

days for faculty & Staff, the patron's borrowing privileges are suspended. The patron's record will be blocked in the automated system, preventing any further checkouts until the situation has been remedied. No block notices are sent.

NEW BOOKS

New books are housed on the New Book Shelves (across from the Reference Desk) for one week before shelved in the main stacks.

RESERVE MATERIAL POLICIES

Reserve Services are a part of circulation and are handled at the Circulation Counter. Books, journals, journal articles and other materials in frequent demand for classes are placed on Reserve by faculty members. Most reserve materials may be used only in the library for a two (2) hour period.

A valid PVAMU ID must be presented to use reserve materials. Only three (3) items may be charged from Reserve at one time. All materials borrowed from the Reserve Section must be returned to the Circulation Counter. A fine of \$1.20 for the first minute and \$.10 each additional minute is charged for overdue Reserve materials.

Dr. Rosie L. Albritton, Director of Library Services

**John B. Coleman Library
Prairie View A&M University**

Circulation Department (936) 261-1542

<http://www.pvamu.edu/Library>

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Circulation Department @ John B. Coleman Library



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Circulation Department Mission Statement

The mission of the John B. Coleman Library Circulation Department includes making it easy for library patrons to find the materials they need in the stacks and behind the Circulation Front Desk in a timely manner. Towards that end, books and other items are constantly shelved within 24 hours of their use, stacks are maintained, and are steadily monitored to insure that all items are in correct Library of Congress shelf order at all times.

Furthermore, the mission of the Circulation Department is to provide optimal levels of all Circulation functions, including those dealing with the Interlibrary Loan (ILL), ILLIAD Department's lending and borrowing activities, the Learning Resource Center's (LRC) activities associated with video tapes, cassette tapes, CDs, DVDs, TVs, Nomads, and other audio/visual items, equipment, and the Teacher Reserves, ERES Department's activities dealing with materials processing, both online and off, as well as the Circulation Departments other duties, such as the processing of TexSHARE and HARLIC cards and Community Card.

Serving the library user, our patrons, and good customer service is our focus, and these patrons primarily include the faculty, staff, and students of Prairie View A&M University, as well as the residents of the surrounding community.

The Circulation Department is located on the first floor, to the left upon entering the library; phone (936) 261-1542 for information.

GENERAL INFORMATION

Circulation staff will check materials in and out, answer directional questions, locate items in the stacks, assist patrons with routine problems, and refer patrons to appropriate library departments.

Students, faculty, and staff may check out circulating items by presenting a valid PVAMU ID card with current barcode. Barcodes must be updated every semester. ALL students must bring a current fee receipt and their PVAMU ID card to the library in order to get a barcode.

Community residents may obtain a library courtesy card for \$10/year. TexShare and HARLIC member patrons may use special ID cards obtained from their home institutions to check-out materials from the Coleman Library. All patrons are responsible for any materials checked out on their ID cards and for any fines incurred related to those materials. **LOST OR STOLEN ID CARDS SHOULD BE REPORTED AT THE CIRCULATION COUNTER IMMEDIATELY.**

LOAN AND OVERDUE BOOKS POLICIES

All students may check out books in general circulation (not on reserve) for 21 days. Faculty and staff may check out books for 120 days. Community users with a library courtesy card may check-out circulating materials for 21 days. Circulating books may be renewed if there are no holds or recalls. An ID card is needed for renewals and books may be renewed by telephone. There is a maximum of three (3) renewals per patron.

A faculty member may request recall of a book after it has been checked out if it is needed for reserve. Recall notices will be mailed to patrons who are requested to re-

turn the material immediately. Circulation privileges will be suspended for patrons who do not immediately return recalled materials. An individual who wishes to use a book that is charged out may place a "hold" on the item. S/he will be notified when the book becomes available.

The date the book is to be returned to the library, the due date, is stamped in each book. Patrons are responsible for returning all borrowed items on time whether or not an overdue notice is received. Overdue notices will be sent within fourteen (14) days of the due date, with a second notice sent after twenty-one (21) days. Books must be returned in the book return slot at the circulation counter or the outside return on the west side of the library. The borrower is responsible for material lost due to improper returns.

Fines must be paid at the circulation counter. A fine is charged for each day an item is overdue.

The following charges will be made:

Regular circulating books -- \$.25 per day to a maximum of \$65.00

Reserve Materials -- \$1.20 for first minute and \$.10 each additional minute to a maximum of \$90.00

Lost or unreturned books -- Replacement cost of the book plus a \$15.00 processing charge.

If library materials are not returned or reported lost within 30 days of the due date for students and community or 120