Standard No. 29: Library and Educational Resources: The college or school must ensure access for all faculty, preceptors, and students to a library and other educational resources that are sufficient to support the professional degree program and to provide for research and other scholarly activities in accordance with its mission and goals. The college or school must fully incorporate and use these resources in the teaching and learning processes.

1) Documentation and Data:

Use a check☑ to indicate the information provided by the college or school and used to self-assess this standard:

Required Documentation and Data:

☑ Data on the use of library resources by pharmacy students and faculty
☑ Library Collection Development Policy
☑ The list of search databases available to faculty and students
☑ The list of full text journals electronically available

Required Documentation for On-Site Review:

☑ CV of the librarian(s) who act as primary contacts for the pharmacy program

Data Views and Standardized Tables:

It is optional for the college or school to provide brief comments about each chart or table (see Directions).

☑ AACP Standardized Survey: Faculty – Questions 25, 28
☑ AACP Standardized Survey: Student – Questions 82, 83  Appendix 29O
☑ AACP Standardized Survey: Preceptor - Question 41

Optional Documentation and Data:

☑ Other documentation or data that provides supporting evidence of compliance with the standard

2) College or School’s Self-Assessment: Use the checklist below to self-assess the program on the requirements of the standard and accompanying guidelines:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>S</th>
<th>N.I.</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>The college or school ensures access for all faculty, preceptors, and students to a library and other educational resources that are sufficient to support the professional degree program and to provide for research and other scholarly activities in accordance with its mission and goals.</td>
<td></td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>The college or school fully incorporates and uses library and other educational resources in the teaching and learning process.</td>
<td>●</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3) **College or School's Comments on the Standard:** The college or school's descriptive text and supporting evidence should specifically address the following. Use a check ✓ to indicate that the topic has been adequately addressed. Use the text box provided to describe: areas of the program that are noteworthy, innovative, or exceed the expectation of the standard; the college or school's self-assessment of its issues and its plans for addressing them, with relevant timelines; findings that highlight areas of concern along with actions or recommendations to address them; and additional actions or strategies to further advance the quality of the program. For plans that have already been initiated to address an issue, the college or school should provide evidence that the plan is working. Wherever possible and applicable, survey data should be broken down by demographic and/or branch/campus/pathway groupings, and comments provided on any notable findings.

✓ The relationship that exists between the college or school and their primary library, including the level of responsiveness of the Director and staff to faculty, student, staff needs, and any formal mechanisms (e.g., committee assignments) that promote dialog between the college or school and the library.

✓ A description of how the college or school identifies materials for the library collection that are appropriate to its programs and curriculum and assesses how well the collection meets the needs of the faculty and students

✓ A description of computer technology available to faculty and students

✓ A description of courses/activities throughout the curriculum in which students learn about the available educational resources

✓ A description of library orientation and support for faculty and preceptors

✓ A description of how remote access technologies and mechanisms that promote use of library information from off-campus sites by faculty, students, and preceptors compare with on-campus library resources

✓ How the college or school is applying the guidelines for this standard in order to comply with the intent and expectation of the standard

✓ Any other notable achievements, innovations or quality improvements

✓ Interpretation of the data from the applicable AACP standardized survey questions, especially notable differences from national or peer group norms

**College and NDSU Library Relationship**

The Philip N. Haakenson Health Sciences Library (HSL) branch of the North Dakota State University Libraries is located in Sudro Hall. It occupies 1,108 sq. ft., houses the book collection, reference, reserves, audiovisual, theses, microfiche and journals. The HSL staff consists of the full-time associate (Diana Kowalski) who is responsible for the daily operation and supervision of student assistants (Appendix 29A: Kowalski Position Description). The HS librarian, Marilyn Hedberg, manages the collection and serves as the liaison to the College (Appendix 29B: Hedberg’s Position Description). Although the NDSU Libraries hires the HSL associate, 50% of the associate position is funded by the College. During the regular academic year, the HSL is open 53 hours per week and 45 hours per week during the summer (Appendix 29C). The College funds eight Sunday hours in response to student need. Many of the NDSU library services are accessible online, making them available to the patron virtually, independent of place or time. The students also have the option of checking out non-circulating materials 30 minutes before closing.
Pertinent information and announcements about the HSL are disseminated through email lists for the pharmacy program students, faculty and staff. The NDSU Libraries home page provides access to many internet sites (Appendices 29D – 29G). Resources of the NDSU Main Library are also available. The Main Library (95,000 sq. ft.; 760 seating capacity) has 19 separate study rooms, 41 computers, a scanner and three printers (one is color), along with three computer clusters located in the basement with another 56 computers and 3 printers.

The Education Resources Committee (ERC), a standing committee in the College, advises the HS librarian on policy, needs, purchases and withdrawals. The ERC includes two representatives each from Pharmacy Practice and Pharmaceutical Sciences, one from Nursing, one from the Dean’s Office and the HS librarian. Also, there is a College representative on the Faculty Senate Library Committee.

Library Collection
As of July 2011, the HSL collection contained 5,493 books, audiovisuals, theses and 1,551 journal volumes on microfiche. There are 23 pharmacy and health-related journals currently received in print; the HSL keeps the current and previous year. The older printed journals are housed at the Annex (off-campus storage). With over 30 electronic links, the HSL has access to thousands of pharmacy and health-related subscriptions and numerous electronic books through NetLibrary. NDSU Libraries are constantly working with vendors to expand online journal access. With end-of-fiscal year 2010 funding, the NDSU Libraries were able to purchase electronic back files of some of the most requested databases (Appendix 29H).

The HSL has access to 100% of the AACP Basic Resources for Pharmaceutical Education. Currently, the College has on-site access to 52.5% of the basic resources, 82.8 % of the essential sources and 74% of the core journals listed (Appendix 29I). Materials not available on campus or electronically can be obtained through Interlibrary Loan (ILL). The evaluation and maintenance of the HSL collection is an ongoing process. Collection management is conducted by reviewing several sources of information: (a) the syllabi and bibliographies of current courses; (b) requests and input from the faculty, staff and students; (c) the AACP Basic Books and Journals list; and (d) ILL statistics for the collection.

Computer Technology
The HSL contains eight computer workstations, a photocopier/scanner, microfiche reader/printer, typewriter and video station and provides a wireless network. The student lounge has additional seating (30), computers (22) and printers (3) that help alleviate congestion in the HSL. Computers
in the HSL and student lounge are upgraded on a 3-4 year rotation basis and were replaced in 2011.

The NDSU Libraries provide access to multiple databases electronically, such as PubMed, Proquest, EBSCO, PsychInfo, Life Sciences collection, Health Source and Web of Science (Appendix 29J). The College has subscriptions to MicroMedex, Pharmacist Letter, Access Pharmacy, e-Facts and Lexi-Comp databases. These databases are available to all students, faculty and preceptors via a password or IP address recognition. *International Pharmaceutical Abstracts* is only available in hard copy, making it difficult for students to use.

**Students**

Many courses inform students about the resources and services available through the HSL: (a) introductory presentations on the use of the University library, virtual tours and online tutorials (Appendix 29K) and other services are discussed in University 189, Skills for Academic Success. The information included is for incoming freshman and it is individualized for HS students; (b) further development of information literacy skills is incorporated into the English 110 and 120 course sequences; (c) a one-credit course entitled, “Introduction to Library Research,” is available as an elective; (d) three lectures entitled, “Introduction to Drug Information Sources,” are given at the start of the first professional year; (e) the required course on Drug Literature Evaluation (Pharmacy 480) is taught in the second professional year.

