



June 24, 2011

Heather Fabian  
Research Associate  
Missouri Department of Higher Education  
3515 Amazonas Drive  
Jefferson City, MO 65109

Dear Heather,

Please accept the enclosure as Columbia College's proposal for the approval of the Bachelor of Arts in Business Administration degree for the Ft. Leonard Wood, MO campus.

**Addition:**

**Bachelor Degree**

**Bachelor of Arts in Human Services (44.000)**  
Ft. Leonard Wood Campus (0007)

Columbia College appreciates the opportunity to offer higher education programs in the State of Missouri. If there are any questions or concerns regarding this proposal, please contact me at (573)875-7502 or via email at [tsmith@ccis.edu](mailto:tsmith@ccis.edu).

Sincerely,

Dr. Terry B. Smith  
Executive Vice President and Dean for Academic Affairs

NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Columbia College

Program Title: Human Services

Degree/Certificate: Bachelor of Arts in Human Services

Options: N/A

Delivery Site(s): Ft. Leonard Wood, MO (0007)

CIP Classification: 44.0000 (Please provide a CIP code)

Implementation Date: As soon as possible

Cooperative Partners: N/A

Expected Date of First Graduation: 10/2014

AUTHORIZATION

  
Terry B. Smith, Executive Vice President and Dean for Academic Affairs 6.24.11  
Date

Terry Obermoeller, Executive Assistant 573-875-7503  
Person to contact for more information Telephone

**Form OS**

**OFF-SITE DELIVERY OF AN EXISTING PROGRAM FORM**

**Sponsoring Institution (s):** Columbia College – Ft. Leonard Wood, MO (0007)

Name of Institution (Campus or off-campus residential center in the case of multi-campus institutions).

**Program Title:** Bachelor of Arts in Human Services

**Degree/Certificate:** Bachelor of Arts

**Institution Granting Degree:** Columbia College

**Delivery Site(s):** Additional Degree to Ft. Leonard Wood, MO (0007)

**Mode of Program Delivery:** In-seat (already offered online)

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**Geographic Location of Student Access:** Ft. Leonard Wood, MO and surrounding communities.

**CIP Classification:** 44.0000 (Please provide CIP code)

**Implementation Date:** 08/2011  
Semester and Year

**Cooperative Partners:** \_\_\_\_\_

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**AUTHORIZATION**

Terry B Smith 6.24.11  
Dr. Terry B. Smith, Executive Vice President and Dean for Academic Affairs Date

Terry Obermoeller, Executive Assistant  
Person to Contact for More Information

573-875-7503  
Telephone

**Form SE**

**Student Enrollment Projections**

**Degree:** Bachelor of Arts in Human Services (44.0000) – Ft. Leonard Wood Campus (0007)

<b>Year</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Full Time	0	0	48	48	48
Part Time	0	0	12	30	108
<b>Total</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>78</b>	<b>156</b>

## Market Demand

### Bachelor of Arts in Human Services

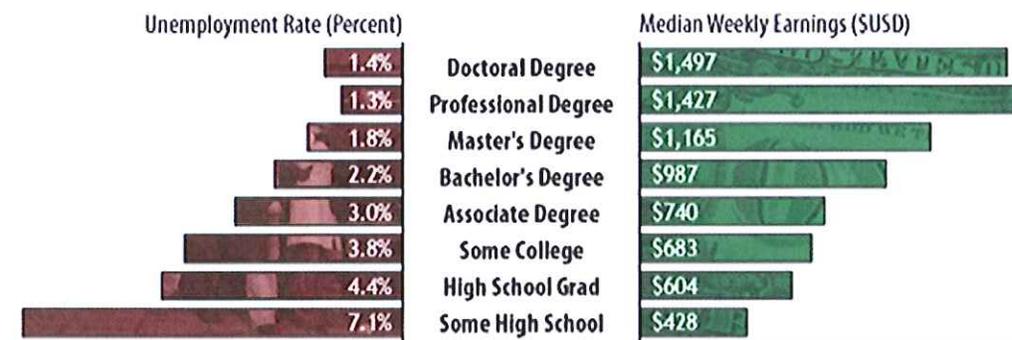
The field of Human Services is one of the most rapidly growing sectors within the United States' economy with many career options. The National Organization for Human Services (NOHS) defines Human Services as the profession of: Meeting human needs through an interdisciplinary knowledge base, focusing on prevention as well as remediation of problems, and maintaining a commitment to improving the overall quality of life of service populations. The Human Services profession is one which promotes improved service delivery by addressing not only the quality of direct services, but also by seeking to improve accessibility, accountability and coordination among professionals and agencies in service delivery.

The goal of the Human Services program at Columbia College is to assist students in developing empirically-based knowledge and practice skills fundamental for responsible and effective application within the Human Services field. Two baccalaureate degrees are offered in Human Services: The Bachelor of Arts and the Bachelor of Science. For students currently working in the field of human services, or who otherwise have considerable work experience, the BA is recommended. For those desiring to enter the field, or for those with minimal work experience, the BS degree is recommended since it offers the internship experience.

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### Education & Training Pays, 2008

Unemployment & earnings for workers 25 & older by educational attainment; earnings for full-time wage and salary workers



Source: U.S. Bureau of Labor Statistics

[www.bls.gov](http://www.bls.gov)

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## **Societal Need**

### **Bachelor of Arts in Human Services**

Students will provide back to their community and gain personal satisfaction, potential increase of income. Students earning the degree are providing a long-term investment for society. Education will allow for improvements, advancements, and sustainability, which will result in a return of investment for society as whole.

**J. HUMAN SERVICES**

**Associate in Science – Human Services**

The ASHS degree is a multidisciplinary approach that examines how individuals, families, groups and communities interact with society and its organizations.

