

Chapter VIII.

University Services

Bookstore

The Marshall Bookstore, which is located in the Memorial Student Center, has been operated by Follett College Store since July 1995. Beginning the 97-98 school year, an additional 7000 square feet of space, a separate entrance, and all resale products will be relocated to a single floor. An inviting exterior view will face the John Denver Drinko Library with a Fifth Avenue entrance providing easy accessibility to the Marshall and Huntington communities.

With over 10,000 scholarly and general reading titles, 2000 medical, nursing and reference, and all currently required textbooks, our goal is to be the bookstore of choice. In addition to the region's largest stock of books, a special order service and computerize search program are offered to assist our customers. Service is provided to off campus students and alumni via our 800 number, E-mail and Internet with same day shipment by UPS.

A 70,000 item catalog is distributed to university departments for their convenience in ordering office supplies. Overnight service and office delivery is offered. Special volume pricing is offered on university departmental purchases.

The bookstore is open regularly
8:00-6:30 M-Th
8:00-5:00 F
10:00-5:00 Sat (with extended hour on game days)
Summer Hours 8:00-5:00 M-F (Closed Sat. & Sun.)

We accept personal checks, Master, Visa, American Express and Marshall University Points Card. Third party billing is accepted if preauthorized in writing.

Mailing address: Marshall University Bookstore
Fifth Ave. and Elm Street
Huntington, WV 25701

Phone: (304)696-3622
Out of area 800-547-1262
Internet: <http://marshall.bkstr.com>
E-mail: 419_marshall_WV@fcs.follett.com

Information Technology

The Marshall University Information Technology Office is located in room 119 of Old Main. Information technology is committed to improve the efficiency and effectiveness of every aspect of technology on campus by promoting and supporting Information Technology applications as a means of enhancing teaching/learning and

administrative operations. The IT Office integrates both library and computing resources for all Marshall University campuses and leads the development of an integrated information technology environment. By actively aiding and enhancing the academic and support activities of the University, IT delivers support and services that help faculty, staff, and students achieve Marshall University technology goals.

The Associate Vice President for Information Technology is responsible for providing direction, insight and vision to the campus information technology effort. The Web Developer and Instructional Technologists coordinate campus-wide committees for technology policies and resources. This includes providing support for faculty in designing courseware, in using technology-enhanced classrooms, web based design and utilization of advanced technology tools for instructional development.

Computer Services

The Marshall University Computing Services (UCS) central sites and administrative offices are currently located on the second floor of Prichard Hall on the Huntington Campus and the second floor of the Administrative Center on the South Charleston Campus. Additional sites on the Huntington Campus include Corbly Hall, Harris Hall, Smith Hall, The Morrow Library, Gullickson Hall, and Residence Halls. In the summer of 1998, with the opening of the new Drinko Library and Information Center, the Huntington campus central site and administrative offices will move to the new center. In the Spring of 1998 the South Charleston campus will add the Academic Center. The UCS mission is to "provide and facilitate quality computing, networking, and information services for the students, faculty, and staff of Marshall University in support of instructional, research, administrative, economic development, and community service needs."

UCS plans and manages the University's data network, MUnet. MUnet on the Huntington Campus is a fiber optic FDDI based network providing bridged and routed FDDI and ethernet connections to every campus building, office desktop, and many campus computing labs, meeting rooms, residence hall rooms, and classrooms. On the South Charleston Campus a switched ethernet backbone provides ethernet service to both the Administrative and Academic Centers. A plan to connect the two campuses in the fall of 1997 is in place. The two campuses will be interconnected with a high-speed ATM (Asynchronous Transfer Mode) link, which will provide voice, data, and video services between Huntington and South Charleston. MUnet is

linked to the Internet via high-speed digital T1 service (soon to be ATM) providing MUnet based systems full access to the Internet. UCS, in conjunction with WVNET (the West Virginia Network for Educational Telecomputing), also sponsors a bank of 96 v.34 (up to 33.6 kbps) (planned upgrade to US Robotics X2 (up to 56,000 bps) in the fall of 1997) capable modems supporting asynchronous terminal access, and PPP (Internet/TCP/IP Point to Point Protocol) services with local dial access in Huntington, Charleston, and many other sites in the State. This is a fee-based service managed jointly by Marshall University and WVNET available though Marshall University only to individuals with ties to Marshall University, state and local government, or other higher education institutions in the state. Contact the Help Desk for more information.