**Faculty and Preceptors**

New faculty and staff are offered an orientation session about the use of the NDSU Libraries and other educational resources on campus. Topics covered during orientation include, but are not limited to, collaboration for teaching students, building the collections and website, and various other ways the librarians and the faculty and staff can meet the information needs of both the faculty and the students (Appendix 29L: Information for Faculty and Staff). During the 2010 NDPhA State Convention, all preceptors were trained on the availability and use of the NDSU Libraries and other educational resources available through off-campus resources, these instructions are available through the E*Value website. In addition, the HS librarian is available to provide search strategy training, updated library information and topic-specific search instruction to classes on an as-needed basis. The librarian is also available to assist faculty and staff with resources for specific coursework and to provide library updates at department meetings.
Off-Campus Access and Interlibrary Loan

Authorized NDSU students, faculty and staff have access to the same services and resources off-campus as those on campus through the NDSU login/password process (Appendix 29M). License agreements may limit off-campus usage for some resources. Local resources include the Tri-College University Libraries (TCUL) of NDSU, Concordia College (Moorhead, Minn.), and MSU Moorhead (Minn.). NDSU Libraries participate in the ILL shuttle service that delivers twice per day during the academic year. Although NDSU has migrated to a new electronic system, (Millennium) North Dakota and Minnesota use the same system vendor, Ex Libris, and have collective access to resources. ILL has a number of agreements established for the procurement of materials and information beyond TCUL (Appendix 29N). The Copyright Clearance Center is used to report and pay for copyright usage over the recommended Fair Use guidelines. Usually, there is no charge for faculty, staff and students for ILL requests.

With access to Ariel and Odyssey, electronic transmission has improved the turn-around time for ILL requests. Faculty, students and staff may request materials online or by submitting paper requests. Turn-around time averages from hours to one day locally, and from five to ten days for libraries outside of Ariel/Odyssey access.

Application of the Guidelines

In general, HSL has excellent information technology and facilities, and adequate resources. Faculty, students and staff find that the personalized services and convenience of having a branch library in their building are advantages for the program. Most find easy access to information and materials through the combination of owned titles, electronic book and journal access, document delivery and ILL capabilities. As the cost of books and journals increases, maintaining the collection remains challenging. University budget cuts have prevented the purchase of materials and expansion of online subscriptions. Consideration is given to formats that will allow affordable access for the maximum number of users, both on and off campus.

Achievements, Innovations, Quality Improvements

Since the last accreditation in 2006, the HSL has increased the number of available electronic journals that are accessible both on and off campus through bundle arrangements and multi-state consortium arrangements with vendors. The NDSU Libraries have access to many more academic journals in electronic format than in print format. Even with the increase, some faculty and preceptors feel that we are still lacking in the quality and quantity of e-journals when compared with neighboring universities (e.g., University of Minnesota, University of North Dakota).
Analysis of the Standardized Survey

In general, NDSU pharmacy students are very satisfied with the library and the other educational resources available on campus. In the 2011 survey, the percentile of satisfied or very satisfied (97% and 98%) NDSU students are comparable with the percentile of satisfied or very satisfied students from peer universities and better than the national level (Appendix 29O). It is noteworthy that the level of satisfaction among students has significantly improved from 2008 to 2011, suggesting that the College is continuously working on improving the quality of services provided by the library.

4) **College or School’s Final Self-Evaluation:** Self-assess how well the program is in compliance with the standard by putting a check in the appropriate box ☑:

<table>
<thead>
<tr>
<th>Compliant</th>
<th>Compliant with Monitoring</th>
<th>Partially Compliant</th>
<th>Non Compliant</th>
</tr>
</thead>
<tbody>
<tr>
<td>No factors exist that compromise current compliance; no factors exist that, if not addressed, may compromise future compliance.</td>
<td>No factors exist that compromise current compliance; factors exist that, if not addressed, may compromise future compliance • or Factors exist that compromise current compliance; an appropriate plan exists to address the factors that compromise compliance and it has been initiated; the plan has not been fully implemented and/or there is not yet sufficient evidence that the plan is addressing the factors and will bring the program into full compliance.</td>
<td>Factors exist that compromise current compliance; an appropriate plan exists to address the factors that compromise compliance and it has been initiated; the plan has not been fully implemented and/or there is not yet sufficient evidence that the plan is addressing the factors and will bring the program into compliance.</td>
<td>Factors exist that compromise current compliance; an appropriate plan to address the factors that compromise compliance does not exist or has not yet been initiated • or Adequate information was not provided to assess compliance</td>
</tr>
</tbody>
</table>

☐ Compliant ☑ Compliant with Monitoring ☐ Partially Compliant ☐ Non Compliant

5) **Recommended Monitoring:** If applicable, briefly describe issues or elements of the standard that may require further monitoring.

The library carries electronic subscriptions to important journals such as New England Journal of Medicine, Journal of the American Medical Association, and American Family Physician to name a few, but there is a 6 month (or longer) embargo to immediate access. This limitation is reflected in the 2011 AACP survey showing NDSU pharmacy faculty are less satisfied (87.5% strongly agree and agree) than their peers (98.8%) and the national level (97%) regarding access to the library and other educational resources.
Limited budget restraints and lower legislative funding is also a concern. With the expansion of the Master of Public Health program (and dual Pharm.D./MPH degree), quality public health references, will be necessary to support public health training. Therefore, new alternative methods of funding must be examined, such as forging new partnerships and expanding the current resource sharing network.

**Appendices**

Appendix 29A: Position Description of Health Sciences Library Associate (Diana Kowalski)

Appendix 29B: Position Description of Health Sciences Librarian (Marilyn Hedberg)

Appendix 29C: Hours and Locations

Appendix 29D: Educational Databases Available to Faculty, Students and Staff

Appendix 29E: Full-Text Online Journals

Appendix 29F: E-Reserves

Appendix 29G: NDSU Policies home page

Appendix 29H: Year-end-purchases.

Appendix 29I: Core List of Journals

Appendix 29J: Pharmacy related resources

Appendix 29K: Virtual Tour & Tutorials

Appendix 29L: Information for Faculty and Staff (orientation)

Appendix 29M: NDSU Login/Password:

Appendix 29N: Contractual & Reciprocal Borrowing Agreements

Appendix 29O: AACP Survey Data
**North Dakota University System**

**PART A - Identification, Duties/Responsibilities, and Task Inventory**

1. **Name of Employee:** Diana Kowalski  
   1a. **Position #:** 00020117

2. **Empl ID #:** 0601537

3. **Job Family Name:** Ed-Srvc-Tech/Para  
   3a. **Job Family #:** 4405

4. **Functional Title:** Branch Library Associate II

5. **Please check all that apply:**

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time (FTE%  )</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 month position</td>
<td></td>
<td>10 month position</td>
</tr>
<tr>
<td>11 month position</td>
<td>X</td>
<td>12 month position</td>
</tr>
<tr>
<td>Other month</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HR Use only

<table>
<thead>
<tr>
<th>Exempt <em>(If exempt, documentation required)</em></th>
<th>Non-Exempt</th>
</tr>
</thead>
</table>

6. **Institution:** North Dakota State University

7. **Division:** Academic Affairs

8. **Department:** Health Sciences (P.N. Haakenson) Library

9. **Unit:** Libraries

10. **Work Mailing Address:** NDSU Libraries, Dept #2080, PO Box 6050, Fargo, ND 58108-6050

11. **Work Phone #:** 231-7748

12. **Name & Title of Supervisor:** Dean of Libraries  
    Senior Reference and Instruction Librarian (Duty 2)  
    Health Sciences Librarian (Duty 3)

13. **NDSU Mission:** With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

**NDSU Libraries Mission:** The Libraries create dynamic spaces and services, and offer resources to catalyze the pursuit of knowledge by NDSU's diverse community of scholars.

