

Welcome to the John B. Coleman Library



The John B. Coleman Library holds over 350,000 volumes, including over 800 print periodical titles with access to several thousand electronic full-text scholarly journals. The library is also a participating member of a statewide database-sharing program known as TexShare, and a member of the Houston Area Research Libraries Consortium (HARLIC). These multi-type library consortia provide online resource-sharing and reciprocal borrowing privileges.

Information is provided at several public service contact-points in the Library, including the Reference Desk, Circulation Desk, the Current Periodicals Desk, and the Information Desk. The Library is fully automated with terminals available for public use, and maintains a fully integrated library technology system to support all library operations and technical services. Reserve materials, audio-visual media, and equipment are available at the Circulation Desk. The Special Collections Department on the 5th floor houses a number of unique collections, including the University Archives, and a rare book collection. The Delco and African American Art Gallery occupies the 4th floor of the Library. The University Library is also responsible for providing Distance Library Services for the Nursing Program located in the Houston Medical Center, and for the Graduate Programs offered at the Northwest Center, in Spring, Texas. The John B. Coleman Library building also accommodates several campus facilities that are not administered by Library personnel, including the Computer Lab (Room 210), the Tutorial Center (Room 208), and the Jazzman coffee-shop on the first floor.

Perhaps our most valuable resource is the dedicated and talented library staff. Together they work to assist students and faculty with their research and information needs. If you are unable to locate materials or encounter difficulty in using any resources, services, or part of the library, please ask for help from the library staff. We strive to ensure that our students, faculty, staff, and other members of the University community have the necessary resources and materials. With a variety of print collections and a growing list of comprehensive online resources, the John B. Coleman Library is experiencing a vital stage of "transformation." We will continue to develop a quality balanced collection from the ever growing world of print, while also maintaining a steady response to the technology of a rapidly changing world of networks, databases, and global internet access. Please remember that this is "your library!" Put the John B. Coleman Library to work for you, as we provide leadership in accessing and using information. As we pursue our mission, the University Library is committed to the following core values: Change as Opportunity; Collaboration; Diversity; Integrity; Learning; and Service.

Dr. Rosie L. Albritton, M.A., M.L.S., Ph.D.
Director, University Library Services
Professor, Educational Media and Technology

4/08 rla

Instruction Sessions Available for Your Class

- How to use the Library Catalog. How to find books, journals and other resources that the library owns.
- Library Use policies, physical layout of the library
- General interest databases. Like ProQuest, Ebsco-Host, JStor etc. Searching basics.
- Subject specific databases: Math Review, ChemVillage, Science Direct, Avery Index, etc.
- Citation styles APA, MLA, and other citation styles
- Newspaper, magazines vs. journals. Differences between primary and secondary sources.
- Evaluating resources: Online resources and traditional resources evaluation.
- Locating full-text when you only have a citation: E-Journals searching and locating a particular item through a citation
- Building a search strategy: Broadening or narrowing a search through building search blocks; identifying keywords. Boolean logic.

Contact Information:

Library Administration

Room 207
(936) 261-1500

Circulation

(936) 261-1542

Reference

(936) 261-1535

Northwest Campus

(713) 790-7282

Special Collections

Archives
Room 505
(936) 261-1540

Computer helpdesk

(936) 261-2525

askalibrarian@pvamu.edu

Make Time for Research @ The Library



Drop in and stop by the John B. Coleman Library, Room 108 every Thursday at 4 pm. There will be a live librarian to help on common topics you may encounter in doing your research here at the university, including (but certainly not limited to) how to find a book in the online catalog, how to find an article in the database and website evaluation.

No appointment is needed;
classes are welcome as are interested individuals.

Question? (936) 261-1535



University Library Information @ John B. Coleman Library



Dr. Rosie L. Albritton
Director of Library Services

John B. Coleman Library
Prairie View A&M University

Information Services (936) 261-1535
Askalibrarian@pvamu.edu
<http://www.pvamu.edu/library>



General Information

The John B. Coleman Library, the tallest building on campus located at the end of University Drive, is open 7 AM-12 midnight M-TH; 8 AM-5 PM F-Sat; 1 PM-12 midnight Sun during the Fall and Spring semesters. Hours change during exams and university holidays. Check the library doors or the library website at <http://www.pvamu.edu/library> for changes to the library's hours. *Food and drink are not permitted and cell phones should be turned off or put on "vibrate" while in the library.*

Ask questions and get help at the Reference Information Department, on your right as you enter the Library: Reference Librarians are available to help you find books, articles, information, or answer other questions. Encyclopedias, dictionaries, and guides in all subjects are located here. Books located on the first floor of the library, other than in Reserves behind the Circulation counter, cannot be checked out. A typewriter and a change machine are also available here. Library employees do not give change. You can also phone in questions at (936) 261-1535 or E-mail your questions to askalibrarian@pvamu.edu.