UCS plans and manages several University Computing Facility (UCF) Sites which provide public access to MUnet connected terminals, Windows Personal Computers, and Apple Macintoshes for the campus community. Facilities are currently available, on the Huntington Campus, in Corbly Hall, Harris Hall, Morrow Library, Smith Hall, residence halls, Gullickson Hall, and soon, the new Drinko Library and Information Center. Additional facilities are located in the Administrative Complex of the South Charleston Campus. The Morrow Library Media Staff and Residence Services Staff proctor the Morrow Library site and Residence Hall sites. All UCF sites provide monochrome laser printer output and all sites, with the exception of the Residence Halls, provide color image scanning and optical character recognition. Color print is available at selected sites. The Drinko Library and Information Center and Smith Hall Sites provide scanning for 35mm slides, 35mm slide output, video and audio capture for multimedia applications, CD-ROM production, color print, and higher capacity removable media capability.

Central timeshare and server facilities include over fifty servers and systems consisting of a mix of Digital VAX and ALPHA processors running Open VMS and Digital UNIX, IBM RS/6000 AIX, HP3000 MPE, and Intel-based Novell Netware and Microsoft Windows NT. These systems provide timeshare, file, print database, CD-ROM, mail, Library, and web services to personal computers and workstations. A wide variety of software products are available to MUnet users including administrative software based on SCT corporation's BANNER products, office automation products (wordprocessors, spreadsheets, electronic mail, document production, electronic filing, calendar/ time management, and other groupware functions), computer based instruction, programming languages, query/ data base packages, CD-ROM databases, graphical/presentation products, courseware delivery, and electronic publishing packages.

Central Computing and Network Services are available 24 hours per day seven days per week except for scheduled maintenance periods. Offices and UCF Sites are open according to the following schedule excluding University holidays:

Prichard Hall Main Offices (Huntington) and Administrative Complex (South Charleston):

8:00 AM- 4:30 PM M-F

Huntington Campus UCF sites (Smith Hall, Corbly Hall, and Harris Hall) during the regular fall and spring term (hours may be extended during peak periods if funding is available). Check for summer availability.

8:00AM- 10:00PM M-Th

8:00AM- 4:00PM F

In addition, the Smith Hall site offers weekend hours during the regular fall and spring term. Again please check for summer and peak-period availability.

1 :00PM - 5:00PM Sat

1 :00PM - 5:00PM Sun.

South Charleston Campus UCF sites: (These sites are currently operated as open labs with no assistance available)

8:00AM- 10:00PM

UCS also provides technical support for UCF public sites in the Morrow Library and all of the Residence Halls. The Library and Residence Services set schedules and hours of operation of these facilities.

UCS offers a variety of Faculty/Staff Training and Development workshops and seminars on current topics of interest to the university community each semester. These sessions are free of charge.

UCS provides a Help Desk for MUnet account holders available by calling 304.696.3200 or by e-mail at helpdesk@marshall.edu. Help is available to MUnet and dial-up account holders on a variety of subjects ranging from network connection to application software assistance. Current hours of operation are: (expanded hours are expected. Check for new hours)

8:00AM - 8:00PM M - Th

8:00AM - 5:00PM F

1:00PM - 5:00PM Sat

1:00PM- 5:00PM Sun

UCS negotiates software site licenses on many software products as well as equipment contracts for computer hardware and establishes minimum standards for hardware and software purchases for the campuses. A departmental purchasing planning team assists departments and/or individual faculty and staff in the purchase of Information Technology products and services.

Periodically UCS collects data from the University community for the completion of a campus computing and networking plan. This annually updated plan combines information from the campus community with information on current computing and technological trends to provide the strategic and operational planning for Marshall University in the area of Information Technology. This planning is essential for the campus to remain competitive and contemporary in its implementation and utilization of Information Technologies.

Please visit the UCS Web page at <http://www.marshall.edu/~ucs/> or telephone 304.696.3140 for:

- additional information about any of these services
- current schedules and information
- Computing Facilities scheduling policies and procedures
- University computing policies, specifically use and abuse

policies.

Campus Information

News Letter: The Office of University Relations issues a weekly News Letter of general university news and information. Items for the News Letter should be given to the University Relations Office by 10 a.m. Tuesday for Thursday publication. Faculty members are asked to read to classes the student announcements section. Items of a commercial nature are not accepted.

Special bulletins may be issued by the University Relations Office when a need arises. Such special bulletins must be of general interest to university personnel.

The Parthenon: The university's student newspaper is distributed on the campus and contains items of interest to students, faculty, and staff. Persons wishing to submit items to the newspaper should contact the Parthenon office, 696-6696.

Calendar: The Office of Student Activities and Cultural Events maintains a calendar of university events and publishes a calendar for fall and spring.

The Tri-State Arts Forum: Marshall University Institute for the Arts issues this publication periodically to publicize university and community events in the arts.

Campus Connection: The Department of Human Resources/ Personnel publishes a monthly newsletter which is individually addressed to all permanent employees. It contains information on policies and procedures, benefits, training and development, and general employee news.

