

John B. Coleman Library

Library Handbook



Prairie View A&M University

A Member of the Texas A&M University System

Academic Year 2004-2006

John B. Coleman Library Handbook

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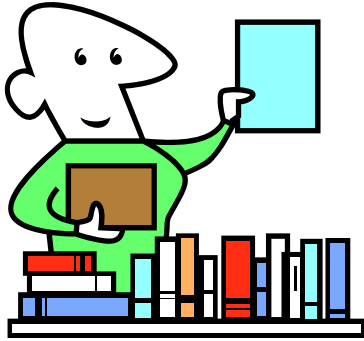
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1 ABOUT THE LIBRARY



1 – Vision Statement

The John B. Coleman Library seeks to achieve excellence by encouraging, facilitating, and coordinating the active participation of patrons in identifying and acquiring resources needed to support present and anticipated curricular and research needs. The Library also seeks to instruct patrons in all aspects of information retrieval for current and future needs and to provide consistently high quality service in answering the needs of the community.

2 – Mission Statement

The John B. Coleman Library defines its mission consistent with the mission and goals of the University, Texas A&M University System, and State of Texas. Further, the Library's mission is to support and enhance instruction, learning, and research in ways consistent with the philosophy and evolving curricular programs of the University and to be an integral part of the educational community. The John B. Coleman Library, housing the largest and most important information resources within the academic community, constitutes the central foundation of the entire educational program and assists in the cultural development, personal enrichment, and recreation of all patrons.

3 – Library Hours

Main Library		
Spring and Fall	Monday-Thursday	7:00 AM - 12:00 AM
	Friday-Saturday	8:00 AM - 5:00 PM
	Sunday	1:00 PM - 12:00 AM
Summer (May-29-2007 - August 5, 2007)	Monday-Thursday	8:00 AM - 9:00 PM
	Friday	8:00 AM - 5:00 PM
	Saturday	8:00 AM - 5:00 PM
	Sunday	CLOSED
Note Holiday Hours below		
Between Semesters	Monday-Friday	8:00 AM - 5:00 PM
	Saturday-Sunday	CLOSED
Intersession Hours May 14-28, 2007		
Between Semesters	Monday-Friday	8:00 AM - 5:00 PM
	Saturday-Sunday	CLOSED

Hours for holidays, final exams, and interim periods are posted on the front doors of the Library and the Library's web page, as necessary. Library hours are posted in the lobby of the library, as well as on the Library's web page:

<http://www.tamu.edu/pvamu/library/index.html>

4 – Location of Libraries

John B. Coleman Library

Prairie View A&M University
Prairie View Texas 77446
936.857.2612

Driving Directions:

From Houston, take Hwy 290 West to the Prairie View exit. At the light, turn right. If you are visiting, be sure to stop at the Information Booth on the right hand side, just after the intersection, to get a yellow Visitor's Tag for your car.

Northwest Campus

16000 Stuebner Airline Road Suite 130
Spring, Texas 77379

Driving Directions:

Take 290 to Highway 6/FM 1960 Exit, heading east for about 9 miles. Turn left onto Steubner Airline Road.

University Center

<http://www.tuc.edu>

3232 College Park Drive
The Woodlands, Texas 77384
281.618.7170

Driving Directions:

Directions to the campus are on the web page above. The campus is located at Exit #79 on Interstate 45. Take State Highway 242 west from I-45, past Montgomery College, one-third mile on the right.

Music Library

Hobart Taylor Building
Prairie View A&M University Campus
936.857.3390

College of Nursing Library

1801 Main St. Ste. 801
Houston, Texas 77002
713.797.7000

Driving Directions:

The library is located in the Medical Center area of central Houston, near Rice University and Hermann Park.

5 – Contact us

a. Phone Numbers

IMPORTANT LIBRARY PHONE NUMBERS

Administration.....	x2012
Bibliographic Access.....	x4886
Circulation/Interlibrary Loan.....	x2625
Information Services.....	x2612
Periodicals.....	x2515
Reserves/Audiovisual Materials.....	x2625
Special Collections/Archives.....	x3119

These offices may also be reached from off-campus by dialing 936-857 followed by the extension.

b. Virtual Reference

The Virtual Reference service, a joint project with all the TAMU system libraries, is an interactive chat session with a live Librarian who can help you with your assignments and questions. Click on the “AskNow!” button on the homepage to use this service day or night. Hours are M-W 10am-10pm, R and F 10am-6pm, Saturday closed, and Sunday 6pm-10pm.

c. Ask a Librarian

Our e-mail reference service at question@coleman.pvam.edu lets you ask questions of the library staff. Responses are sent usually within 24 hours of receipt by the staff.

6 – Library Policies

a. Circulation

GENERAL CIRCULATION INFORMATION

Students, faculty, and staff may check-out circulating items by presenting a valid PVAMU ID card. A current library barcode must be on the ID card for it to be valid. A barcode may be received at the Circulation Desk and must be updated each semester. Community residents may obtain a library courtesy card at the Circulation Desk for \$10/year. TexShare and HARLiC member patrons may use special ID cards obtained from their home institutions to check-out materials from the John B. Coleman Library. All patrons are responsible for any materials checked out on their ID cards and for any

finer incurred related to those materials. **LOST OR STOLEN ID CARDS SHOULD BE REPORTED AT THE CIRCULATION DESK IMMEDIATELY.**

Students may check-out books in general circulation (not on reserve) for three weeks. Faculty and staff may check out books for 120 days. Community users with a library courtesy card may check out circulating materials for three weeks. 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. If an item is returned late, the patron is assessed a fine of twenty-five cents per day. If an item is lost, the patron must pay the full cost of the book, plus a processing fee of \$15.

b. Reserve

RESERVE MATERIALS

Reserve materials are placed in Room 107 (the Reserve Reading Room), down the hall by the Circulation Desk. Reserve listings are posted on the library's electronic book catalog.