14. **What is the function of your department?**  
The Health Sciences (P. N. Haakenson) Library makes available subject related resources necessary to support the research and information needs of NDSU faculty, staff, and students, and the general public.

15. **What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)**  
Under the supervision of relevant professionals, this position provides for the information needs of patrons of the Health Sciences Library.
<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Oversee Health Sciences Library.</td>
</tr>
</tbody>
</table>

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Oversee daily operation of the Health Sciences library.
- Oversee circulation procedures: charges, discharges, recalls, overdues, billings, reports, patron record updates, overnight checkout, etc.
- Oversee reserve collection: material preparation, data input, reports, etc.
- Compile written monthly reports.
- Recommend improvements in Health Sciences Library service to Dean of Libraries.
- Collaborate with staff at Main Library and other branch libraries.
- Maintain Health Sciences Library web page.
- Perform other duties as assigned.

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Provide reference services.</td>
</tr>
</tbody>
</table>

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

Coordinating with the Senior Reference and Instruction Librarian and Health Sciences Librarian:

- Instruct users in the arrangement, processes, and services of the Health Sciences Library.
- Provide reference and research assistance, and/or referrals as necessary.
- Instruct patrons in the use of appropriate print and electronic reference tools.
- Demonstrate the use of computers, printers, photocopiers, etc.
- Provide supplemental Main Library reference services as needed.
### Duty/Responsibility No: 3

<table>
<thead>
<tr>
<th>Percent of Time:</th>
<th>5</th>
</tr>
</thead>
</table>

For ADA compliance, see instructions. Responsibility is: (Please check one)

- [X] Essential
- [ ] Secondary

**Statement of duty/responsibility:**

Assist Health Sciences Librarian in collection development.

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Recommend materials for purchase to Health Sciences Librarian.
- Prepare notices of recent collection additions and post via e-mail and Health Sciences Library web page.
- Recommend materials for replacement or withdrawal to Health Sciences Librarian.

---

### Duty/Responsibility No: 4

<table>
<thead>
<tr>
<th>Percent of Time:</th>
<th>10</th>
</tr>
</thead>
</table>

For ADA compliance, see instructions. Responsibility is: (Please check one)

- [X] Essential
- [ ] Secondary

**Statement of duty/responsibility:**

Maintain library materials and equipment.

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Supervise stacks maintenance such as: shelving, shelf reading, shifting, cleaning, etc.
- Perform regular inventories.
- Mend and preserve materials, as needed.
- Oversee care and maintenance of equipment (computers, printers, photocopiers, etc.).
- Transfer items to the Annex and update Libraries ILS as appropriate.
- Deposit cash from coin-operated machines.
- Recommend improvements in Health Sciences Library to Dean of Libraries.
### Duty/Responsibility No: 5

**Percent of Time:** 15

**Statement of duty/responsibility:**
Supervise student workers.

**For ADA compliance, see instructions. Responsibility is:**
(Please check one)

| X | Essential | Secondary |

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

Plan, coordinate, supervise, and evaluate work of student workers:
- Prepare student worker budget proposals, monitor expenditures, and remain within allocations.
- Interview and hire student workers.
- Develop and coordinate student worker training.
- Prepare work schedules, and assign tasks.
- Monitor and update Kronos timecards.
- Complete yearly performance evaluations.
- Verify that all student workers complete required diversity and safety training.

### Duty/Responsibility No: 6

**Percent of Time:** 10

**Statement of duty/responsibility:**
Serve on committees and complete other tasks as assigned.

**For ADA compliance, see instructions. Responsibility is:**
(Please check one)

| X | Essential | Secondary |

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Participate in Libraries and College meetings, as appropriate.
- Serve on Libraries and College committees, as appropriate.
- Complete NDSU Safety Office annual safety training.
- Provide supplemental Main Library Access Services and branch coverage as needed.
- Engage in relevant professional development activities to keep skills current.
- Complete other tasks as assigned.
<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td></td>
</tr>
<tr>
<td>For ADA compliance, see instructions. Responsibility is: (Please check one)</td>
<td></td>
</tr>
<tr>
<td>X Essential</td>
<td>Secondary</td>
</tr>
</tbody>
</table>

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Follow safety rules.
- Help identify unsafe working conditions.
- Stop co-workers who are working in an unsafe manner.
### PART B
Working Environment

#### 1. EDUCATION/KNOWLEDGE REQUIREMENT

Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):

<table>
<thead>
<tr>
<th>REQUIRED EDUCATION/TRAINING (choose one)</th>
<th>DEGREE INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than high school diploma</td>
<td>Bachelor's Degree required</td>
</tr>
<tr>
<td>High school diploma or GED.</td>
<td>Major field of study or degree emphasis: (accounting, economics, etc.)</td>
</tr>
<tr>
<td>1 year college X 2 years college</td>
<td>Specialized subject knowledge: (cost accounting, MACRO economics, etc.)</td>
</tr>
<tr>
<td>3 years college X 4 years college</td>
<td></td>
</tr>
<tr>
<td>1st graduate degree</td>
<td></td>
</tr>
<tr>
<td>2nd graduate degree</td>
<td></td>
</tr>
</tbody>
</table>

Required Work Experience in Addition to Formal Education/Training:

5 years related experience (required for Library Associate II)

#### Required Competencies (See attached *Common Competencies for All Staff*):

- Service
- Communication
- Flexibility/Adaptability
- Collaboration
- Results-driven
- Planning/Organizational Skills
- Initiative/Innovation

#### Required Supervisory Experience:

Supervisory experience preferred.

#### 2. LICENSE/CERTIFICATION

Identify licenses/certification required:

#### 3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED

Requires use/operation of computer software/hardware, organizational/prioritization ability, Interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):

Computer skills and familiarity with online catalogs, interpersonal, oral and written communication skills; customer service orientation.
<table>
<thead>
<tr>
<th>Position #</th>
<th>Title of Person Supervised</th>
<th>FTE %</th>
</tr>
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<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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</tbody>
</table>

### 5. INDIRECT SUPERVISION

<table>
<thead>
<tr>
<th>Total number of positions indirectly supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number of students or other non-banded staff employees indirectly supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-5</td>
</tr>
</tbody>
</table>

### 6. HAZARDOUS WORKING CONDITIONS

<table>
<thead>
<tr>
<th>N/A</th>
</tr>
</thead>
</table>

**Unusual or hazardous working conditions related to performance of duties:**

**Precautionary measures taken to avoid those unusual or hazardous working conditions:**

**Frequency of occurrence of unusual or hazardous working conditions:**
7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<table>
<thead>
<tr>
<th>Employee is required, with or without accommodations, to:</th>
<th>Never</th>
<th>1-33% Occasionally</th>
<th>34-66% Frequently</th>
<th>66-100% Continuously</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use hands dexterously (use fingers to handle, feel)</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Climb or balance</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Stoop/kneel/crouch or crawl</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>See</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Taste or smell</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lift &amp; carry:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to 10 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>up to 25 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>up to 50 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>up to 75 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>up to 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>more than 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

[Signature]
Employee's Signature

5/14/10
Date

[Signature]
Supervisor's Signature

[Signature]
Dean's Signature

Please Attach An Organizational Chart
# POSITION DESCRIPTION
North Dakota University System

**PART A - Identification, Duties/Responsibilities, and Task Inventory**

<table>
<thead>
<tr>
<th>1. Name of Employee: Marilyn E. Hedberg</th>
<th>2. Empl ID #: 0491092</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Position #: 00021490</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Job Family Name: Educational Services Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>3a. Job Family #: 3405</td>
</tr>
</tbody>
</table>

| 4. Functional Title: Health Sciences Librarian (Librarian II) |

<table>
<thead>
<tr>
<th>5. Please check all that apply:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>X</strong> Full Time</td>
</tr>
<tr>
<td>9 month position</td>
</tr>
<tr>
<td>11 month position</td>
</tr>
<tr>
<td>Other month</td>
</tr>
</tbody>
</table>

