905;
- The [Ozarkiana Collection](#) is a selective collection of books, journals, and manuscripts concerning the social, cultural, political, and economic history of the Ozarks and the Southwest Missouri region;

- The [Ozarks Labor Union Archives](#) contains records of over 100 labor unions in the Ozarks and Missouri; and,
- [General Special Collections](#) provides access to rare books, subject-specific literature collections, and archival materials that complement the institutional and regional holdings.

Special Collections is open 8-5:00, Monday through Friday or by special arrangement.

### *Study Carrels*

The Meyer Library provides study carrels for MSU faculty and graduate students. A total of 8 private study carrels are on the third level of Meyer Library. Each study carrel is approximately 8 x 9 feet and includes a large desktop work surface, comfortable seating, and network connectivity.

Rooms are assigned in the order that they are applied for. Up to three people may share a room. The rooms are assigned per semester or per academic year, but may be renewed.

### *Library Administration*

Office of the Dean of the Libraries. Students interested in working at the library may pick up an application here. Graduate students or faculty interested in one of the study carrels may get an application here or online under *For Faculty and Instructors*.

## **Second Level of Meyer Library**

### *Group Study Rooms*

There are several study rooms on the second level of the library—9 large group and 11 small group study rooms. They are available on a first-come, first-served basis. Large group rooms are equipped with dry erase boards, table with chairs, electrical outlets, and network jacks. Small group rooms have network connectivity and desktop work surfaces. Students are expected to bring their own dry erase markers and network cables.

### *Computer Lab*

Second largest computer lab on campus with over 60 workstations. Internet access, Microsoft Office suite and access to student network files storage.

### *Multimedia Equipment*

Macs and PCs with scanners attached. These workstations also have Adobe Photoshop and other imaging software loaded. Video viewing and dubbing equipment is also available.

### *Media Collections*

More than 37,000 audio and video recordings. All of these materials are 'closed stacks' and must be retrieved by a Media Collections employee.

### *ETC (Educational Technology Center)*

This department services all classroom audiovisual and technology needs for the entire MSU campus. This is also where you would go to make arrangements for a VCR/television or a computer and projector for a classroom.

### *Assistive Technology Services*

This department provides assessment and aid for those students requiring special accommodations. They have text-to-speech software, extra large computer monitors, Braille printers, and many other resources.

### *Curriculum Resource Center*

The CRC is designed to provide assistance to students pursuing degrees in the areas of early childhood, elementary, middle school and secondary education; guidance and counseling; library science; reading and special education. It contains materials found in a small, preK-12 school library as well as collections of textbooks, curriculum support materials, and audiovisual software.

### *General Collection (call numbers starting A-P)*

Half of the Meyer General circulating collection is on the second level of the library. The other half (call numbers starting Q-Z) is on the lower level of the library.

## **First Level of Meyer Library**

### *Circulation Desk*

This is where you check out any library materials you would like to take home. It is also where you would pick up any MOBIUS books you have ordered. Course reserves are also stored behind the circulation desk.

### *Government Documents*

The Missouri State University Libraries serves as a depository library for U.S. and Missouri state documents and is designated as a full depository for United Nations documents. All government publications--U.S., Missouri, and UN--are readily available for use by MSU students, faculty, and staff, as well as the general public. Many government publications are now available in electronic format. Most of the paper and microfiche materials circulate with a valid form of ID.

### *New Book Area*

Highlights Meyer Library's most recent book acquisitions. There is also a rotating display focusing on a featured topic. These books circulate with no restrictions just like the general collection.

### *Reference Area*

The Reference and Government Information Department provides research assistance from the Meyer Library reference desk, by telephone, and via chat and email through our *Ask a Librarian* service. Services include answering reference questions, suggesting search strategies, providing assistance in the use of electronic and print resources, conducting library orientation and instruction sessions, and scheduling research consultations. Reference librarians and assistants are available to help users with questions nearly all hours that the library is open.

All of the books in the reference area are for library use only. There are photocopiers available on the first level and on the lower level if copies are needed. The computers in the reference area provide access to 190 online databases, and also have Microsoft Office Suite installed.

The reference desk is staffed most hours that the library is open.

### *Interlibrary Loan*

Requests for articles and books from other libraries are picked up here (with the exception of books requested through the MOBIUS system - those are at the circulation desk). Filled requests cost undergrads \$2 each. Faculty, staff, grad students, and honors students pay nothing. Interlibrary loan requests generally have a longer turnaround time than MOBIUS requests. Those planning to use ILL should allow about two weeks for their requests to arrive.

## **Lower Level of Meyer Library (Basement)**

### *General Collection* (call numbers starting Q-Z)

Half of the Meyer Library circulating collection is on the lower level of the library. The other half (call numbers starting A-P) is on the second level. (The Music Library's (which is in Ellis Hall) general collection and periodicals are also now located on the lower level.)

### *Bound periodicals*

Many older issues of journals are bound and placed in this area. The volumes are shelved on compact shelving to save space. All of the libraries' periodicals are filed by Library of Congress call number. Don't worry, you can't get crushed between the shelves; there is a safety mechanism to prevent this.

### *Current Periodicals*

Shelves containing the most recent issues of the magazines and journals to which we subscribe in paper format. Journals are filed by Library of Congress call number.

### *Maps*

In this collection of nearly 179,000 cartographic materials, you will find maps, atlases, geographic reference works, aerial photographs, globes, and travel information.

There is a full-time maps librarian to help navigate the maps collection. He has cartographic software to make customized maps for those who need them.

### *Microforms/Copy Center*

Old issues of journals, magazines, and newspapers are available on microfilm, microfiche, and microcard. There is a large collection of pre-Revolutionary War North American newspapers and many early United Nations documents available on microcard.

The copy center will photocopy, do report bindings, enlarge, make transparencies, and fax documents. For a list of services and prices see their link at <http://library.missouristate.edu/meyer/mfprices.htm>.

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