**Degree Requirements:**

1. **ENGL 111** English Composition I: (3 semester hours)
  2. **General Education Requirements:** (21 semester hours)
    - ENGL 112 English Composition II (3)
    - CISS 170 Introduction to Computer Info System (3)

Arts, Humanities and History; Natural Sciences and Mathematics; and Social Behavioral Sciences (credits distributed to include each of the three areas (15))
  3. **Major Area Requirements:** (15 semester hours)
    - HUMS 105 Introduction to Human Services (3)
    - HUMS 250 Working with Individuals (3)
    - HUMS 335 Working with Groups (3)
    - HUMS 340 Working with Families (3)

Three hours from one of the following:

    - HUMS 300 Exploring Research (3)
    - HUMS 345 Working with Communities and Organizations (3)
    - HUMS/SOCI 365 American Social Policy (3)
    - \* SOCI 270 Minority Cultures and Relations
  4. **Human Services Elective** (3)
  5. **Electives:** (18 semester hours)
- Total Semester Hours: 60**

**Bachelor of Arts – Human Services**

The goal of the Human Services program is to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field. The program also helps prepare students for graduate studies in a variety of fields, and emphasizes the need for life-long learning.

1. **General Education Requirements:** (38-41 semester hours)
 

**Ethics Course Requirement:**

  - PHIL 330 Ethics (3)
2. **Foreign Language Requirement:** (6 semester hours)
3. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 14. Courses from this list are noted in the major requirements below with an asterisk.
4. **Core Requirements:** (33 semester hours)
 

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

  - HUMS 105 Introduction to Human Services (3)
  - HUMS 250 Working with Individuals (3)
  - HUMS 300 Exploring Research (3)
  - HUMS 325 Case Management (3)
  - HUMS 335 Working with Groups (3)
  - HUMS 340 Working with Families (3)
  - HUMS 345 Working with Communities and Organizations (3)
  - HUMS/SOCI 365 American Social Policy (3)
  - HUMS 495 Integrative Seminar (3)

- PSYC 101 General Psychology (3)
  - \* SOCI 270 Minority Cultures and Relations (3)
5. **Human Services Electives:** (12 semester hours)  
Chosen from below:
- HUMS 310 Military Case Work (3)
  - HUMS 333/433 Topics (3)
  - HUMS/SOCI 350 Social Gerontology (3)
  - HUMS 375 Disabilities (3)
  - HUMS 380 Substance Abuse (3)
  - HUMS 385 Mental Health (3)
  - HUMS 390 Child Welfare (3)
  - HUMS 421 Class, Status and Power (3)
5. **Electives:** (28-31 semester hours)  
**Total Semester Hours: 120**

As the Culminating Evaluation Experience all students must complete HUMS 495 Integrative Seminar with a grade of C or higher.

**K. MANAGEMENT INFORMATION SYSTEMS**

**Bachelor of Science – Management Information Systems**

1. **General Education Requirements:** (38-41 semester hours)
 

**Ethics Course Requirement:**

    - MGMT 368 Business Ethics (3) **OR**
    - PHIL 330 Ethics (3)
  2. **Multicultural Requirement (3 semester hours)**

All courses that meet this requirement can be found on page 14. Courses from this list are noted in the major requirements below with an asterisk.
  3. **Computer Information System Core Requirements:** (27 semester hours)
 

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail. Students must complete one of the options below:

**Option I:** (Choose 2 courses from the list)

    - CISS 234 Visual Basic (3)
    - CISS 236 COBOL Programming (3)
    - CISS 238 Java Programming (3)

**Option II:**

    - CISS 241 Programming I (3)
    - CISS 242 Programming II (3)
- Students must complete each of the following courses:
- CISS 274 Intro to Internet Tech & Electronic Comm (3)
  - CISS 280 Systems Analysis & Design I (3)
  - CISS 320 Systems Analysis & Design II (3)
  - CISS 365 Project Management (3)
  - CISS 430 Database Systems (3)
  - CISS 472 Data Warehousing and DSS (3)
  - \*\* CISS 492 Senior Seminar in Management Info Systems (3)
4. **Business Core Requirements:** (33 semester hours)  
All courses must be completed with a grade of C or higher.
- ACCT 280 Accounting I (3)
  - ACCT 281 Accounting II (3)
  - \* ECON 293 Macroeconomics (3)
  - ECON 294 Microeconomics (3)

## Form PG

### PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Columbia College

Program Name Bachelor of Arts in Human Services

Date 08/2011

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

#### Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.

Columbia College admission requirements are considered "moderately selective."

#### *Nationwide Campuses:*

*Students may be admitted upon presentation of any one of the following:*

*High school diploma*

*Successful completion of the GED*

*Evidence of satisfactory college work*

*Potential students who lack a requirement for admission may be considered on an individual basis. Individuals so considered must give evidence that they can successfully meet the demands of Columbia College.*

- Characteristics of a specific population to be served, if applicable.

*Columbia College serves traditional students at its Day Campus. Columbia College specializes in adult education and military education. Our top military education and adult continuing education opportunities are available at 34 campuses nationwide. With smaller class sizes and flexible class schedules, we make earning your college degree as convenient as it can possibly be around your other daily business and family obligations.*

*We serve nearly 25,000 college students each year in 13 states, with 18 campuses being conveniently located on military bases.*

#### Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.

*Faculty must have a minimum of a master's degree in the appropriate field including at least three courses directly related to the content area; many of the faculty members have doctorates or other terminal degrees. All faculty teaching for Columbia College at off-campus locations are part-time adjuncts. A core of recurring faculty teaches on a regular basis, and almost all teach in at least two of the five sessions per year.*

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.

*Full time faculty can teach 12 credit hours or less in a give session. Adjunct faculty can teach no more than 9 credit hours in a given session, but no more than 6 in-seat credit hours a session.*

- Expectations for professional activities, special student contact, teaching/learning innovation.

*Full time faculty members are required to have 5 hours a week of office hours for designated for their students. Full time faculty members are required to participate in professional development. Adjunct faculty members are required to provide their contact information to their students.*

#### Enrollment Projections

- Student FTE majoring in program by the end of five years. *(Please see attached Form SE)*
- Percent of full time and part time enrollment by the end of five years. *(Please see attached Form SE)*

#### Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.