**HR Use only**

<table>
<thead>
<tr>
<th>Exempt (If exempt, documentation required)</th>
<th>Non-Exempt</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>6. Institution: North Dakota State University</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>7. Division: Academic Affairs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. Functional Areas: Collection Development and Reference &amp; Instruction</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. Unit: Libraries</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. Work Mailing Address: NDSU Libraries, Dept. #2080 PO Box 6050, Fargo, ND 58108</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11. Work Phone #: 231-7965</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. Title of Supervisor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Collection Development Librarian</td>
</tr>
<tr>
<td>Senior Reference and Instruction Librarian (Duties 3, 4)</td>
</tr>
</tbody>
</table>

| 13. NDSU Mission: With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation. |

| NDSU Libraries Mission: The Libraries create dynamic spaces and services, and offer resources to catalyze the pursuit of knowledge by NDSU's diverse community of scholars. |

<table>
<thead>
<tr>
<th>14. What is the purpose of your functional areas?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject Librarians have both Collection Development and Reference &amp; Instruction responsibilities. These positions contribute to the development of the Libraries' collections, resources, and information delivery systems, communicate through liaison activities with academic departments, and provide reference, research, and instruction/information literacy services to the NDSU Community and other constituents.</td>
</tr>
</tbody>
</table>
15. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)

This position provides general and specialized reference and research services for the NDSU Libraries, is responsible for assigned collection development, acts as liaison to academic departments, provides instruction/information literacy services, actively engages in professional development and other scholarly activities, and completes other projects and duties as assigned.

The Health Sciences Librarian is assigned the following areas: Allied Sciences, Pharmacy, Nursing, Psychology, Human Development and Family Science, Health Science, Nutrition and Exercise Science.

**Part A - 16. Duties/Responsibilities**

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>25</td>
</tr>
<tr>
<td>Statement of duty/responsibility:</td>
<td>Selects, assesses, and maintains collections and resources in all formats in assigned subject areas.</td>
</tr>
<tr>
<td>For ADA compliance, see instructions. Responsibility is: (Please check one)</td>
<td>X</td>
</tr>
</tbody>
</table>

**Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)**

- Assists in developing and maintaining collection policies and profiles that reflect the needs of assigned academic departments.
- Spends budgets in assigned areas and makes collaborative collection development decisions that support NDSU teaching and research needs.
- Works collaboratively with Access Services, Technical Services, and other Libraries staff to provide timely decisions on the selection, de-selection, storage, processing, and treatment of all materials in assigned subject areas.
- Reviews gift materials in assigned subject areas and adds appropriate materials to the collections.
- Evaluates collections and analyzes their use, condition and appropriateness.
<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>2</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

For ADA compliance, see instructions. Responsibility is:
(Please check one)

| X | Essential | Secondary |

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Creates and facilitates working relationships and open lines of communication with faculty and students in assigned departments to ensure that their information, service, and resource needs are being met.
- Promotes the Libraries' resources and services.
- Keeps faculty in assigned areas up-to-date on library services, collections, and activities.

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>3</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>40</td>
<td></td>
</tr>
</tbody>
</table>

For ADA compliance, see instructions. Responsibility is:
(Please check one)

| X | Essential | Secondary |

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

Reporting to the Senior Reference and Instruction Librarian:

- Provides general reference services as scheduled at the reference desk for rotating day, night, weekend and holiday desk hours.
- Provides or refers specialized reference and research services as appropriate.
- Records reference statistics as requested.
- Conducts orientation tours as needed.
- Develops and/or participates in reference special projects.
- Engages in relevant professional development to keep skills current.
<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>4</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>15</td>
<td>Provide information literacy and instruction services</td>
</tr>
</tbody>
</table>

For ADA compliance, see instructions. Responsibility is: (Please check one)

- [X] Essential
- Secondary

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

Reporting to the Senior Reference and Instruction Librarian:
- Plans, delivers and documents general and assigned subject instruction and information literacy sessions using appropriate technologies and instruction methods.
- Documents and incorporates previous learning outcomes and assessment in instruction sessions.
- Designs, develops and updates materials such as handouts, guides, and web resources to support teaching and research in assigned subject areas.
- Markets and promotes information literacy and instruction services to assigned academic departments.
- Communicates with reference and instruction staff regarding information literacy and instruction activities.
- Engages in relevant professional development to keep skills current.

<table>
<thead>
<tr>
<th>Duty/Responsibility No:</th>
<th>5</th>
<th>Statement of duty/responsibility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent of Time:</td>
<td>10</td>
<td>Participate in scholarly activities, does committee work and completes other assigned tasks.</td>
</tr>
</tbody>
</table>

For ADA compliance, see instructions. Responsibility is: (Please check one)

- [X] Essential
- Secondary

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Serves on appropriate Libraries and university committees and participates in their activities.
- Participates in relevant professional associations.
- Takes courses and obtains additional degrees and certifications when appropriate.
- Conducts research and publishes or presents results when appropriate.
- Provides service to the profession and the community.
- Contributes to the advancement of the profession and status of the University.
- Assists in the preparation of necessary reports for accreditation and in responding to other questionnaires and surveys.
- Completes other special tasks as assigned.
Duty/Responsibility No: 6  
Statement of duty/responsibility:
Work safely.

For ADA compliance, see instructions. Responsibility is: (Please check one)

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)

- Follows safety rules,
- Helps identify unsafe working conditions, and stops co-workers who are working in an unsafe manner.
- During evening, weekend and holiday shifts works with the circulation staff to ensure building security.
## PART B
Working Environment

### 1. EDUCATION/KNOWLEDGE REQUIREMENT
Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):

<table>
<thead>
<tr>
<th>REQUIRED EDUCATION/TRAINING (choose one)</th>
<th>DEGREE INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than high school diploma</td>
<td>Type of degree: (B.S., M.A., etc.)</td>
</tr>
<tr>
<td>High school diploma or GED.</td>
<td>Accredited M.A.(Library Science), M.S. (Library Science), M.L.S., or M.L.I.S.</td>
</tr>
<tr>
<td>1 year college</td>
<td>Major field of study or degree emphasis:</td>
</tr>
<tr>
<td>2 years college</td>
<td>(accounting, economics, etc.)</td>
</tr>
<tr>
<td>3 years college</td>
<td>Library Science or Library and Information Science</td>
</tr>
<tr>
<td>4 years college</td>
<td>Specialized subject knowledge: (cost accounting, MACRO economics, etc.)</td>
</tr>
<tr>
<td>1st graduate degree</td>
<td>Education or experience in assigned subject areas.</td>
</tr>
<tr>
<td>X 2nd graduate degree</td>
<td></td>
</tr>
</tbody>
</table>

**Required Work Experience in Addition to Formal Education/Training:**
5 years experience (required for Librarian II)
Second masters degree (required for Librarian II)

**Required Competencies (See attached Common Competencies for All Staff):**
- Service
- Communication
- Flexibility/Adaptability
- Collaboration
- Results-driven
- Planning/Organizational Skills
- Initiative/Innovation

**Required Supervisory Experience:**

### 2. LICENSE/CERTIFICATION
Identify licenses/certification required:

### 3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED
Requires use/operation of (could includes computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):

Knowledge of computers and information/learning technologies; Internet, word processing, database and spreadsheet skills; strong communication skills.
## 4. Responsibility for Direct Supervision of the Following Persons/positions