Lost and Found Service

The Main Desk in the Memorial Student Center maintains a Lost and Found Service for the university as a whole. Items found should be given to the main desk attendant. The item will be recorded and, upon proper identification, returned to the owner. In looking for a lost item, check with the attendant at the desk. Lost I.D. Cards should be returned to the Campus I.D. Office, Old Main 213.

Information Center

The Information Center is located at the Main Desk in the Memorial Student Center. The Information Center serves as a central point where students, faculty, staff, visitors, and guests of the university can find answers to their questions about Marshall University.

Memorial Student Center

The Memorial Student Center offers fountain and cafeteria services, dance and meeting facilities, and recreational facilities for students, staff and administrative personnel. The Multi-Purpose Room (Don Morris Room) as well as other meeting rooms may be reserved by campus groups for dances, social affairs and/or meetings. Specific information regarding the charge for using these facilities and

scheduling may be obtained from the Facilities Scheduling Office, Room 1W31.

Mail Service

The Marshall University Mailroom is located in Old Main 23B. Mail is distributed to departments twice daily during the fall and spring semester and once daily during the summer.

Telephones

Inquiring requiring telephone service and long distance accounts should be made to the office of Campus Technology 696-2375.

Speech and Hearing Center

The Department of Communication Disorders operates the Speech and Hearing Center which provides help with speech and hearing problems. The Center also provides special training for individuals who would like assistance with dialect change. Services are available for Marshall students, faculty and staff and the general public. A reduced fee is available to Marshall students, faculty and staff.

Inquiries regarding services provided or scheduling should be directed to the Office Manager (304)696-3640. The Center is located in Smith Hall 143.

The Department of Communication Disorders also provides special training for students requesting assistance with dialect change or foreign dialect. People who have foreign dialect or who have non-standard speech patterns not considered to be clinically significant but which they wish to change may be scheduled in the clinic.

The Welcome Center

The Welcome Center is conveniently located at the corner of 18th Street and 5th Avenue across from Twin Towers West. Visitor parking is available adjacent to the Center and a circular drive in front of the building provides a convenient place to stop for a quick trip to the Welcome Center to obtain admission applications or other materials.

At the Welcome Center you can:

- *learn about the University
- *tour campus
- *obtain scholarship information
- *obtain a selection of brochures describing many programs and majors

Campus tours are offered by appointment each weekday at 10:00 a.m. and 1:00 p.m. and can be arranged by calling 800-642-3499 or (304)696-6833. Saturday campus tours can also be arranged. Counselors are available Monday through Friday 8:00 a.m. to 4:30 p.m. and will to assist you in any way.

The Birke Art Gallery

The Birke Art Gallery was established in 1970 through a generous gift to the Marshall University Foundation from

Mrs. Helen Birke who wished to provide Art Department majors, faculty and the general tri-state community with an exhibition space in which an ongoing selection of contemporary art could be scheduled. The Birke Art Gallery is directed by a full-time art faculty member with the assistance of student help and is located on the first floor of Smith Hall. It is open in the Fall and Spring Semesters Monday-Friday, 10-4 p.m. and Monday evening 7-9 and Saturdays 1-4 p.m.

Each year the Birke schedules a selection of exhibitions that include three to five contemporary shows of artists, working in a wide-range of media and styles, whose expertise on a regional or national level has been acknowledged. In addition to this slate of exhibitions, the Birke also features exhibitions for our graduating Master and Senior students as well as the Annual Juried Student Competition that is offered in February.

In addition to the changing exhibition schedule, the Birke Art Gallery provides complimentary alternative programs such as art cinema, artist and art historical lectures, artist workshops and art performances. For more information call the Birke Art Gallery at 696-2296 or the Department of Art at 696-7670.

Faculty Fund

All faculty members and, administrators are asked in the fall to donate to the faculty fund. The University Functions Committee uses the funds to defray the cost of sending remembrances and get-well gifts.

Faculty Wives Club

The purpose of the Faculty Wives Club is to promote the social and cultural life of the members. Membership is open to all women whose husbands are (a) members of the Marshall University faculty, that is, those having at least the rank of instructor; (b) administrative officers and administrative assistants; (c) coaches who are employed full-time by the university; (d) associated full-time with the university as directors and assistant directors of auxiliary groups such as Research Projects, Student Christian Center, Placement Office, Alumni Affairs, Student Center, Bookstore, etc.; (e) librarians; (f) retired members of groups (a) —(e), or now deceased, who were in any of the groups (a) —(e) at the time of their death. Women in group (f) are Honorary Members.

During their first three years at Marshall, wives are also eligible for membership in the Newcomers Club.