*Associate*

*Bachelors*

*3 Year Mark – 100% 3 Year Mark – 10%*

*5 Year Mark - 100% 5 Year Mark – 100%*

*(NOTE: The above percentages are estimates because Columbia College does not track how many students graduate with an Associates or Bachelors degree specifically based on the time they begin their coursework. However, it is estimated that 100% of students who begin working on an Associate's degree should have the degree completed at the three year mark and 10% of students should have a Bachelors degree completed at the three year mark. It is estimated that 100% of students who begin working on an Associate's degree should have the degree completed within five years and 100% of students should have a Bachelors degree completed at the five year mark.)*

- Special skills specific to the program. *(Please see attached Market Demand)*

- Proportion of students who will achieve licensing, certification, or registration.  
(Please see attached Market Demand)
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.

*Columbia College's goal is to have all students score at least in the 75<sup>th</sup> percentile on all normed tests.*

- Placement rates in related fields, in other fields, unemployed.

*N/A*

- Transfer rates, continuous study.

*N/A*

#### Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. If there are no plans to seek specialized accreditation, please provide reasons. *The degree program being proposed has been approved by the Higher Learning Commission.*

#### Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys  
(*N/A*)
- Expected satisfaction rates for employers, including timing and method of surveys  
(*N/A*)

## Quality Assurance for Off-Site Programs

**A. General Oversight: Describe the manner in which this program will be managed. How does the management of this program fit within the institution's academic administrative structure?**

The Director of the campus is responsible for institutional program administration. The Director ensures that the program will be managed at the campus location. Mike Randerson, the Vice President for Adult Higher Education is responsible for all off campus programs. He reports directly to the President and works through the Executive Vice President and Dean for Academic Affairs on all academic issues. The Adult Higher Education office is staffed by one Dean and three Associate Deans, four Assistant Deans, a Director of Budget & Personnel, a Director of Compliance, a Director of Special Projects, a Faculty Coordinator, an Academic Advisor Coordinator & Trainer, a Personnel Coordinator, an Accounts Payable Coordinator, two administrative assistants and a secretary. Attached are copies of the organizational charts for Columbia College Adult Higher Education Division.

*(Attachment 1: Organizational Charts)*

**B. Faculty Qualifications: How do the qualifications of faculty at this site compare with those of faculty for this program at the main campus? Please note the comparable data regarding the proportion of course-section coverage by full-time faculty at each site.**

All adjunct faculty teaching at the main campus, online or at one of the nationwide campuses, must meet the same requirements established by the academic departments at the main campus. The minimum requirement for teaching any class is a master's degree in the field with relevant graduate coursework and/or professional or college-level teaching experience related to the subject matter of the course being taught. The campus director is responsible for recruiting, screening and interviewing potential faculty members. If the candidate meets the criteria established by the main campus, the director submits the candidate's academic transcripts, current resume and other appropriate documentation to the main campus with a recommendation that the candidate be approved to teach specific courses. Similarly, the director recommends current instructors to teach additional courses based on the departmental criteria. The Division of Adult Higher Education compares the recommendation against the established standards and forwards the recommendation to the appropriate academic department for review. The department reviews the candidate's credentials and recommends approval or disapproval (of each course requested) to the Executive Vice-President and Dean for Academic Affairs, who is the final approving authority. If approved, the director offers teaching assignments to the adjunct faculty member as needed.

*NOTE:* other than Nursing faculty at one location in Missouri, there are no full-time faculty teaching at nationwide campus locations.

**C. Supportive Services: Describe how the institution will ensure that students at this site will be able to access services such as academic support, library, computing, and financial aid, as well as other administrative functions, at a level of quality comparable to that of on-campus programs.**

*(Attachment 2: General Information About Stafford Library)*

**Computing:**

All Columbia College students are required to take or have earned the equivalent of CISS 170 – “Introduction to Computer Information Systems.” In the 2009-10 AHE Degree Completion Bulletin (page 62) this course is described as an “Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheets and data management software are used to explore use of microcomputers in business.”

**Library Resources:**

All students have access to extensive Stafford Library electronic resources provided by the college. Students may access the online library via the Internet using their Columbia College eServices login and password. In addition, Missouri campus students have access to physical resources via MOBIUS.

Faculty are instructed to guide students to appropriate Columbia College resource databases for their disciplines. Faculty often request use of computer labs for a hands-on guide to their classes. The staff is also able to direct students to the College’s research library databases in a one-on-one tutorial.

The college program of writing across the curriculum means that many courses, at both the upper and lower level, require research papers or assignments requiring database research. Students become more competent in using library technologies through practice.

**Academic Support:**

There are academic advisors at each Nationwide campus that rely on official evaluations from the main campus. All academic advisors must meet certain minimum qualifications for the position, including a Baccalaureate degree from an regionally accredited institution with proven academic success (normally defined by a minimum GPA of 3.0). In addition, more focus is being placed on attracting and selecting candidates who have earned or are in the process of earning a Master’s degree.

Academic Advisor conferences are held at the main campus at least every two years to provide refresher and extra training to advisors. Additional training is provided by the Academic Advisor Coordinator and Trainer from the main campus, online and through visits to nationwide campuses.

The College begins assisting students with degree completion at the time of admission. Students are required to list and submit transcripts from all colleges previously attended. College staff encourage all servicemembers and, prior servicemembers, to submit an SMARTS or equivalent document as soon as possible. Servicemembers are also informed of the requirements to have an

official SOC degree plan completed by the time the student has completed five classes in order to continue to receive tuition assistance.

The main campus Evaluations Department completes a degree checklist and SOC degree plan for each eligible student as soon as all materials are provided. Turn-around time for completion of a degree plan is normally two weeks after the receipt of all documents. Academic advisement is an integral part of the degree completion process. Students are advised at regular intervals: upon admission into the college (newly admitted students are required to meet with an academic advisor prior to registering for courses); upon completion of the official evaluation; after a 90-Hour Degree Audit and; at any other time a student desires during his/her college experience. Beginning with the 2008 early fall session, students have been able to access their degree plans at any time through the eServices feature on the Columbia College website. This allows the student to view his/her degree plan and experiment with "what if" scenarios.

Degree checklists and SOC plans are kept in each student's record and are regularly updated. A final Degree Clearance Evaluation is conducted by the main campus Evaluations Department upon receipt of the student's declaration for graduation, normally two sessions prior to the anticipated graduation date.