<table>
<thead>
<tr>
<th>Position #</th>
<th>Title of Person Supervised</th>
<th>FTE %</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**

## 5. Indirect Supervision

<table>
<thead>
<tr>
<th>Total number of positions indirectly supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total number of students or other non-banded staff employees indirectly supervised:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## 6. Hazardous Working Conditions

- Unusual or hazardous working conditions related to performance of duties:

- Precautionary measures taken to avoid those unusual or hazardous working conditions:

- Frequency of occurrence of unusual or hazardous working conditions:
### 7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<table>
<thead>
<tr>
<th>Employee is required, with or without accommodations, to:</th>
<th>Never</th>
<th>1-33% Occasionally</th>
<th>34-66% Frequently</th>
<th>66-100% Continuously</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use hands dexterously (use fingers to handle, feel)</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Climb or balance</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Stoop/kneel/crouch or crawl</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>See</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Talk or hear</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Taste or smell</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Lift &amp; carry:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>up to 10 pounds</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>up to 25 pounds</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>up to 50 pounds</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>up to 75 pounds</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>up to 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>more than 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature: [Signature]
Date: 5/17/10

Supervisor's Signature: [Signature]
Date: 5/17/10

Dean's Signature: [Signature]
Date: 5/17/10

Please Attach An Organizational Chart
Some Common Competencies Appropriate for All Staff

Service
- Adheres to the University's, Academic Affairs', and Libraries' vision and mission.
- Meets job expectations, takes personal responsibility for outcomes, and makes decisions based on sound judgments.
- Demonstrates a commitment to continuously improve service to users.
- Demonstrates an attitude of interest, anticipates and responds to the needs and concerns of others, and approaches each work situation with a positive outlook.
- Works effectively and cooperatively with staff and users to foster a courteous climate of mutual trust and consideration.
- Shows respect for all staff and users.

Communication
- Shares work-related information in a clear and concise manner, seeks feedback, and provides appropriate follow-up to ensure understanding.

Flexibility/Adaptability
- Embraces change in work demands or the work environment in an open and receptive manner, and demonstrates a willingness to learn new processes and technologies.
- Adjusts methods, approaches and style to effectively carry out tasks in different and changing circumstances.
- Responds to different personal styles positively and constructively.

Collaboration
- Works cooperatively with others and builds effective relationships to accomplish Libraries' overall strategic goals as well as departmental and individual goals and objectives.
- Shares ideas freely and openly, and is receptive to input from others.
- Recognizes when compromise is necessary to achieve outcomes consistent with the collective need.
- Accepts responsibility for her/his role as an effective staff member by completing assignments and meeting deadlines.

Results Driven
- Can focus on day-to-day responsibilities and tasks, and works towards agreed-upon goals and objectives in a timely manner.
- Sets and balances changing or competing priorities to constructively address the needs of stakeholders and ensure timely delivery.

Planning/Organizational Skills
- Considers long-term implications when dealing with current problems and issues.
- Establishes priorities and maps courses of action to achieve goals and objectives.
- Estimates difficulty of work and time frames accurately.
- Seeks input from others and adapts work schedule to respond to changing time lines or
expectations.

**Initiative/Innovation**
- Works independently with minimal structure or direction as appropriate for role.
- Demonstrates a proactive approach to tasks without reminders or prompts.
- Identifies unique or modified approaches to developing solutions and achieving results.
- Is self-motivated in assuming additional challenges benefiting the broader University community.
Appendix 29C: Hours and Locations:

NDSU Libraries

Library > LibGuides > Hours and locations

Hours and locations
Find the Main Library’s street and campus address and travel directions – as well as a complete list of the Main Library and Branch Library hours.

Main Library Barby Hall Library Architecture & Landscape Architecture Library H J Klosterman Chemistry Library

PN Haakenson Health Sciences Library

PN Haakenson Health Sciences Library

Hours

<table>
<thead>
<tr>
<th>Hours</th>
<th>Academic Year</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday</td>
<td>8:00 am-5:00 pm</td>
<td>8:00 am-5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>Closed</td>
<td>Closed</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 – 9:00 pm</td>
<td>Closed</td>
</tr>
</tbody>
</table>

Holiday Closings & Exceptions
September 5-6 (Sunday-Monday) – Closed
November 11 (Thursday) – Closed
November 24 (Wednesday) – 8:00am – 5:00pm
November 25-26, Closed
December 20-23, 8:00am – 5:00pm
December 24 (Friday) – Closed
December 27-30 – 8:00am – 5:00pm
December 31 (Friday) – Closed

Comments (0)

Location
Physical Address:
P N Haakenson Health Sciences Library
1401 Albrecht Blvd.
135 Sudro Hall
Fargo, ND 58102

PN Haakenson Health Sciences Library
NDSU Dept. #2080 PO Box 6050
Fargo, ND 58108-6050

Mailing Address:

Search:

Circulation Policies

All NDSU and Tri-College students, faculty and staff have checkout privileges in the library. Other patrons may apply for special permits at the Circulation Desk. Patrons are required to have their library card when checking out materials. For specific loan periods, fines, etc., please visit the Circulation Policies page.

Collections
The Health Sciences Library contains books, periodicals, course reserves, thesis and media collections. Electronic resources can be accessed via the NDSU Libraries homepage.

For databases related to Pharmacy, Nursing, and Allied Sciences, see the Subject Resources page.

Services
Friendly, knowledgeable library staff are available to assist patrons with locating resources and information, checking out materials, or answering reference questions.

Hold Requests & Interlibrary Loan Pickup (free & convenient!):
If an item owned by NDSU Libraries is not located in the Health Sciences Library, it can be requested via the online catalog and sent to any specified NDSU branch library to be picked up. Library patrons are then notified via e-mail when items are ready to pick up, usually within 24 hours. Deliveries are made to branch libraries once daily.

Items not owned by NDSU Libraries may be obtained through interlibrary loan. Requests can be submitted using an online request form. Ask library staff for assistance. Materials may be picked up at the Interlibrary Loan office in the Main Library, or by selecting another branch library as your pickup location in the delivery options portion of the request form.

Other services:
Patrons have access to a photocopier. Copies can be made using Bison Bucks or by using the scanning option on the photocopier and sending a copy to your email. Cost is $.10 per page/scanning option is free. Bison Bucks can be added to your Bison ID card online, or at the Bison Card Center in the Memorial Union.

A microfiche reader/printer is also available, the cost is $.10 per page and the coin-op only accepts dimes.

Computers and a GoPrint printer station is available for patron use.

Non-NDSU patrons can request a guest login from the Main Library Reference Desk.

Adjacent to the library is the Walgreen Study Room (Sudro 127) which is open according to the building hours.

Sudro Building Hours

Sunday (Noon - Midnight)
Monday - Thursday (7:00 am - Midnight)
Friday (7:00 am - 8:00 pm)
Saturday (10:00 am - 9:00 pm)

Comments (0)

Articles (Online Databases)

Library databases (also called indexes) are like search engines (but search journal, magazine, newspapers and other sources), usually dealing with a broad subject. Help! I have a citation... How do I get the article?

Databases A-Z: Select a Library Database to Search

Electronic Journals: Enter a journal title or ISSN and check for full-text availability at NDSU

Research Guides: Starting points for research by subject

If you don't know where to start, try one of these:

- **EBSCO**
  The EBSCO Platform is host to approximately two dozen databases in many different disciplines.

- **JSTOR**
  an acronym for "journal storage," is an archive of important scholarly journal literature. The database contains the full text of over 240 journals from nearly every discipline.

- **ProQuest Databases**
  Covers business, dissertations and theses, newspapers.

- **ScienceDirect**
  Full text to some 1,800 titles published by Elsevier. The library pays 25% of its materials budget for these.