Books you can check out are listed in the catalog as "Stacks" and located upstairs (check the map by the 1st Floor elevators for the exact floor location). The call numbers are divided as follows:

2nd Floor	A-H
3rd Floor	J-Z and Juvenile Collection
5th Floor	Special Collections/Archives

Check out books and other materials at the Circulation counter, located on your left as you enter the building: Get your library barcode on your PVAMU ID here! *Your PV ID card must be updated every semester or summer session with a fee receipt from the Cashier's Office or an Account Summary printed from Panther-Tracks.* Students may check out up to 25 books at a time for 3 week periods. Books may be renewed in person or by phone by calling (936) 261-1542. Books can be returned after hours through the book drop located outside by the side doors. Books and articles the library does not have on hand can be ordered using Interlibrary Loan

through the library website, and may be picked up at the Circulation desk upon receipt.

Distance Library Service The J.B. Coleman library provides a wide range of library services to the distance learning community including satellite campuses, distance education faculty, staff and students taking hybrid or remote courses.

Distance education students and faculty have access to library materials and resources through the online catalog and the research databases. A student must be enrolled in an online course, a ITVN course, or an off-campus learning course administered by PVAMU in order to receive Distance Education services. If the student is also enrolled in on-campus courses, s/he must visit the library in person rather than request materials by mail.

The Distance Library Services office is located at the Northwest Campus, please call for office hours: 713-790-7282 or email ejbrumfield@pvamu.edu.

<http://www.pvamu.edu/pages/3664.asp>

Internet Access Computers: There are 26 computers on the 1st Floor for student research use. Each computer is numbered so that students can pick up their print-outs from the public printers in the reference area. Word processing, PowerPoint documents and spreadsheets can be printed, but any editing must be done in the Computer Lab upstairs (Room 210).

Lost and Found is located on the left side of the 1st Floor Circulation Counter.

Magazines, Journals, Newspapers and other materials are located in Periodicals/Government Documents room (far right as you enter): The library keeps 2 years of journal issues on these shelves. Bond (older) issues are located upstairs by call number. However, most articles are found in databases acces-

sible online via the library's home page at <http://www.pvamu.edu/library>. Materials issued by the U.S. Government federal government are also housed in this area. Daily newspapers, microfilm, and microfiche are also available here.

Phones/Restrooms: Restrooms are on the 1st, 2nd, 3rd, and 5th floors behind the stairs. Phones for student use are located by the stairs on the 1st floor.

Photocopiers: The 1st Floor has 3 photocopiers for student use. Activate your Panther Bucks (PVAMU ID) to allow you to use the 2 photocopiers that are card-operated. There is only 1 coin operated photocopier in the Library located in Periodicals.

Remote Research Access: All Prairie View faculty, staff, and students may access the library's online databases from off-campus. Instructions are available by clicking on "Off Campus Access to Resources" on the Library homepage.

Reserves (far right side of the Circulation Desk): If your professor has placed a book in the library for your use, go to the Circulation Desk to obtain the item. *You must have your updated PV ID card to check out reserve materials.* For articles, book chapters and multimedia, you may view and print them online 24/7 at <http://pvamu.docutek.com/> Reserve materials normally check out for two hours and cannot be renewed. You will be fined if the item is returned late.

Special 4th Floor Gallery: The library's 4th floor is devoted to space for special permanent exhibits, including the Wilhelmina Fitzgerald Delco Exhibit and the African Art Collection.

Special Collections/Archives (Room 505): Hours 8 AM-5 PM M-F. The Special Collections/Archives Department is on the 5th floor. Appointments are preferred. Patrons should provide advanced notice to the staff to provide time for locating materials. Materials include rare books, Black Heritage of the West, Blacks in the Military, PVAMU master's theses, doctoral dissertations, and the T.K. Lawless Collection. Materials cannot be checked out. PVAMU ID requested. Call (936) 261-1540 for more details.