A new academic advising Website has been established exclusively for training and distribution of knowledge/informational publications for all Columbia College campuses. A number of publications have been designed to ensure academic advisors have access to the knowledge needed to correctly advise students, including documents designed to inform advisors of possible future changes to the academic curriculum, and publications to provide additional detail and explanation on key academic policies. Additionally, an annual State of Advising report highlights the current state of advising and provides a look at future training and development activities. An academic advisor newsletter is used to illustrate various advising techniques and discuss current trends and literature.

### **Financial Aid:**

The campus has trained staff members who address the issues of various forms of financial aid available to students. Students are able to contact the main campus Registration and Financial Call Center for information via email or an 800 number. Information regarding federal aid and military educational benefits is available in the AHE Degree Completion Bulletin and online at the college Web site <http://www.ccis.edu/offices/financialaid/>.

### **Other Functions:**

The College has contracted with Missouri Book Service (MBS Direct) to provide all textbooks and instructional materials to students. Students are able to order their textbooks via telephone or from the MBS Direct website however, students may purchase textbooks from any source they choose.

Students have multiple opportunities to attend graduation. The Columbia College main campus has two traditional graduations each year, in December and May. Graduates from any campus

are invited to attend either of these graduations. Additionally, Columbia College accomplishes over 20 other commencement ceremonies annually across the nation. Students are able to participate in any of these ceremonies. These opportunities are coordinated at the local level by the directors. All students can petition to participate in a commencement ceremony once they are within 12 credit hours of completing their degree; this allows students completing their degree requirements within the next two sessions to participate in a commencement ceremony close to the time of their actual graduation. All graduates are invited to attend the reception that follows the graduation ceremony.

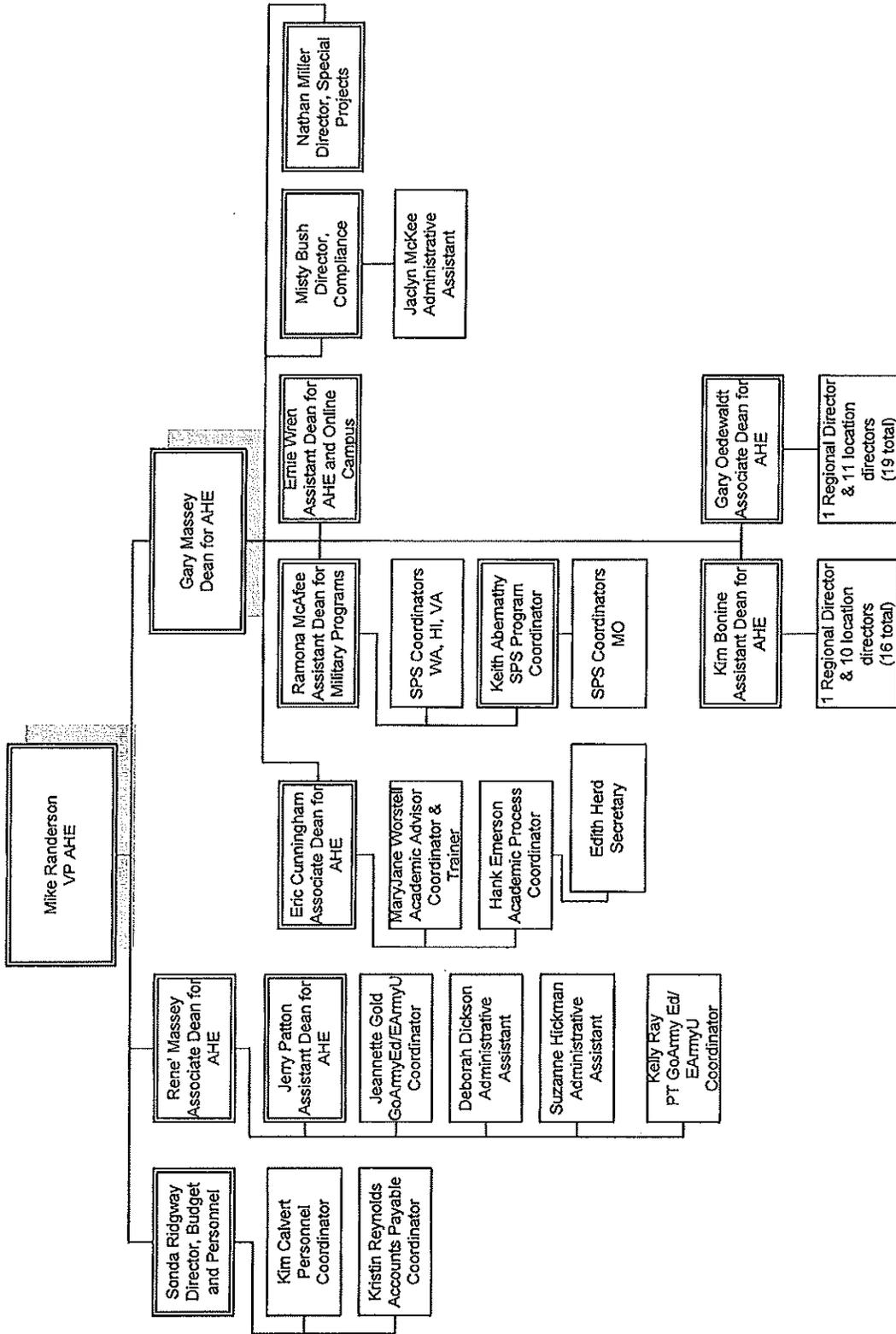
Each campus holds its own commencement ceremony or participates in a combined commencement ceremony with another location. Each year, a senior representative from the main campus attends the event to confer degrees.

Columbia College students participate in full cap and gown, are presented with a graduation certificate, Columbia College lapel pin and a Latin Honors cord (if appropriate). Graduate students are presented with academic regalia (hoods) during the ceremony.

A reception is held immediately following graduation. Generally, at the reception, college personnel have the opportunity to mingle with the graduates, their families and guests. This also provides an opportunity for photos with graduates and college officials.