All patrons must present their current Prairie View ID (student, faculty or staff) to borrow Reserve material. Using other people's ID's is NOT allowed. Reserve material does not leave the library building, and there is a two hour borrowing limit.

For faculty and staff who wish to place items on reserve, be aware of the following:

(1) Supply all materials, including individual folders, for each single item copy – multiple copies require multiple folders. If the library has the items you are placing on Reserve (books, videos, DVD's etc.), you must retrieve the items yourself and hand them to the Circulation Staff. Faculty may place personal copies on Reserve. The Reference staff can help you find this material, if needed.

(2) A Reserve Form (available on the library web page) must be filled out for each course taught in the current semester for which you want Reserve material placed.

(3) All materials placed on Reserve must be picked up at the end of each semester. Library staff will return library materials to the shelves. Personal materials not retrieved will be considered abandoned and become library property.

C. Information Literacy Instruction Policy

I. Goals

Following the ACRL's (The Association of College & Research Libraries) guidelines for instruction programs in academic libraries, the primary goals of the Information Literacy Instruction (also called Bibliographic Instruction, or BI) program are to provide a working knowledge of the Library, effective research techniques and a systematic method of research that can then be applied to writing research papers. Information Literacy Instruction is provided primarily for members of the Prairie View A&M University community.

II. Objectives

The Information Literacy Instruction program has the following objectives:

- Identify and utilize basic library services and equipment
- Distinguish among several library formats, e.g., books, serials, microforms, etc.
- Choose reference materials appropriate to particular research
- Identify and utilize databases most appropriate to research needs
- Understand the Library's various classification systems

III. Types of Information Literacy Instruction

1. Subject Orientation Workshops

These are intensive, subject-specific workshops, developed with the assistance of the professor with in-class exercises and possible out-of-class assignments. Conducted over more than one session, different topics can be explored in depth; the research process, Website evaluation and legal research are some examples.

2. Subject Orientations

These are designed for both graduate and undergraduate classes in any discipline upon request. These usually last no more than one hour. Subject-specific resources are displayed and explained along with appropriate search techniques. Databases are demonstrated, with a hands-on component.

3. Tours

Professors who wish to arrange a library tour for their class must call the BI (Bibliographic Instruction) Coordinator or another librarian a week in advance to ensure that another class is not already scheduled. If requested, professors may meet with the BI librarian and be taken on a detailed tour. The class tour will then be conducted by the BI librarian at a prearranged time. Library instructional handouts or library assignments will be provided on request.

IV. Guidelines for Faculty

A. Advance Notice

1. Notice for previously taught BI classes:

Please allow a minimum window of six working days for a BI class that has been taught previously. A BI class **will not** be scheduled during the week that the request is made. Exceptions to this rule will be made during the summer term.

2. Notice for new BI classes or New Faculty

We ask that you provide a minimum window of eleven working days for new (not previously taught) BI classes. The longer notice provides the BI librarians with sufficient time to prepare an outline and instructional materials for classes that have never been taught or new faculty. Exceptions to this rule will be made during the summer term.

B. Faculty Involvement

1. Professor's Conference with the Librarian

The professor requesting Bibliographic Instruction must have certain objectives in mind for his/her students. With these objectives in mind, we ask that professors plan the content of the BI session with the BI librarians, either in person or by phone, in accordance with the notice requirements listed above. The professor must also provide the BI librarian with specific topics relating to his/her students' research. The professor should have a follow-up activity for students enabling them to utilize what they have learned in the BI session.

2. Attendance

Every professor is encouraged to attend the BI session with his/her class, whenever possible. He/she will be able to offer valuable input during the session, and his/her presence will emphasize the necessity and value of mastering basic research skills.

7 – Special Collections at Prairie View

The Coleman Library hosts a number of special collections with limited access. Some of these collections are housed in Special Collection/Archives, but others are located throughout the library. If you have any questions concerning locations, contact the Information Services Department:

- **RARE BOOKS**, devoted primarily, although not entirely, to rare works by African-Americans (Special Collections Dept.)
- **BLACK HERITAGE OF THE WEST**, specializing in material about the American Southwest (Special Collections Dept.)
- **BLACKS IN THE MILITARY**, focusing on the contributions of African-Americans to U.S. military history (Special Collections Dept.)

- **T.K. LAWLESS COLLECTION** of materials by and about African-Americans (Special Collections Dept.)
- **DELCO ARCHIVES** of the memorabilia of former Texas State Senator Wilhelmina Delco (Special Collections Dept.)
- **HYMAN COLLECTION** of articles, manuscripts of Dr. Harold Hyman's research interests (Information Services Dept.)
- **BLACK ART COLLECTION**, a collection of art from Africa and noted African-American artists (fourth floor)
- **LIBRARY OF AMERICAN CIVILIZATION** and the **LIBRARY OF ENGLISH LITERATURE COLLECTIONS**, original writings in U.S. history and British literature, all prior to the twentieth century (microforms cabinets)

8 – Miscellaneous Services for Patrons

Audio-Visual Equipment

The library has audio-visual equipment available for in-building use. Equipment includes but is not limited to VCRs, DVD players, CD players, LCD projectors, overhead projectors, laptop computers (built into the NOMAD workstation), and plug-ins for your own laptop. Contact the Circulation Department for availability of equipment.