- **SciFinder Scholar**
  SciFinder Scholar provides access to CPlus for accessing scholarly literature (over 27 million records, from 1907 onward, and some 44,000 before 1907)

- **Web of Science**
  It fully indexes about 9,000 major journals across 150 scientific disciplines. The Science Citation Index Expanded includes all cited references captured from indexed articles.

Find Newspaper Articles
Title where title name begins with 'AA': 43

A.A. Milne

MasterFILE Premier 2005 - 2005

Subject: Auxiliary Sciences of History -- Biography; Language and literature -- English literature

AAA-IDEA: Advanced Architectures and Algorithms for Internet Delivery and Applications

ACM Digital Library 2006 - 2006

AAACN viewpoint

CINAHL Plus with Full Text 2004 to present

Subject: Medicine -- Nursing

AACC International. Approved Methods of Analysis.

AACC International 2000 - present

Subject: Technology -- Chemical technology -- Food processing and manufacture

AACE international transactions

Business Source Premier 2001 - 2009

ProQuest ABI/INFORM Complete 1988 - 2008

Subject: Technology -- Engineering (General), Civil engineering (General)

AACE journal

EBSCO Open Access Computer Science Collection 1999 to present

EBSCO Open Access Education Collection 1999 to present
Appendix 29F: E-Reserves:

How to Access Reserves

Physical Reserves are located at the Main Library Circulation desk as well as our three branch libraries. You can look through the binder available at each location or you can search the catalog to find a list of the reserves for a specific course.

E-Reserves are available through the library catalog. You will need the password from your instructor in order to access the E-Reserves for a course.

All Course Reserves can be searched by course or instructor.

Comments (0)

How to Access Reserves Video

For a better quality video, you can change the setting from 480p to 720p HD.

Comments (0)

Copyright

Please be advised that the NDSU Libraries support and act in accordance with the fair use provisions of the Copyright Act of 1976, Section 107, which permits the making of copies for classroom use if the four determining factors are considered and found to be in support of fair use. Please see NDSU Libraries Copyright and Ethical Information Use page.
Appendix 29G: NDSU Policies home page (Circulation, Collection Management, Interlibrary loan, and Information Technology Policies):

Policies Home Page

- Circulation Policies
- Collection Management Policies
- Library Services
- Information Technology Policies

North Dakota State University Libraries
NDSU Dept 42060 PO Box 6090
Fargo, ND 58108-6090
Administration (701) 231-8733
Circulation (701) 231-8888

Give to the Libraries
XHTML CSS Browser Compatibility

http://library.ndsu.edu/policies/ 9/12/2011
Appendix 29H: Year-end-purchases.

Added the following resources with one-time end of fiscal year funding:

American West, Travel Writing and World History
Angewandte Chemie International back file
ASTM 2010 Standards
Elsevier electronic back file collections
  Agricultural and Biological Sciences
  Biochemistry, Genetics and Molecular Biology
  Organic Chemistry
  Social Sciences
Education Index Retrospective
Encyclopedia of World Dress
Guide to the US Supreme Court
International Encyclopedia of Education
Web of Science electronic back files
  Sciences Collection (1900 – 1969)
  Social Sciences Collection (1956 – 1969)
AACP CORE LIST OF JOURNALS FOR LIBRARIES THAT SERVE SCHOOLS AND COLLEGES OF PHARMACY
Libraries and Educational Resources Section
3rd Edition
2009

Prepared by the Core Journals List Committee of the Libraries/Educational Resources Section
Vern Duba (Chair), Leslie Bowman, Charles Brown, Barbara Nanstiel, and Kelly Shields.

Introduction

The 3rd Edition of the Core Journals List is a companion list to AACP Basic Resources for Pharmaceutical Education, and is an updated version of the 2003 Core Journals List. Committees of the Libraries/Educational Resources Section of AACP prepare both the Core Journals List and the Resources List. However, the methodologies for preparing the two lists are different. Committee members suggest and vote on each individual title in the Basic Resources list. The Core Journals List results from a compilation of journal titles indexed in Medline and IPA, peer-reviewed, published in English, and focus on the subject of pharmacy and/or pharmacology. L/ER Section membership votes on each title and is solicited for additional titles worthy of inclusion but not meeting the list criteria. The combination of titles receiving a simple majority vote is approved at the annual business meeting by the membership. A final copy is distributed to the L/ER membership and an archival copy is posted to the AACP website.

The Core Journals List is a service project of the Libraries/Educational Resources Section of AACP. It is intended to provide information that assists with collection development and accreditation as applied to the curriculum of the particular school or college of pharmacy for which it is being used. The Core Journals List is produced as a guide for those developing or maintaining the library collections that serve colleges of pharmacy. The list’s editors and current contributors all work, or have worked, in such libraries and this list contains our recommendations for titles to be included in pharmacy library collections. The journals recommended are suitable for all pharmacy college libraries. However, all pharmacy college libraries need not purchase every title on the list. Each pharmacy college has its own mission, and its own program(s), and so each college’s library’s collection must reflect that mission and support the college’s curricula. Excellent library collections are built by knowledgeable librarians using their professional judgment along with the expertise of the college’s faculty. The Core Journals List should not be used as a benchmark and is not prescriptive, but instead is a starting point for librarians who are building new a collection or maintaining an established one.

It is assumed that library collections will include major medical journals. Although state pharmacy journal titles are not included on the list, it is assumed that libraries that support schools/colleges of pharmacy will hold at least their own state pharmacy journal for an extended period. Annuals and regular updates to standard texts, such as Drug Facts and Comparisons are included in the Basic Resources list only. Titles that are held in electronic format only are included, reflecting the migration of libraries and publishers toward electronic formats.

An electronic version of the Core Journals List is available from Vern Duba at vernon-duba@uiowa.edu.

Final copy distributed January 12, 2009.
8) Basic & Clinical Pharmacology & Toxicology. Wiley-Blackwell Publishing Ltd. 12 times a year. ISSN: 1742-7835. http://www.blackwellpublishing.com/journals/PTO
10) Biopharmaceutics & Drug Disposition. John Wiley & Sons Ltd. 9 times a year. ISSN: 0142-2782. http://www3.interscience.wiley.com/cgi-bin/jhome/2073
19) Clinical Toxicology. Informa Healthcare. 7 times a year. ISSN: 1556-3650. http://www.tandf.co.uk/journals/titles/07313810.asp

Final copy distributed January 12, 2009.
http://www.jpharmtechnol.com

http://www.haworthpress.com/ CEASED PUBLICATION.

http://www.aphanet.org/JAPha/japha.html

61) Medical Letter on Drugs and Therapeutics.  Medical Letter, Inc.  Fortnightly.  ISSN: 0025-732X.  
http://www.medicalletter.org

http://www3.interscience.wiley.com/cgi-bin/jhome/34185

63) Molecular Pharmacology.  American Society for Pharmacology and Experimental Therapeutics.  Monthly.  ISSN: 0026-895X.  
http://www.molpharm.org


http://www.pda.org


http://www3.interscience.wiley.com/cgi-bin/jhome/5669


http://www.pharmrev.org/


http://www.pharmacy.wisc.edu/aihp/


76) Toxicology and Applied Pharmacology.  Academic Press.  24 times a year.  ISSN: 0041-008X.  
http://www.elsevier.com/locate/taap

http://www.elsevier.com/locate/tips


Final copy distributed January 12, 2009.
Subject Classification of the Basic Resources for Pharmacy Education

A.0 BASIC SCIENCES
A.1. GENERAL CHEMISTRY
A.2. BIOCHEMISTRY (see also B.1 MEDICINAL CHEMISTRY)
A.3. IMMUNOLOGY
A.4.0 MICROBIOLOGY
A.4.a MOLECULAR BIOLOGY AND BIOTECHNOLOGY