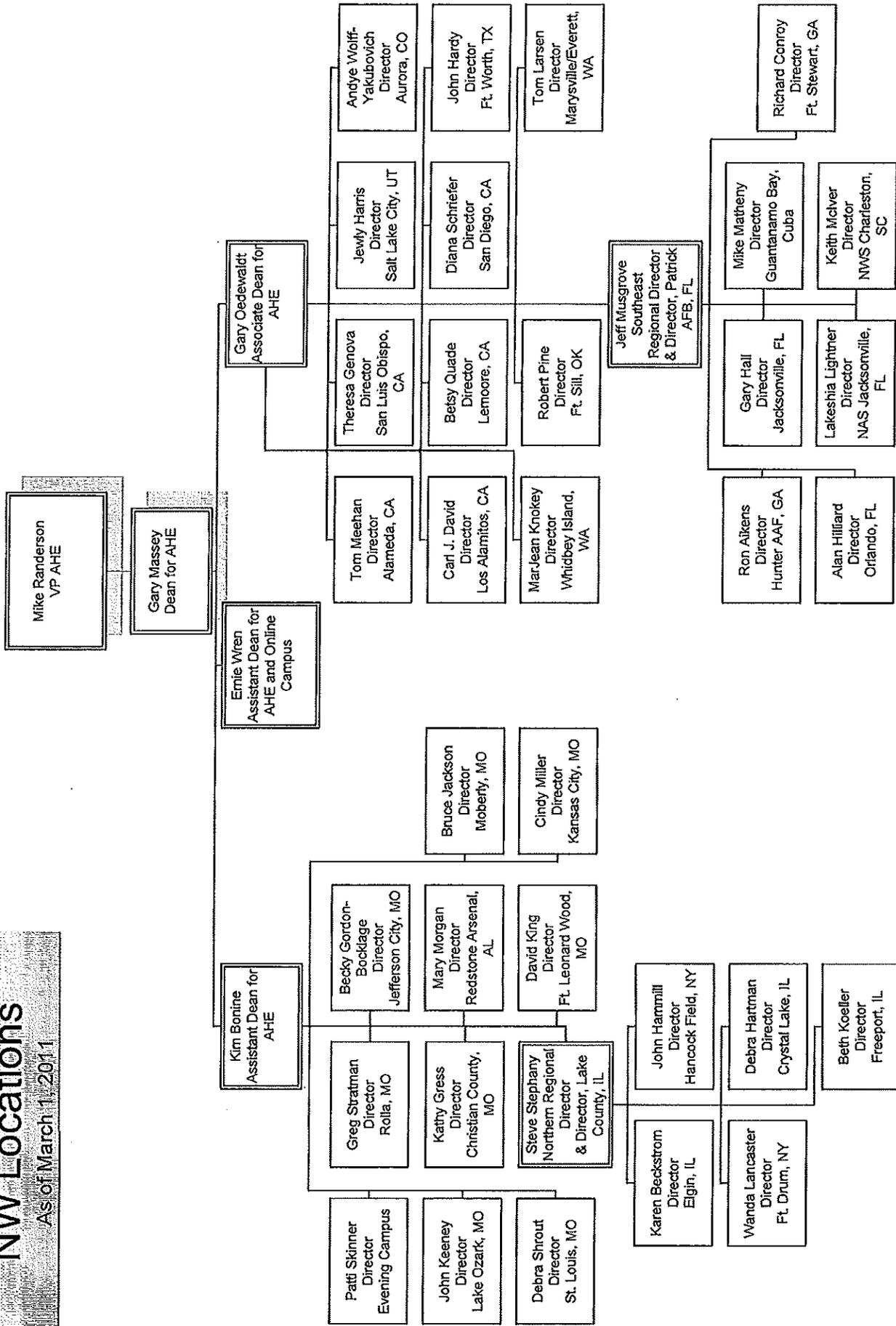
# **Attachment 1: Organizational Charts**

# Adult Higher Education Office - as of March 1, 2011



# NW Locations

As of March 1, 2011



## **Attachment 2: Library Resources**

## **General Information about Stafford Library**

### **What are Arthur and MOBIUS?**

MOBIUS is a group (consortium) of over sixty libraries throughout the state of Missouri that shares resources so patrons may borrow books not owned by their local library.

Arthur is a cluster or group of Missouri libraries, within the MOBIUS library consortium. It consists of six libraries in the central Missouri area: Columbia College, Lincoln University, the Missouri State Library, Stephens College, Westminster College, and William Woods University. The Missouri Dept. of Transportation (MoDOT), a partner of the Missouri State Library, is also accessible through Arthur.

MOBIUS is a state-wide consortium, while Arthur, part of MOBIUS, is a cluster of 6 libraries in the central part of the state.

### **What Is Interlibrary Loan (ILL)?**

Interlibrary Loan is the service through which libraries borrow and lend resources outside MOBIUS in order to provide patron access to materials not held locally. The rules governing using Interlibrary Loan are different at each library so you should check with your library about what is available to you.

### **What Is the Difference Between MOBIUS, Arthur, and Interlibrary Loan (ILL)?**

Arthur is a group of six libraries (Columbia College, Lincoln University, the Missouri State Library, Stephens College, Westminster College, and William Woods) that is part of the MOBIUS consortium. Interlibrary Loan is used to obtain material from libraries both in and outside of the state of Missouri that are not part of MOBIUS.

### **I have an ID I use to check out books, but what is a Location Code?**

The Location Code is an abbreviation that stands for your institution. In Arthur the codes are: Columbia College - CC, Lincoln University - LU, Missouri State Library - M, Stephens College - SC, Westminster College - WC, William Woods University - WW. You will also find your campus code on the request page.

### **Can I get a book or a photocopied article from another library?**

Yes, you can borrow books from any MOBIUS member library in person or by requesting the book through the catalog system. You can get books from outside the MOBIUS system by using Interlibrary Loan. While you cannot get photocopied articles from another library through the MOBIUS system, you can get them through Interlibrary Loan. See the sections on MOBIUS and Interlibrary Loan in this FAQ.

### **Where can I get help searching the catalog?**

If you can't find the answer to your questions in this FAQ, contact a librarian at your library for assistance.