Copiers

Photocopiers are located on the first floor only: in the Copy Room (126D) in the Information Services Department and against the back wall of the Periodicals/Government Documents Room. Copies are ten cents per page.

Change Machine

A machine which will change one dollar and five dollar bills is available in the Copy Room (126D) in the Information Services Department. No service desk provides change in any amount for patrons.

Double-sided Copying

The copiers in the library do not have this capability.

Fax Machines

There are no patron fax machines in the library.

Lost and Found

Please call the Circulation Desk at X2625 if you have lost something in the library.

Public Events Room (R108)

The Public Events Room (R108) is available for campus and community special events whenever the library is open. To reserve the room, contact the library administrative secretary at X2012. As the room books quickly each semester, we recommend making arrangements at least one month ahead of the event. If you are in need of audio-visual equipment for the event, contact the Circulation Department when you make the room reservation. R108 only holds 75 people; larger events should use one of the auditoria around campus. Please note that the library will only supply chairs, a podium, and A/V equipment; tables are not available from the library.

Scanner

There are no scanners in the library for patron use.

Study Rooms

There are study rooms available for reservation. Application forms are located at the Circulation Desk. There is a required \$10 key deposit. No reference books or items that have not been checked out are to be kept in the study room.

Transparencies

Patrons cannot make transparencies in the library.

TTVN

The library can provide TTVN service for faculty and staff in our Executive Conference Room (R508). To arrange for TTVN, faculty must contact both the library administrative secretary at X2012 (for scheduling of the room) and the Videoconference Network Scheduler at TAMU-College Station (for scheduling of the connection; call 979-862-2240). Please allow minimum of one week's lead time before the event.

Typewriter

There is an electric typewriter available for patron use located in room 126D. Please ask at the Information Services Desk if you need assistance in using the typewriter. Students are required to supply their own paper.

Word Processing, Spreadsheets, Other Office Products

Word processing and other software is only available for student use in the Computer Lab (Room 210) on the second floor.

9 – Student Conduct

We ask that you do your part to provide a pleasant and conducive study environment for those around you. Turn off cell phones and headphones, refrain from loud talking or laughing, and please do not run. Theft or destruction of Library property will result in disciplinary action. Be aware that the computer screens are facing the public, and people can see what you are looking at. TAMU System Policy 33.04.99.M2, Rules for Responsible Computing, and TAMU System Policy 34.01.99.M1, Sexual Harassment state that although censorship is not compatible with the goals of the A&M University System, the viewing of obscene material using the Library computers is prohibited and could be legally construed as sexual harassment. These policies explicitly include any unsupervised minors.

10 – Floor Guide

First Floor

Circulation Department
Information Services Department
Periodicals/Government Documents
Reserves (107)
Public Events Room (108)
Art Gallery (109)

Second Floor

Stacks: A-H
Library Administrative Offices (207)
Computer Lab (209-210)

Third Floor

Stacks: J-Z
Children's Collection

Fourth Floor

Delco Collection
Art Collection

Fifth Floor

Special Collections
Archives
Conference Room (508)

11 – Professional Policies

a. *Association of College and Research Libraries Principles on Intellectual Freedom:*

Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights

Adopted by ACRL Intellectual Freedom Committee: June 28, 1999

Approved by ACRL Board of Directors: June 29, 1999

Adopted by ALA Council July 12, 2000

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to provide an interpretation of general intellectual freedom principles in an academic library setting and, in the process, raise consciousness of the intellectual freedom context within which academic librarians work. These principles should be reflected in all relevant library policy documents.

1. The general principles set forth in the Library Bill of Rights form an indispensable framework for building collections, services, and policies that serve the entire academic community.
2. The privacy of library users is and must be inviolable. Policies should be in place that maintain confidentiality of library borrowing records and of other information relating to personal use of library information and services.
3. The development of library collections in support of an institution's instruction and research programs should transcend the personal values of the selector. In the interests of research and learning, it is essential that collections contain materials representing a variety of perspectives on subjects that may be considered controversial.
4. Preservation and replacement efforts should ensure that balance in library materials is maintained and that controversial materials are not removed from the collections through theft, loss, mutilation, or normal wear and tear. There should be alertness to efforts by special interest groups to bias a collection through systematic theft or mutilation.
5. Licensing agreements should be consistent with the Library Bill of Rights, and should maximize access.
6. Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library. Content filtering devices and content-based restrictions are a contradiction of the academic library mission to further research and learning through exposure to the broadest possible range of ideas and information. Such restrictions are a fundamental violation of intellectual freedom in academic libraries.
7. Freedom of information and of creative expression should be reflected in library exhibits and in all relevant library policy documents.
8. Library meeting rooms, research carrels, exhibit spaces, and other facilities should be available to the academic community regardless of research being pursued or subject being discussed. Any restrictions made necessary because of limited availability of space should be based on need, as reflected in library policy, rather than on content of research or discussion.
9. Whenever possible, library services should be available without charge in order to encourage inquiry. Where charges are necessary, a free or low-cost alternative (e.g., downloading to disc rather than printing) should be available when possible.
10. A service philosophy should be promoted that affords equal access to information for all in the academic community with no discrimination on the basis of race, values, gender, sexual orientation, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views.
11. A procedure ensuring due process should be in place to deal with requests by those within and outside the academic community for removal or addition of library resources, exhibits, or services.
12. It is recommended that this statement of principle be endorsed by appropriate institutional governing

bodies, including the faculty senate or similar instrument of faculty governance.