B.0 PHARMACEUTICAL SCIENCES
B.1. MEDICINAL CHEMISTRY
B.2. PHARMACOGNOSY AND NATURAL PRODUCTS (see also D.3.C NUTRITION AND NUTRACEUTICALS)
B.3.0 PHARMACEUTICS
B.3.a BIOPHARMACEUTICS AND PHARMACOKINETICS
B.4.0 DRUG DESIGN, DISCOVERY, AND DEVELOPMENT (see also D.5.0 INDUSTRIAL)
B.5.0 INDUSTRIAL
B.6.0 COSMETICS
B.7.0 NUCLEAR AND RADIOPHARMACY
B.8.0 PHARMACOLOGY
B.8.a.0 TOXICOLOGY
B.8.a.1 DRUG ADVERSE REACTIONS, INTERACTIONS, AND SIDE EFFECTS (see also D.3.0 THERAPEUTICS)
B.8.b VETERINARY PHARMACOLOGY

C.0 MEDICAL SCIENCES (SCIENCES BASIC TO MEDICINE)
C.1. ANATOMY AND PHYSIOLOGY

D.0 CLINICAL SCIENCES
D.1. PATHOPHYSIOLOGY
D.2. PATIENT PHYSICAL ASSESSMENT
D.3.0 THERAPEUTICS
D.3.a. GERIATRICS
D.3.b. NEUROLOGY
D.3.c. NUTRITION AND NUTRACEUTICALS
D.3.d. ONCOLOGY AND HEMATOLOGY
D.3.e. PARENTERALS
D.3.f. PEDIATRICS
D.3.g. PSYCHIATRY
### D.0 CLINICAL SCIENCES (continued)

#### D.3.0 THERAPEUTICS (continued)

- **D.3.h** SUBSTANCE ABUSE 8016
- **D.3.i** SURGERY 004

#### D.4. ALTERNATIVE MEDICINE

E.0 PHARMACEUTICAL CARE (SOCIAL, BEHAVIORAL, AND ADMINISTRATIVE PHARMACY)

- **E.1.0** HEALTH CARE POLICY, SYSTEMS AND SERVICES 13821
  - **E.1.a** EPIDEMIOLOGY 385
  - **E.1.b** PHARMACOECONOMICS 289
  - **E.2.0** PATIENT-RELATED ACTIVITIES 4010
    - **E.2.a** DISEASE STATE MANAGEMENT 489
    - **E.2.b** SELF CARE (OTCs) 103
  - **E.3.0** PHARMACISTS' PROFESSIONAL DEVELOPMENT 386
    - **E.3.a** COMMUNICATION SKILLS 404
    - **E.3.b** EDUCATION 15027
  - **E.4.0** PROFESSIONAL PRACTICE 8813
    - **E.4.c** COMMUNITY PHARMACY 589
    - **E.4.b** HEALTH-SYSTEM PHARMACY AND INSTITUTIONAL PHARMACY 1010
    - **E.4.c** HOME HEALTH CARE 104
  - **E.4.d** MANAGED CARE 607
  - **E.4.e** DRUG USE EVALUATION 001

#### X.1.0 HISTORY† 1034

#### X.2.0 INFORMATICS† 103

- **X.2.a** BIBLIOGRAPHIC AND LITERATURE GUIDES† 202
- **X.2.b** HANDBOOKS AND DICTIONARIES† 22032
- **X.2.c** EVIDENCE-BASED PRACTICE† 106

#### X.3 LAWS, LEGISLATION, REGULATIONS, AND ETHICS† 9020

#### X.4.0 METHODOLOGY, STATISTICS, AND RESEARCH DESIGN† 385

- **X.4.a** QUALITY ASSURANCE† 486

#### X.5 DIRECTORIES† 304

†The classifications beginning with 'X' may also be used as subdivisions of other classifications. Examples:
A.2 - X.4.0 BIOCHEMISTRY - METHODOLOGY, STATISTICS, AND RESEARCH DESIGN
B.4.0 - X.1.0 DRUG DESIGN, DISCOVERY, AND DEVELOPMENT - HISTORY
Appendix 29J: Pharmacy related resources:

Pharmacy

Resources

- **AccessPharmacy**
  An online curricular resource designed to meet the changing demands of pharmacy education.

- **Academic Search Premier (EBSCO)**
  Academic Search Premier is a scholarly, multi-disciplinary full text database covering 1975-present. A good place to start your research.

- **Agricola (via EBSCO)**

- **BioOne**
  Searchable database of 64 full-text journals from official science societies and organizations.

- **BioOne Abstracts**
  This bibliographic database is an indexed and fully-searchable collection of abstracts that link to the fulltext articles available from the BioOne organization.

- **BIOSIS**
  A comprehensive biology index to 6,000 research journals and monograph titles. BIOSIS provides worldwide coverage of research in all of the biological and biomedical sciences.

- **Books In Print**
  Provides information about books currently in print in the United States, and also about some books that are forthcoming, out of print, or out of stock. The database that contains nearly 3 million books and addresses for more than 200,000 publishers.

- **CAB Abstracts**
  Covers the significant research and development literature in the applied life sciences, including agriculture, forestry, human nutrition, veterinary medicine and the environment.

- **CINHAL Plus with Full Text (Cumulative Index to Nursing and Allied Health Literature)**
  Indexes more than 2,700 health-related publications with more than 770 journals available in full-text format.

- **Conference Papers Index**
  Provides citations to papers and poster sessions presented at major scientific meetings around the world.

- **CSA Technology Research Database**
  Covers over 4,000 periodicals, and also indexes selected conference proceedings, technical reports, trade literature, patents, and books. Made up of CSA’s Materials Research, High Technology Research, and Engineering Research Databases.

- **Dissertations & Theses (ProQuest)**
  This database is the world's most comprehensive collection of dissertations and theses from around the world, spanning from 1861 to the present day and offering full text for most of the dissertations added since 1997.

- **Drug Information Portal from the National Library of Medicine**

- **EBSCOhost eBook Collection**

- **Education Index**
  Provides citations to articles from approx. 700 of the leading publications in the field of education. Covers 1930-present. Produced by HW Wilson.

- **EndNote Web**
  EndNote Web is a Web-based bibliographic service for students and researchers that organizes personal reference collections and saves time retyping references for course work and publication. Register your NDSU information to use this service.

- **Gale Scholar**
  Publicly available browse that searches the web for text or citations to scholarly literature, including peer-reviewed papers, theses, books, preprints, abstracts and technical reports from all broad areas of research. Results are in order by relevancy.

- **Health and Wellness Resource Center**
  Provides access to the full text of more than 700 health and medical journals, hundreds of pamphlets, and several encyclopedias of health and medicine.

- **Herbal Safety**

- **JSTOR**
  JSTOR, an acronym for "journal storage," is an archive of important scholarly journal literature. The database contains the full text of many journals from nearly every discipline, including education, back to the 19th century.

- **Library of Congress Home**
Appendix 29J: Pharmacy related resources:

Links to the online catalog, research services, Thomas, Copyright Office, American Memory Project, online exhibitions, and information about the Library.

- **MasterFile Premier (EBSCO)**
  MasterFile Premier contains full text for over 2,000 periodicals.

- **MEDLINE (via CSA)**
  Index with abstracts to research journals in all areas and aspects of biomedical literature. 1993-present.

- **MEDLINE (via PubMed)**
  Index with abstracts to research journals in all areas and aspects of biomedical literature.

