

Grinnell College Libraries
Self Study 2008-2009
Appendix 9: Overview of Discovery and Access Services

Discovery

Discovery and access of information resources at Grinnell College Libraries is facilitated by the use of many tools. Some tools allow users to just identify materials with access provided by other means, others allow access to the content of the materials themselves, and some tools do both—serving as both an index/abstract and a full-text resource. The content being accessed may be available on campus in the form of print or digital materials, or—increasingly—it may be accessed from remote locations.

Innovative Interfaces Integrated Library System (ILS) (Millennium) provides access to records describing books, journals, audiovisual materials, Web resources and databases through a variety of access points including author, title, subject, series, and numbers (Library of Congress classification number, LCCNs, ISBN, ISSN, MPN, etc.). Additionally, the keyword index indexes all subject-rich fields of the bibliographic records. Tables of contents and summary notes from Backstage Library Works supplement bibliographic records for U.S. imprints (books) since 1995. Over the past year, we have loaded approximately 150,000 records into Millennium representing and allowing access to digital or audio content from Eighteenth Century Collections Online, Naxos Music Library, Inter-University Consortium for Political and Social Research (ICPSR) data files, the Digital Archive of Recorded Music (DRAM), and other databases. The library catalog also contains records for and access to about 8,000 electronic books via OCLC NetLibrary and several thousand U.S. Federal and Iowa State government documents. Records for and access to many high-quality Web sites are also available.

Besides the library catalog, the ILS has modules which support virtually every library activity, including ordering materials, serials check-in, circulation of materials, interlibrary borrowing, and electronic reserves. Students may also access their electronic reserves through their course pages in the College's Blackboard system.

Databases and Indexes The Libraries subscribe to approximately 270 databases and indexes to allow users to identify and, often, access the full text of journal articles, books, book chapters, newspaper articles, data files, audio files, images, and reviews. Many databases are subject-specific while others are more general.

Serials Solutions is the URL resolution service that the Libraries utilize to identify electronic journal, magazine, and newspaper resources to which we subscribe. Patrons know it as the “journal finder” or “ArticleLinker”. Serials Solutions provides a “Search for full text” link in the various databases to which we subscribe. By clicking on this link, patrons are led either to the full-text of an article, or to the information that the libraries hold the item in print form, or, if we do not own the item, they will arrive at an auto-populated interlibrary loan (ILL) form.

ResearchPro is a federated searching tool from Innovative Interfaces. It provides the ability to

simultaneously search across subsets of databases and indexes that we subscribe to returning a single set of results. ResearchPro is close to being ready to roll out to the campus community.

PDID (Pioneer Digital Image Database) provides access to locally digitized images representing the Art Department's Image collection, the Libraries' Historic Iowa Postcard Collection, the Physics Historical Museum, and other image collections.

LASR (Liberal Arts Scholarly Repository) is a demonstration project of an institutional repository providing access to faculty and student papers and publications (Kevin: might some of these materials be unpublished?)

The ***WorldCat*** database allows a user to search the collections of 69,000 libraries worldwide. The Grinnell College Libraries "set our holdings" for the materials that we own and participate in both the lending and borrowing aspects of ILL. WorldCat is available as one of our subscription databases; it is also freely available to the general public through WorldCat.org. Google books interfaces with WorldCat.org to help individuals identify whether items are locally available.

Google Scholar and Google Books – The Grinnell College Libraries participate in Google Scholar's Library Links program. Items are identified in Google Scholar as being available at Grinnell College through a link labeled "Full-Text @ My Library."

Grinnell College is a member of the ***Center for Research Libraries***, a consortium of North American universities, colleges, and independent research libraries. The consortium acquires and preserves traditional and digital resources for research and teaching and makes them available to member institutions for extended loan periods through interlibrary loan and electronic delivery. Their catalog is available online via the Libraries' Website. Additionally we have loaded selected records from CRL's collection into our Millennium catalog system. Clicking on a link takes you to a special interlibrary loan form for CRL materials.

The Libraries have a variety of *primary sources* in **Special Collections and Archives** (housed in *Burling Library*). Some of these materials are discoverable through Millennium. Others have "finding aids" which are available via the Special Collections Website and in paper. The card catalog in the Iowa Room provides access to materials in the Iowa Room and the Archives and also indexes the *Scarlet and Black* (the student newspaper) prior to 1920. A Web accessible index to the *Scarlet and Black* exists for the years 1976-2000. The paper itself is available online from fall 1999 to date.

The ***Libraries' Website***, <http://www.lib.grinnell.edu/>, provides access to the discovery and access tools mentioned above. Additionally, it contains subject specific research guides and much additional information

Current Status: Access

The *physical collections* of the Libraries are housed in five locations: Burling Library, Kistle Science Library in the Noyce Science Center, the Audiovisual Center in ARH, the Curriculum Libraries in Steiner Hall, and the Offsite Storage Facility at Facilities Management. In our increasingly digital world, browsing the shelves remains an important aspect of discovery and access. Only two of our five facilities are amenable to physical browsing of the shelves.

Current Status: Access : Interlibrary Loan at Grinnell College

Purpose of Interlibrary Loan Interlibrary loan (ILL) is a service provided to obtain materials for study and research that are not available in our collection. The conditions of this service are set by the National Interlibrary Loan Code, 1993, (adopted by the American Library Association), local agreements, and the regulations of individual libraries. Members of the Grinnell College community (students, faculty, and staff) may request materials through interlibrary loan. With the exception of audio, video and microform items, Grinnell College lends a variety of materials to other libraries.

Current Methods of Interlibrary Loan (Borrowing) The majority of interlibrary loan requests are placed via online forms available through the library catalog and the Libraries' Web site. Interlibrary Loan requests may also be placed by telephone or by email. Each request is checked against the libraries' print and electronic holdings before being uploaded to WorldCat Resource Sharing (WRS), the interlibrary loan portion of the WorldCat database. Books, dissertations, and copies of articles and book chapters are then obtained from other libraries. Copies of articles are received through Ariel. Requested books which have been published within the last 5 years, are available on Amazon.com, cost less than \$100.00, and meet our selection criteria are purchased for patrons rather than requested through ILL. If a journal article is available electronically through one of the databases to which we subscribe, a .pdf of the article is sent to the requester with an email saying where the article was found.

Current Methods of Interlibrary Loan (Lending)

Grinnell College currently lends print holdings and provides copies of journal, magazine, and newspaper articles, but does not lend CDs, DVDs, videos, microforms, and items in other media formats. Interlibrary Loan requests are received from other libraries via WRS. A small number of requests are received via other methods (fax, email and telephone). Each request is checked against the libraries' holdings.

ILL Statistics

See accompanying spreadsheet in Appendix 10: ILL 5-year stats. This table shows where we are in comparison to our peers as far as being a net borrower or a net lender.

The library catalog, a discovery tool, also serves as our inventory and collocation tool for our local collection and indicates whether an item is available or checked out. Our physical collections include books and journals on shelves in Burling and Kistle, special collections including the Iowa Room, Listening Room and Audio-Visual Center, and paged materials from the Curriculum Libraries and Off-site storage. Locations and circulation status are indicated in the library catalog. Virtual collections

are accessed via links from the catalog and databases as well as through our Serials Solutions database (Journal Finder). These can be fine tuned through maintaining accuracy and completeness of the relevant databases and utilizing best practices in shelving and storage activities.