ACRL is a division of the American Library Association

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Last Revised: May 11, 2004

b. American Library Association's Policy of Confidentiality:

ALA Policy 52.4 Confidentiality of Library Records

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed, acquired,” and includes database search records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which may be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

The American Library Association strongly recommends that the responsible officers in each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users with specific materials to be confidential.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigatory power.
3. Resist the issuance or enforcement of such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

(Revised July 1999)

c. American Library Association's Statement on Information Literacy:

Developing lifelong learners is central to the mission of higher education institutions. By ensuring that individuals have the intellectual abilities of reasoning and critical thinking, and by helping them construct a framework for learning how to learn, colleges and universities provide the foundation for continued growth throughout their careers, as well as in their roles as informed citizens and members of communities. Information literacy is a key component of, and contributor to, lifelong learning. Information literacy competency extends learning beyond formal classroom settings and provides practice with self-directed investigations as individuals move into internships, first professional positions, and increasing responsibilities in all arenas of life. Because information literacy augments students' competency with evaluating, managing, and using information, it is now considered by several regional and discipline-based accreditation associations as a key outcome for college students.

d. Copyright and Fair Use Law

Title 17, Chapter 1, Sec. 107. – Limitations on exclusive rights: Fair use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include –

- (1) The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) The nature of the copyrighted work;
- (3) The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) The effect of the use upon the potential market for or value of the copyrighted work.

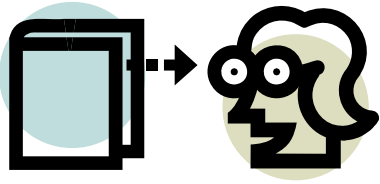
The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors

Source:

Legal Information Institute, Cornell Law School

<http://www4.law.cornell.edu/uscode/17/107.html>

II. THE RESEARCH PROCESS



1 – Introduction to the Research Process

What to do before looking for articles and books:

- 1- **Identify a good topic**, making sure it's one you are comfortable with and know a little about. This will take some time – the first few steps will take longer than you think. This is normal—don't be alarmed!
- 2- **Narrow your topic**, but not too much. 'Illness' is too broad a topic, while 'effects of food allergies on my cat' is too narrow. 'Food allergies and pets' might be just right.
- 3- **Develop a thesis statement** to help narrow your topic down and point to where the answer might lie. This process shapes the direction of your research, as well as suggests which sources to investigate. A good method in doing this is to ask the question two or three different ways. This will also give you keywords and terms that you will later use for the research process.
- 4- **Keywords** are any important terms you can think of that might generate information about your topic. This is good, because you can use your own words, and might retrieve more information than you had originally wanted. This could lead to either revising or changing topics. However, typing keyword into a database or the book catalog will retrieve some useless resources, which is why you should also use a more restricted vocabulary known as subject terms.
- 5- **Subject terms** (also called 'subject headings') use a specific vocabulary that is chosen by a "Higher Authority." The Library of Congress is a good example. What's good is that everything you retrieve using them will be relevant, and you will get everything organized under that subject. However, the biggest drawback is that you need to know what that subject term is, and finding this gets tricky. Luckily, most library catalogs and librarians try to answer these questions before you ask them. There are sometimes new concepts that haven't been 'granted' a subject term, and there just might not be a subject term for your idea.

Now you are ready to hit the library!

- 6- You can use any of the following sources (not a complete list): books, encyclopedias, magazines, journals, government publications, peers, the Internet, interviews, email, blogs, television and radio.
- 7- Before you evaluate what you get, you need to determine which sources(s) is the most appropriate for your topic. Understand that this might change depending on the topic you choose.
- 8- After you have decided which sources to use and understand how to *use* these sources, you have to evaluate what these sources provide. ***Using the Internet is not the same as using a database.*** There are help screens (and librarians!) for you to use with any of these databases. Librarians can also help you find the right book or non-print source to use.
- 9- Do not under any circumstance plagiarize!

2 - How to Find Books

Books, journals, media, and other materials owned by the John B. Coleman Library are listed in the online catalog:

- (1) Go to the Library's homepage: <http://www.tamu.edu/pvamu/library/>
- (2) Place the cursor over the purple "Find Books" button.
- (3) Click on "At Prairie View."
- (4) This gives you the basic search page for the library. You can use this page to find books, electronic books, magazine and journal titles (but not the articles in them) and other general information.
- (5) Let's take "Author" first. Type the last name first: "Clinton, Hilary" not "Hilary Clinton." However, you do not have to capitalize your search terms. An "Author" search puts you first on a screen with the first column (#) meaning the line on the page followed by an alphabetical list of authors. Occasionally you will retrieve a screen with a "See Also" reference, which points you in the right direction. A search on "dubois, w.e.b." will retrieve a "See Also," for example, because of the initials in his name. Click the "See Also" to find the proper search name.
- (6) Note also with "Author" searches that middle initials are often important. The library might own books by "Thomas A. Smith," "Thomas F. Smith," and "Thomas S. Smith."
- (7) For titles, the same search process applies. However, when typing in the title you can leave off the start words A, An, The. There are too many books that start that way! So, if the title of a book is The Raven, just type "raven." Also, do not type in the full title of the book; just the first few words are often enough to retrieve the right title.