### **Can I go to another library and use their facilities?**

Yes, you can visit any MOBIUS member library, use their facilities and check out books. A list of member libraries is available at <http://mobius.umssystem.edu/screens/libinfo.html>. You can

find the hours of the library on their home pages. There are a few things to keep in mind before you go:

1. Take the card you use to check out materials from your own library. The number you use to check out materials could be your student ID, your social security number, or a specifically assigned library number, it is whatever *your* library uses. For more information check with your library. If your ID card is not a picture ID take a picture ID with you.
2. Check with your home library before you go to make sure your account has all the necessary information. If your account is blocked for overdue books, fines or any other reason, you will need to clear that up before you can check out books at another library.
3. Remember your cluster is Arthur and find out what your home library uses for "Campus ID" and make note of your campus code.
4. Books are the only items you can check out from another library. Non-book items cannot be checked out from libraries other than your own. Some schools may allow you to use their periodical collections, but may not allow you to use their databases. If you need to use audiovisual equipment or materials, periodicals, databases, or any other non-book items check with the library in question before you go.

#### **Does the online catalog contain full-text journal articles?**

No. What you see in the online catalog is a record of the print periodicals any particular library holds in their collection. The record will have information such as the location within the library, the call number, and what issues of that journal the library owns.

#### **Can I get full-text journal articles?**

Check with your home library to find out what options you have. If your library does not have the online or print full-text of the article you need, they may be able to get it for you through Interlibrary Loan. Keep in mind that this may be a long process often taking more than two weeks.

#### **How do I renew books?**

- Open your web browser to your library's catalog.
- Follow the link that allows access to your library account.
- Enter your name and ID number as requested on the form. Remember to add the campus code to your ID number.
- Click the "Submit" button.
- On the next page, click the "Checked Out" button.
- Once your list of items appears, you can choose to renew any or all items by clicking the appropriate boxes to the left and then clicking on the "Renew Marked" button, or you can renew your entire list by clicking the "Renew All" button.

Important note: Not all items are renewable. Check the status of your item(s) after submitting your renewal command. If it renewed successfully a new due date will appear. If not, there will be a message showing the reason. Books from other institutions can take time to renew. Check back after a while to see if the renewal was successful. If you have questions or problems, please call or e-mail the circulation department at your library.

## **Help Using the Catalog to Search for or Request Books**

### **How long does it take to get the books I requested?**

Requested books should be delivered in approximately four or five working days. Your library will notify you when your request arrives. If you have questions or problems please call or e-mail your library.

### **How many books can I have out at one time?**

At the MOBIUS level undergraduates can have 10 books at one time and faculty and graduate students can have 20 books at one time. However, each library has its own limits regarding total items checked out, so you should inquire at your library.

### **How long can I keep books from other libraries?**

Books may be kept 30 days from libraries in the Arthur cluster and 21 days for books from other libraries in MOBIUS. You may renew books from other libraries, unless it is overdue or there is a hold on the book.

### **How do I find the books I need?**

Look for a book in your own library first. Expand your search to the Arthur catalog, then MOBIUS, if necessary.

Search for items by keyword, title, author, subject heading or call number. Use keywords to locate general topics (example: horses and diseases). Tips to help fine tune your keyword search and assistance creating an advanced keyword search are available in the "Keywords" searching sections of both the Arthur and MOBIUS catalogs.

If the item you need is not found or is not available in your library, click on the drop-down menu function directly to the right of your library's name to display your other options. Select another library to search, or choose "All Arthur Collections" and click on the "Search" button to the right to rerun your search.

### **How do I find books in other libraries?**

Look for a book in your own library first. Expand your search to the Arthur catalog, then MOBIUS, if necessary.

### *Starting in the Arthur catalog.*

You can search online from your home or office at <http://arthur.missouri.edu>.

Search for items by keywords, title, authors, subject headings or call numbers. Use keywords to locate general topics (example: horses and diseases). Tips to help fine tune a keyword search or for assistance creating an advanced keyword search are available in the "Keywords" searching section of both the Arthur and MOBIUS catalogs.

If the book you want is not found or is not available from your library, click on the drop-down menu directly to the right of your library's name to display your other options. Select another library to search, or choose "Arthur Library Catalog" and click on the "Search" button to the right to rerun your search in all six library catalogs simultaneously.

You are able to request books that you find from either the Arthur or the MOBIUS catalogs.

#### *Expanding Your Search to the MOBIUS catalog.*

If you have not found the books that you want at your library or in Arthur, or want a greater selection of material, click on the "Search MOBIUS" button in the home page of the Arthur catalog. This extends your search into MOBIUS, the combined catalog for academic libraries in Missouri. You are able to request books that you find from either the Arthur or the MOBIUS catalogs.

If you do not find the books that you are looking for in either the Arthur or MOBIUS catalogs check with the Reference or Interlibrary Loan department of your library. They can assist you in locating the materials that you need. Keep in mind that Interlibrary Loan can take some time.

#### **How do I request books from other libraries?**

From the Arthur catalog, perform a search and if you would like to request an item from another institution, click on the "Request" button.

The next page is the request form. Fill out the information on the form as directed. Be sure to use the location code with your ID number. Also carefully select the location where you want to pick up the book(s). Click on "Submit."

The next page will indicate whether your request went through successfully or not. If it was successful, expect a turnaround time of at least four or five work days. Your library will notify you when the requested book(s) arrives and is available to checkout.

If your request did not go through, double-check your personal information to make sure it is formatted as shown in the examples and that you have added the campus code to your ID number. Resubmit your request. If you continue to have problems, or if you have any questions, please call or e-mail your library.

#### **How do I find the call number and location of a periodical?**

Select "Journal, Magazine & Newspaper" under the "Guided Searches" bar. Enter the title you want to find.

#### **How do I find the information on items put on Reserve by my instructor?**

Visit your library's catalog for course reserves or contact your library with questions.

#### **How do I search for videos?**

Select "Keyword" under the "Guided Searches" bar. Use the drop-down menu "Format" to choose "VIDEOS."

#### **How do I search for music scores?**

Select "Keyword" under the "Guided Searches" bar. Use the drop-down menu "Format" to choose "PRINTED MUSIC."

### **How do I locate music CDs?**

Select "Keyword" under the "Guided Searches" bar. Use the drop-down menu "Format" to choose "SOUND RECORD."