- **MedlinePlus Drugs & Supplements**

- **MICROMEDEX Gateway**

- **National Institutes of Health (NIH)**

- **NDSU E-journal Database**
  This is your gateway to an A-Z listing of all electronic journals that you have access to as an NDSU affiliate

- **NDSU Library Catalog**
  NDSU catalog of books, av materials, and journals.

- **Online Journal of Public Health Informatics**
  The journal serves as an excellent resource for current and latest developments in the field of Public Health Informatics (PHI).

- **PCMA**

- **Professional Collection**
  Contains more than 300 full-text magazines and professional journals for educators

- **Project Muse**
  Project MUSE covers literature and criticism, history, the visual arts, the performing arts, cultural studies, education, political science, gender studies, economics, and other subjects in the humanities and social sciences, 1993-present.

- **ProQuest Databases**
  Covers business, dissertations and theses, newspapers.

- **PsycARTICLES**
  A database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association, and Hogrefe and Huber.

- **PsycINFO (EBSCO)**
  Provides access to literature in psychology and related behavioral and social sciences.

- **Quackwatch**
  Your Guide to Quackery, Health Fraud, and Intelligent Decisions

- **ScienceDirect**
  Full text to some 1,800 titles published by Elsevier. The library pays 25% of its materials budget for these.

- **Sociology: A SAGE Full-Text Collection**
  This database includes the full-text of 33 journals published by SAGE

- **SPORTDiscus**
  A leading database supporting research in sport, fitness, sports medicine, and physical education

- **The Internet Drug Index for prescription drugs and medications**

- **Web of Science**
  This database provides abstracts and citations to research in biomedicine, biotechnology, zoology and ecology, and some aspects of agriculture and veterinary science. Indexes more than 6,000 serials

- **WorldCat**
  Contains all the records cataloged by OCLC member libraries worldwide. This database provides millions of bibliographic records to books and many other materials residing in over 30,000 libraries thought the world.

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**Health and Medical Links**

- **CDC A-Z Index**

- **Drug Information Portal from the National Library of Medicine**

- **Glaxo Smith Kline**

- **Hardin MD: Medical Information**

- **Harley E. French Library of the Health Sciences**
Virtual Tour & Tutorials

Visit the Introduction to Library and Information Research Tutorial for an introduction to basic information resources and tools available through the NDSU Libraries. This tutorial is also used for the 189 Skills for Academic Success courses.

The Libraries has assembled a virtual tour that uses photos, text and audio options to give you information on how to locate resources within the building, as well as information on library services.

You can mix and match your tour options by listening to the podcast while viewing the flicker photos. Choose your tour option by using the links below:

Audio

The audio tour is available for use on a computer or a portable mp3 device. If you are taking a walking tour of the Main Library while listening to the audio on an mp3 device, follow the walking tour signs posted around the Main Library to find your way to each stop on the tour. Instructions are given in the audio to pause your player after each stop while you locate the next one.

- Main Library
- Branch Libraries and Special Collections

Audio Script

These scripts are available to read on your computer to learn more about the libraries’ resources and services. You can also print out the Main Library script to use as a guide for a walking tour of the facility.

- Main Library
- Branch Libraries and Special Collections

Photos

Browse our Flickr account for virtual tours of our Main Library as well as our Branch Libraries and Special Collections.

- Main Library
- Branch Libraries and Special Collections
Introduction

The NDSU Libraries serve the information needs of North Dakota State University students, faculty and staff. Librarians are available to provide services for specific academic disciplines. Use this guide to become familiar with the NDSU Libraries, our staff, resources and services. As always, if you have any questions don't hesitate to contact the library.

Library News

- New England Journal of Medicine (NEJM)
- Free Early Journal Content on JSTOR
- New Virtual Tour

View Website
View RSS Feed
Comments (0)

Powered by Springshare; All rights reserved. Report a tech support issue.

View this page in a format suitable for printers and screen-readers or mobile devices.

North Dakota State University Libraries
NDSU Dept #2080 PO Box 6050
Fargo, ND 58108-6050
Reference (701) 231-8886
Circulation (701) 231-8888
You are accessing a webpage that requires you to login with your NDSU username (Electronic ID) and password. This is typically your "firstname.lastname", such as Bob.Smith. Your password is the same password that you use for accessing Blackboard, or logging into a cluster computer.

Username
Password

Login
Clear

Dest: /
List of Contractual and Reciprocal Borrowing Agreements

MnSCU/PALS (Minnesota State Colleges and Universities Project for Automation of Library Systems)
First Search/World Cat; (ILL)
North Dakota Network for Knowledge – ODIN libraries with the 9 medical libraries in North Dakota;
MINITEX – Minnesota system for access to resources in Minnesota, South Dakota, Illinois, Wisconsin and beyond

OCLC (Online Computer Library Center) – international online library service.

Document delivery services are also available through CISTI (Canadian Institute for Scientific and Technical Information),
CAS (Chemical Abstracts Service), UMI Dissertation Express, NTIS, NLM, and others on an as-needed basis.

If patrons want to purchase a copy of a dissertation from UMI, the NDSU Libraries can obtain a copy for them at a reduced price.
Graduating Student Survey

**Question:** 82. On-campus access to educational resources (e.g., library, electronic data bases, drug information center) was conducive to learning.

Appendix 29O: AACP Surveys
Graduating Student Survey

**Question:** 83. During pharmacy practice experiences access to educational resources (e.g. library, electronic data bases, drug information center) was conducive to learning.
 Appendix 29O: AACP Surveys

**Faculty Survey**

**Question:** 25. I have access to library and other educational resources.

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**North Dakota State University/College of Pharmacy, Nursing, and Allied Sciences**

**Longitudinal Data for Q25, Infrastructure, Faculty Survey**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>NC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>91.1%</td>
<td>59.3%</td>
<td>12.9%</td>
<td>52.4%</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*SA - Strongly Agrees, A - Agree, D - Disagree, SD - Strongly Disagree, NC - No Comment*

Question 25: I have access to library and other educational resources. Please note that in 2008, some questions had only the options of Agree, Disagree and No Comment. However these graphs are based on latest survey specifications.

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**Comparison with National and Cohort Data 2011 (School, n=30; National, n=286; Cohort, n=297)**

<table>
<thead>
<tr>
<th>RESPONSE</th>
<th>School</th>
<th>National</th>
<th>Cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strongly Agree</td>
<td>34.3%</td>
<td>34.3%</td>
<td>11.5%</td>
</tr>
<tr>
<td>Agree</td>
<td>48.5%</td>
<td>48.5%</td>
<td>10.1%</td>
</tr>
<tr>
<td>Disagree</td>
<td>10.1%</td>
<td>10.1%</td>
<td>44.7%</td>
</tr>
<tr>
<td>Strongly Disagree</td>
<td>5.7%</td>
<td>5.7%</td>
<td>20.3%</td>
</tr>
<tr>
<td>NC</td>
<td>7.5%</td>
<td>7.5%</td>
<td>2.5%</td>
</tr>
</tbody>
</table>

*School: Creighton University, Drake University, South Dakota State University, University of Colorado, University of Nebraska, University of Wyoming*
Appendix 29O: AACP Surveys

Faculty Survey

Question: 28. The program’s resources can accommodate present student enrollment.

North Dakota State University/College of Pharmacy, Nursing, and Allied Sciences

Longitudinal Data for Q28, Infrastructure, Faculty Survey

Comparison with National and Cohort Data 2011 (School, n=30, National, n=298, Cohort, n=297)

Question 28: The program’s resources can accommodate present student enrollment.

Please note that in 2008, some questions had only the options of Agree, Disagree and No Comment. However, these graphs are based on latest survey specifications.
Preceptor Survey Name

Question: 41. The college/school provides me with access to library and educational resources.