- (8) Subject searches are where the fun begins. Try to look for books on pigs. Why are there no books listed? Do we have any books on them? Countless! But the “See Also” button appeared again - this means that by clicking on it, we find that the proper term is “swine.”
- (9) If these basic search strategies fail, try going back to the basic library search page and using the button called “Fill in the Box.” You can type in up to three different terms, which might get you closer to an exact hit. But this search is also handy if you can’t spell a term or forgot the full title or author’s name. Suppose you forget how to spell “Huckleberry” but feel confident about “Finn” as a title word and “Twain” as the author; this search process lets you look for “Finn” in the title and “Twain” as the author. Try it!
- (10) You’ll also notice other special functions of our catalog, including “Limit” and “Sort.” These and other functions are helpful if you have a large number of retrieved items or only need a particular date range.
- (11) The library also subscribes to a number of electronic books (“ebooks”) which are posted in the catalog. You can also retrieve other ebooks to which the library subscribes by clicking on the “Electronic Books” link under “Find Books.”

3 – How to Read a Call Number

Library of Congress Classification System

The Coleman Library catalogs and arranges its books according to the Library of Congress (LC) classification system, the system used by almost every academic library in the United States. Knowledge is broken down into classes, divisions, and subdivisions using a combination of letters from A-Z and Arabic numbers from one to 9999. Alphabetical symbols refer to the broad classes, and the numerical sequence refers to subdivisions.

When looking at an item record in the library catalog, the call number can be found in the library holdings information at the bottom of the screen. The call number explains where the book is located on the shelf.

Listed below are examples of proper call number arrangements on the shelf.

PD	PE	PE	Arranged by letters
372	2756	2756	Next by number
.F9	.B436	.B47	Then by letter and finally by number decimally (do not read the number on the last line as a single number (in the second example, read as 4, then 3, then 6, not 436)

The LC system groups books of related subjects. The call numbers for books will begin with letters, as denoted below:

A	General Works	M	Music
B-BJ	Philosophy & Psychology	N	Fine Arts
BL-BX	Religion	PA-PM	Language
C	History (general)	PN-PZ	Literature
D	Universal and Old World History	Q	Sciences
E-F	New World History	R	Medicine
G	Geography & Anthropology	S	Agriculture
H	Social Sciences & Business	T	Technology
J	Political Science	U	Military Science
K	Law	V	Naval Science
L	Education	Z	Library Science

These codes guide you to the location of our materials:

Location Code

Where is it?

Experiment Station Rptrs	Periodicals Dept.
Federal Documents, Web	Online (click to access)
Houston Clinical Center	PV College of Nursing, Houston
Internet Resources	Online (click to access)
Juvenile Collection	Third floor
Library of English Literature Collection	Periodicals Dept.
Library of American Civilization Collection	Periodicals Dept.
LRC	Circulation Desk
Music Dept.	Hobart Taylor, Room IF155
NetLibrary	Online (click to access)
Periodicals	First floor, Periodicals Dept.
Periodicals, Microfilm	Periodicals Dept.
Periodicals, Microfiche	Periodicals Dept.
Periodicals, Newspapers	Periodicals Dept.
Reference Coll.	First floor
Reference/Ready Reference Coll.	Information Services Desk
Reserve Room	First floor, Room 107
Special Coll./Black Classics	Fifth floor, Room 505
Special Coll./Black Heritage of the West	Fifth floor, Room 505
Special Coll./Blacks in the Military	Fifth floor, Room 505
Special Coll./Lawless	Fifth floor, Room 505
Stacks	
Call numbers A-H	Second floor
Call numbers J-Z	Third floor
Delco Collection, Gallery	Fourth floor
Theses	Fifth floor, Room 505
University Archives	Fifth floor, Room 505

4 – How to Find Journal Articles

Journal *articles* are available in several formats:

- Print journals are available in the Periodicals/Government Documents Room
- Online journals can be located on the Library web page at the “Find Articles” button by accessing one of the full-text databases.
- Microfiche journals can be found in the Periodicals/Government Documents Room
- Bound journals are available in the general collection (Stacks)

Journal *titles* can be located via:

- The online catalog. Search on “Journal Title.”
- Under “Find Articles,” use the “Find a Journal” and click for further access.