### **How do I find computer related or tutorial CDs?**

Select "Keyword" under the "Guided Searches" bar. Use the drop-down menu "Format" to choose "COMPUTER FILE."

### **How do I find books written for children and young adults?**

Select "SUBJECT (Children's)" under the "Guided Searches" bar and enter your subject. If you are looking for a particular author or title, choose "Author" or "Title" from the search menu.

### **How do I limit my library catalog search to government documents?**

You can only do this if you have the Government Document Number. If so, select "Numbers" from the Arthur Library Catalog - All Collections page, then "Government Document Call Number" from the "Call Number and Other Number Searches" menu. Enter the number and search.

### **How do I save the results of a search in the catalog?**

See the section [Saving Searches/Making Lists](#) below for this information.

### **What does the Quick Search box do?**

You can quickly do almost any kind of search with the Quick Search without going to another search page. Use the "Search by" drop-down menu to see the types of searches you can perform. If you are not familiar with the Catalog, we suggest you look below the QuickSearch box and choose the link for an individual type of search (e.g. author, title, etc.). For each type of search, you will find examples that can help you with your search.

### **I got too many items with my search**

To decrease the number of items you retrieve:

1. *Do a subject search instead of a keyword search.* Library of Congress (LC) Subject searches cover a standardized list of terms called subject headings. But you must use the exact LC subject headings. Children's subject headings can also be used to search for specialized materials.
2. *Do a title search instead of a keyword search.* Sometimes you can find a handful of books with titles that begin with your topic, e.g. Management. As an alternative, you can type t: in front of a word to search for that word in the title of a work. This should also produce fewer results than a keyword search. Example: t:France finds materials with the word France anywhere in the title.
3. *Use the word "and" to do a keyword search on more than one concept.* The catalog will look for items that mention both terms. Example: television and children
4. *Use the word "not" between two terms to omit certain keywords.* The computer will look for items that mention the first term but omit any items that mention the second term after the Not. Example: South America not Brazil
5. *When viewing a record for an item you retrieved, check the "Subjects" field to find more specific headings/terms.* Scroll down through the record for an item you retrieved until

you see the Subject area. Here you will find suggestions for other subject terms you may use. A search on the word training, for example, will yield books on the narrower subjects such as Training of Teams in the Workplace.

6. Use the *Limit/Sort* button to narrow to a particular publication year or years, material type, language, etc. For example, you can search on World War II and limit the results to videotapes on the topic.

### **I got too few items with my search**

To increase the number of items you retrieve:

1. Do a *Keyword search* instead of a *LC Subject*, *Medical Subject* or *Children's Subject search*. A keyword search covers more fields, such as title, notes, etc.
2. Use the word "or" to search on variations of a concept. Using "or" to link two words with the same meaning or two words, either of which would satisfy your needs, will result in a larger number of hits from your search. Example: Amazon or Amazon.com, and another example: Greek or Latin.
3. Use an asterisk\* to truncate endings of words. Search for variations of a word by adding an asterisk. For example, to search for training, trainer, trainers or train, type: train\*.

### **I didn't get anything**

If your search yields zero results:

1. Check your spelling. Unfortunately, the catalog won't do this for you. You can use an asterisk \* if you know at least part of a word. Example: "Dostoevsk\*" will find Dostoevsky or Dostoevskii. If you want the catalog to fill in more than 5 letters, use two asterisks. Example: "totalit\*\*" for a search on totalitarianism.
2. Make sure you are doing the correct type of search, such as an "Author" search for authors, "Title" for titles and so on, or use a general "Keyword" search.
3. Do a simple search using fewer keywords. Limit the number of words you are stringing together with the word "and." For example, instead of "personnel and training and computer-assisted instruction", try "computer-assisted instruction and evaluation," or "training and computer-assisted instruction."
4. Search the MOBIUS catalog to see if another library/cluster has materials you want. Follow the link at the top of the screen to search the MOBIUS catalog.

### **I want to limit my search but what do the options under "Format" mean?**

The following list contains the formats you will find under the "Format" menu on the Keyword Search page and an explanation of the formats:

- PRINTED MATL - Book, both single and multi volume works, or periodicals such as magazines, professional journals, and newspapers
- VIDEOS - Videotapes, or 8 or 16 mm film
- SOUND RECORD - Music, lectures, or addresses on tape, disk, or record
- ARCHIVAL MATL - Materials housed in a special collection
- PRINTED MUSIC - Music scores

- MS MUSIC - Music produced by hand, either handwritten, typewritten or on a personal computer
- PRINT MAP - Atlases and folded maps
- MS MAP - Maps produced by hand, either handwritten, typewritten or on a personal computer
- SPOKEN RECORD - Lectures or addresses on tape, disk, or record
- 2-D GRAPHIC - Visible image displayed on a flat surface
- COMPUTER FILE - Computer programs or computer readable data
- KIT - Collection of several formats
- MIXED MATERIAL - Collection of several formats
- 3-D OBJECT - An artifact such as a toy or a model of a person
- MANUSCRIPT - A handwritten or typewritten original
- EBOOK - Electronic book, read online

## **Viewing Your Results/Locating Materials**

### **How do I know which library owns the book I need?**

When you do a search and view the record for an item, you will see a box where you will find an abbreviation for the library that owns the item in question. The libraries in Arthur and their abbreviations are:

Columbia - Columbia College

LU - Lincoln University

MOSL - Missouri State Library, MoDOT - Transportation Library

Stephens - Stephens College

WC - Westminster College

WmWoods - William Woods University

### **The book I want says the status is "LIB USE ONLY". Does that mean I can't borrow it?**

"LIB USE ONLY" refers to material that the owning library will not lend and that can only be used in that particular library. This may include reference books, rare books, archival documents, or other special resources.

### **My instructor wants us to use recently published materials. How can I tell from my results list when each item was published without having to look at each one individually?**

Conduct a keyword search and use the Sort feature on the keyword search page to sort by date.

## **Saving Searches/Making Lists**

### **How do I save the results of a search in the catalog?**

1. With the results of your search on the screen, place a check mark in the "Mark" box beside each item you want.
2. Press the "Save Marked Records" button at the top or bottom of the result list. Continue to mark and save records on subsequent pages. Continue to mark and save records on subsequent pages.