a. Guide to Searching Databases

- (1) The first step is to recognize that there is no way we could cover how to find articles in every database we have. Thus you’ll have to settle for a guide to searching that is more or less applicable for most of the databases. This should get you started. If you need more help than that, ask a librarian!
- (2) What *is* a database? It’s a collection of articles from journals and periodicals. For an explanation of these see the “Differences between journal and magazine” section below. Databases take articles from many different sources and compile them into one online source. Most are full-text, but some are not. Some are simply citations and others are citation and abstract.
- (3) Generally, you have the capability to search in these areas: author, title, subject, journal title, date of publication and type of publication (conference, magazine, newspaper, etc.). Let’s go through a select few to get the hang of them.
- (4) Let’s use ProQuest as our example! From the Library’s homepage find the “Find Articles” button and move your cursor over it. Go to “Full Length” and then over to “All Subjects.” Click. Find ProQuest and click that too.
- (5) What you find is a screen with lots of yellow boxes and a golden “continue” button at the top. Let’s take a closer look. These boxes are the smaller databases that ProQuest looks at when searching for you. It automatically uses all of them, but you can, by clicking on the box next to one, exclude it from the search. You will usually not do this, but it’s nice to know you can. So we click “Continue” and move ahead.
- (6) This is a good, simple screen. We can search by “Basic” or “Advanced;” the only difference is that “Advanced” has more than one line for entries. Clicking on “Publications” lets you see if ProQuest has the journal you need, if you are looking for a specific journal. Most databases have this option as well, but it might be called something else: “Journal Search” is common as well, as is “Journal Title.” Look for drop down lists with phrases like “select from a list.”

- (7) If we click the “Topic Guide” button, we get an interesting option. Much like we used a subject search for books, this also tells us that there are specific terms the computer likes to use in this database to find articles. Be aware that the terms used in one database might not always work in others! Also, the terms are not the same as the ones for looking up books. It may seem complicated, but it should start to make sense if you try it out. It’s impossible to ‘break’ a database, so don’t be afraid to experiment a little!
- (8) Other databases might use different words to do the same search: “Subject Search,” “Subject Guide,” “Subject Terms.”
- (9) For the difference between a keyword and subject search, see the “Research Help” section of this handbook.

e. Difference between Journal, Magazine and Tabloid

	Scholarly Journals	Professional Journals	News/General Interest Magazines	Popular Magazines	Tabloids
Intent	Serious	Serious	Informative, newsy	Entertainment	Sensational
Graphics	Graphs and charts to illustrate concepts, black and white photos	Graphs and charts to illustrate concepts, color photos	Color photos, illustrations to enhance articles	Color photos, illustrations to enhance image of publication	Melodramatic, lurid or "doctored" photos
Sources	Cites sources with footnotes and bibliography	Cites sources with footnotes and bibliography	Few cited sources	Rarely cites sources, obscure sources	Rarely cites sources
Authors	Scholars or researchers in the field/discipline	Professionals in the field/discipline, staff	Staff, free-lance or scholarly writers for an educated, general audience	Staff or free-lance writers for a general audience	Staff or free-lance writers
Language	Advanced terminology of field/discipline. Reader assumed to have similar background	Less technical language of field/discipline. Reader assumed to have similar background	Language appropriate for educated reader	Simple language and short articles for minimal education level. Articles have little depth	Simple, easy to read language. Often sensational style

Article Publication Criteria	Subject to "peer review". Must meet approval of qualified scholars in the field, may be solicited from experts	Approved by editorial staff, may be solicited from experts in the field	Approved by editorial staff. Must meet publication standards	Approved by editorial staff	Approved by editorial staff
Purpose	Make original research available to the scholarly world	Reach and inform professionals working in the field	Provide general information to a wide audience	Entertain, persuade, sell products or services	Arouse interest and curiosity by distorting the truth
Publishers/Sponsoring Organizations	Generally sponsored by professional organization	May be sponsored with guidance from professional organization	Published for profit by a commercial enterprise	Published for profit	Published for profit
Advertising	Rare, selective advertising	More frequent, selective advertising	Moderate amount of advertising	Extensive advertising	Startling and/or lurid advertising
Examples	American Educational Research Journal, Black Music Research Journal, Journal of Social Psychology, Thrombosis Research	American Psychologist, Professional Builder, Professional Counselor, American Libraries	Chronicle of Higher Education, Time, Newsweek, Psychology Today, Black Issues in Higher Education, Science News	Essence, GQ, Ebony, People, Billboard, Sports Illustrated, Glamour, Black Elegance	Enquirer, Star, Tattler, Newsday

f. General vs. Specialized Databases

There are general databases that are suitable for all levels of research. Our library also has databases that cater to a specific subject area or discipline. These differ only by scope of content, not depth of coverage.

All databases can be found by going to the "Find Articles" tab on the Library web page, moving the cursor over "Full Length" and then to "All Subjects." Clicking on "All Subjects" takes you to the general databases such as Ebscohost. Scrolling down shows you the Coleman Library's databases organized by subject area.

You can also find useful information about subject areas from the Library web page under the "Homework/Assignments" and the "College/Department Resources" tabs.

These subject pages will not only give you information about what databases and collections of articles might be most useful, but they will also describe other resources such as reference books and specialized websites. We have looked at many web pages to find the most relevant material.

d. Full-Text Databases Available

The Library subscribes to numerous databases which contain full-text articles. The Library also subscribes to citation and abstract databases. These (and many other) databases can be accessed under “Find Articles.” Off-campus remote access to full-text databases is also available (see section 9 of the handbook for further instructions). The Information Services staff can help in locating and using these databases. Some of our more popular databases include:

EBSCOHost

Over 6,000 full-text journals and over 10,000 indexed titles. One of the most popular databases, as well as one of the most extensive.

Facts on File

Up-to-date collection of major news events, searchable by year or decade. Includes reference material.

JSTOR

Full-text access to 117 scholarly journals with searchable archives to the first edition.

LexisNexis

Full-text access to newspaper articles and court cases. Good source for legal research.

PCI Full Text

Access to full-text archives of select scholarly journals.

Project Muse

Full-text access to 40 Johns Hopkins University Press journals.

ProQuest

Access to full-text journal and newspaper articles. One of the largest databases we have access to, it also organizes articles by subject for easier searching.

ScienceDirect

World’s largest electronic collection of science, technology and medicine full-text and bibliographic information. More than 1,800 journals and 4 million articles.

7 – Citation Guides

a. MLA STYLE (th edition) – PRINT RESOURCES

BOOKS

(Books with one author) Author's name {last name first}. Title of Book. Place of publication: publisher, date.

- Thomas, Cal. The Things That Matter Most. New York: HarperCollins, 1994.

(Books with more than one author) First author's name {last name first}, other author's name(s) {first name first}. Title of Book. Place of publication: publisher, date.

- Urban, Glen L., and Steven H. Star. Advanced Marketing Strategy: Phenomena, Analysis and Decisions. Englewood Cliffs, NJ: Prentice Hall, 1991.

(Books with no author) Title of Book. Place of publication: publisher, date.

- Managing Global Portfolios. London: Euromoney Publications, 1989.

CHAPTER, ESSAY, STORY OR POEM IN A BOOK

Author's name {last name first}. "Title of Item Cited." Title of Book. Ed(itor) of book. Place of publication: publisher, date. Pages.

- Dometrius, Nelson C. "The Power of the (Empty) Purse." Gubernatorial Leadership and State Policy. Eds. Eric B. Herzik and Brent W. Brown. New York: Greenwood Press, 1991. 93-103.

ENCYCLOPEDIA ARTICLE

When citing less familiar reference books, give full publication information.

Author's name, if available {last name first}. "Title of Article." Title of Encyclopedia. Date of edition (Volume and page numbers may be omitted if arrangement is alphabetical.)

- Tiele, Janet Zollinger. "Women's Movements." World Book Encyclopedia. 1993 ed.
- "Junk Art." The Encyclopedia Americana. 1992 ed.
- Brantley, Mary. "The Color Purple." Masterplots II: African-American Literature Series. Ed. Frank N. Magill. 3 vols. Pasadena: Salem Press, 1994.

WORK IN AN ANTHOLOGY

Author's name, if available {last name first}. "Title of Article." Title of Original Source volume number (Date): pages. Rpt. In Name of Anthology. Ed. Editor name. Vol. number. Place of publication: publisher, date. Pages.

- Stambaugh, Sara. "Witch as Quintessential Woman: a context for Isak Dinesen's fiction." Mosaic 16.3 (1983): 87-100. Rpt. In Contemporary Literary Criticism. Ed. Brigham Narins and Deborah A. Stanley. Vol. 95. Detroit: Gale, 1997. 55-61.

MAGAZINE or JOURNAL ARTICLE

Author's name, if available {last name first}. "Title of Article." Title of Periodical volume & number (date) or date, as appropriate: pages.

- Hornblower, Margot. "Hot Lines and Hot Tempers." Time 28 Nov. 1994: 36.
- "Revised Diagnostic Subgroupings for Anorexia Nervosa." Nutrition Reviews 52.6 (1994): 213-16.

NEWSPAPER ARTICLE

Author's name, if available {last name first}. "Title of Article." Name of Newspaper Date, edition: page (include section).

- Herbert, Bob. "Gingrich Mugs the Crime Bill." New York Times 17 Aug. 1994, late ed.: 19A.
- "Goldman Sachs Is Chosen as an Advisor for Russia." Wall Street Journal 18 Feb. 1992, eastern ed.: 12A.

MLA STYLE – INTERNET RESOURCES

Guidelines on documenting electronic sources in the MLA style are available at the Modern Language Association's [homepage](#). Please refer to this site for further information.

Web Sites

Author {if available}. "Title of article." Project Title. Editor. Composition date. Host site. Access date <URL>.

- Cullen, Countee. "Saturday's Child." Prose and Poetry of the Harlem Renaissance. Ed. Jill Diesman. Northern Kentucky U. 28 July 1998 <<http://www.nku.edu/~diesmanj/cullen.html#saturday's>>.

- What is Osteoporosis? Osteoporosis Center. 24 Aug. 1996
<<http://www.sonnet.com/usr/imaging/whatis.html>>.
- Jones, Kay. "Black History Month assignment." E-mail to David Smith. 2 Feb. 1996.

ARTICLES FROM EBSCOHost, Periodical Abstracts, ABI/INFORM, etc.

To cite articles from services provided by the library like EBSCOHost, Science Direct, and others, include the name of the database used (underlined) if known; the name of the company; the library where you accessed the information; the date of access; URL of the service's homepage, if known.

- Jones, Joyce. "Meltdown in the Muni Bond Market." Black Enterprise Dec. 1996: 99-106. ABI/Inform. OVID. John B. Coleman Library. 2 Jan. 2001.
<<http://www.texshare.edu/ovidweb/ovidweb.cgi>>.

MLA STYLE – FOOTNOTES

Books

When the author's name appears in your paper, use the relevant page or section (paragraph) numbers only. If paragraph numbers are used, they must be preceded by the abbreviation par. or pars.

- Smith suggests some interesting conclusions regarding the philosophy portrayed in the films (153-54, 177).
- Shakespeare's Globe was "a theater of courage and ideas" (par. 44)
- Another engaging passage is the opening of Isabel Allende's story "Toad's Mouth" (83).