3. When ready to retrieve your list, press the Email/Save/Print button near the top or bottom of the screen.

### **I marked some records but I don't see the option to print or email my list.**

When you mark records, you must press the "Save Marked Records" button at the bottom of **each page**. If you leave a page without pressing this button, your marks will disappear. Once you have saved your marked records, you will see a button in the button bar which allows you to Email/Save/Print your list.

### **How can I print/download/email a list of items from the catalog?**

1. Do a search and have the search results on your screen.
2. Place a check in the "Mark" box beside each item you want.
3. Press the "Save Marked Records" button at the top or bottom of the result list.
4. Continue to mark and save records on subsequent pages.
5. When ready to retrieve your list, press the Email/Save/Print button on the button bar.
6. The screen that appears will provide options for emailing or saving the list. You may also display it on your screen and print it out.

### **Can I conduct a search, save it, and come back to it at a later date?**

Yes. The first step in conducting searches you wish to use at a later date is to log into your library account.

- Open your web browser to <http://arthur.missouri.edu/search~>.
- Scroll down to the link that reads, "View your library account."
- Enter your name and ID number as requested on the form. Remember to add the location code to your ID number.
- Click on the link "Search the Catalog."
- On the page with your search results you will see a bar labeled "SAVE YOUR SEARCH?" When you click on that bar your search will be saved and you will be able to go back to it at a later date by logging into your account and using the link "Preferred Searches."

When you access your saved searches you will be able to delete searches or mark searches for email. If you mark a search for email you will receive an email whenever your library receives new material that matches your search.

## **Library Visiting Policies**

If you are a patron at a MOBIUS institution ([listed here](#)), you can visit other MOBIUS institutions to check out books. The institutions in the Arthur cluster have compiled information about materials and services available to visiting MOBIUS members. The information below

covers some of the most frequently asked questions about visiting another library. If you have further questions not answered below, contact the institution directly.

	<b>Columbia College</b>	<b>Lincoln University</b>	<b>Missouri State Library</b>	<b>Stephens College</b>	<b>Westminster College</b>	<b>William Woods University</b>
<b>May MOBIUS walk-in patrons use subscription databases in your institution?</b>	Yes	Yes, with current university ID	Yes	Access is restricted to Stephens College faculty, staff, and students only	Yes	Faculty, staff and students of William Woods University only
<b>What process for identification/ authorization will MOBIUS members have to go through to use subscription databases?</b>	None	MOBIUS patrons would need to present a current university ID	None	N/A	MOBIUS patrons would need to present a current campus picture ID	N/A
<b>Can MOBIUS members --print out information from computers --access copiers?  What is the price for doing so?</b>	<b>Printing</b> - Yes, Donations accepted  <b>Copying</b> - Yes -5 cents/page	<b>Printing</b> - Yes  <b>Copying</b> - Black and white copies - 15 cents/page; color copies -	<b>Printing</b> - No  <b>Copying</b> - Yes -10 cents/page	<b>Printing and Copying</b>  Yes, 5 cents for black and white copies, 50 cents for	<b>Printing</b> - Yes, 10 cents/page  <b>Copying</b> - Yes -10 cents/page	<b>Printing</b> - No  <b>Copying</b> - Yes -10 cents/page

		50 cents/page		color		
<b>What is the policy regarding book check out by MOBIUS members?</b>	Excluding popular reading collection.	MOBIUS patrons may check out books in person with current university ID	MOBIUS patrons may check out books in person	MOBIUS patrons may check out books in person	MOBIUS patrons may check out books in person	MOBIUS patrons may check out books in person
<b>What identification/authorization process will MOBIUS members need to go through in order to check out books in person?</b>	Institutional ID, if ID does not include picture then a second ID with a picture is required.	A current MOBIUS institution ID.	A current MOBIUS institution ID.	A current MOBIUS institution ID.	A current MOBIUS institution photo ID.	Institutional ID, if ID does not include picture then a second ID with a picture is required.
<b>Can MOBIUS members use other materials in the library, such as CDs or DVDs? Is equipment available for their use?</b>  <b>What identification/authorization process do they need to go through?</b>	Materials and equipment can be used in-house, no identification/authorization is needed	Yes, the visiting patron is allowed to use these items in the library when they present a current MOBIUS institution ID.	Materials may be used in the library. Equipment to use non-book materials is limited. No authentication process is necessary.	MOBIUS members may use non-print materials in the library and equipment is available. Present an institution-issued	MOBIUS patrons with institution ID may use in-house library materials such as CDs, DVDs, etc during their visit. Equipment is available for in-house use.	MOBIUS members may use on-site equipment for playback of CDs, videotapes and DVDs, providing the equipment is not in use by William Woods

				photo I.D. at the circulation desk		University faculty, staff or students.
<p><b>Can MOBIUS members check out non-book materials if they come to the library in person?</b></p> <p><b>What identification/authorization process do they need to go through?</b></p>	No	No	Yes. Same as process for checking out books.	No	No	No

### Contact an Arthur Library

#### Columbia College, Stafford Library

1001 Rogers St.  
Columbia, MO 65216  
Front desk: 573-875-7381  
[reference@ccis.edu](mailto:reference@ccis.edu)

#### Lincoln University, Page Library

712 Lee Street  
Jefferson City, MO 65101  
Circulation: 573-681-5504

#### Missouri State Library, Reference Services Division

600 W Main St  
Jefferson City, MO 65101  
Front desk: 573-751-3615  
[libref@sos.mo.gov](mailto:libref@sos.mo.gov)

#### Stephens College, Hugh Stephens Library

1200 E. Broadway, Box 2054  
Columbia, MO 65215  
Circulation: 573-876-7182  
Reference: 573-876-7181  
[circulation@stephens.edu](mailto:circulation@stephens.edu)

**Westminster College, Reeves Library**

501 Westminster Ave

Fulton, MO 65251

Circulation: 573-592-5247

[reeves.library@westminster-mo.edu](mailto:reeves.library@westminster-mo.edu)

**William Woods University, Dulany Library**

One University Ave

Fulton, MO 65251

Circulation: 573-592-4289

Reference: 573-592-4279