If the author's name does not appear in your paper, you must include it in the citation:

- Between 1968 and 1988, television coverage of presidential elections changed dramatically (Hallin, Williams, and Jones vii).

When a source has no page numbers or any other kind of reference numbers, no number can be given in the parenthetical reference. The entire work must be cited.

- Joanne Merrian reported on a parody of Shakespeare performed by the Muppets.
- Michael Joyce was among the first to write fiction in hypertext.
- Stempel has tried to develop a "historical sociology" of sport in nineteenth-century America.

Articles in Periodicals

- Repetitive strain injury, or RSI, is reported to be “the fastest-growing occupational hazard of the computer age” (Taylor A1)

Internet Sources

- Beethoven was “caught up in the whole ferment of ideas that came out of the French Revolution” (Gardiner, screens 2-3)

b. APA STYLE (th edition) – PRINT RESOURCES

BOOKS

(Books with one author) Author's name {last name and initials} (date). *Title of book*. Place of publication: Publisher.

- Thomas, C. (1994). *The things that matter most*. New York: HarperCollins.

(Books with more than one author) First Author's name {last name and initials}, other author's name(s) {last names and initials} (date). *Title of book*. Place of publication: Publisher.

- Urban, G. L., & Star, S. H. (1991). *Advanced marketing strategy: Phenomena, analysis and decisions*. Englewood Cliffs, NJ: Prentice Hall.

(Books with no author) *Title of book*. (date). Place of publication: Publisher.

- *Managing global portfolios*. (1989). London: Euromoney Publications.

CHAPTER, ESSAY, STORY or POEM IN A BOOK

Author's name {last name and initials} (date). Title of item cited. In editor's name {initials and last name} (Ed.), *Title of book* (pages). Place of publication: Publisher.

- Dometrius, N.C. (1991). The power of the (empty) purse. In E.B. Herzik & B. W. Brown (Eds.), *Gubernatorial leadership and state policy* (pp. 39-103). New York: Greenwood Press.

ENCYCLOPEDIA ARTICLE

Author's name {last name and initials, } (date). Title of item cited., *Title of book* (volume, pages). Place of publication: Publisher.

- Bergmann, P.G. (1993). Relativity. In *The new Encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

If no author's name is given, begin entry with the title of the article and date.

RESEARCH REPORTS

Author's name {last name and initials} (date). *Title of report*. Place of publication: Publisher. (Document delivery service number)

- Westbury, I. & Travers, K. (1990). *Second international mathematics study*. Urbana, IL: University of Illinois, College of Education. (ERIC Document Reproduction Service No. ED325260)

MAGAZINE OR JOURNAL ARTICLE

Author's name, if available, {last name and initials} (date). Title of article. *Title of periodical, volume number, pages*.

- Hornblower, M. (1994, November 28). Hot lines and hot tempers. *Time*, 144, 36.
- Revised diagnostic subgroupings for anorexia nervosa. (1994). *Nutrition Reviews*, 52(4), 213-216.

NEWSPAPER ARTICLE

Author's name, if available, {last name and initials} (date). Title of article. *Name of newspaper, page number {include section}*.

- Herbert, B. (1994, August 17). Gingrich mugs the Crime Bill. *The New York Times*, p. A19.
- Goldman Sachs is chosen as an advisor for Russia. (1992, February 18). *The Wall Street Journal*, p. A12.

APA STYLE – ELECTRONIC RESOURCES

Citations for electronic sources contain the same elements as citations for print sources and add the information for the electronic medium. If there is no printed source, cite only the electronic medium involved in the same manner.

ON-LINE AND INTERNET SOURCES

Author {if available} (date). Title of article. *Print Item Title* [Type of medium], volume(issue), paging.

Internet articles based on a print source:

Loveless, T. (1996). Why Aren't Computers Used More in Schools?[Electronic version]. *Educational Policy*, 10, 448-67.

Article in an Internet-only journal:

Chapelle, T. (2000, March 16). Adam Clayton Powell, Jr.: Black Power Between Heaven and Hell. *The Black Collegian*, 3, Article 0001a. Retrieved November 11, 2001, from: <http://www.black-collegian.com/adam/html>

Website

Osteoporosis Center (n d). What is Osteoporosis? Retrieved April 27, 2000 from <http://www.sonnet.com/usr/imaging/whatis.html>

APA STYLE – FOOTNOTES

In the APA editorial style, citations are inserted into the text, using a brief form of author (date) or, if the author's name is not used as part of the narrative, (author, date) in order to identify the source of information and enable readers to locate that source in the alphabetical bibliography, or reference list, at the end of the article.

BOOKS OR ARTICLES WITH ONE AUTHOR

- Television frequently gave the impression that...(Thomas, 1994).
- In his chapter on television, Cal Thomas (1994) suggests that...

BOOKS OR ARTICLES WITH MORE THAN ONE AUTHOR

Always cite both authors. If multiple authors, cite all names at first, then use the first author, et al.

- Marketing studies made by Urban and Star (1991)...
- ...had a profound effect on global markets (Urban and Star, 1991).
- Kataria, Hall and Wong (1992) explained the variety...
- ...given each student's relative attention span (Kataria et al., 1992).

BOOKS WITH CORPORATE AUTHORS

Names of corporate authors are given in full the first time and may be abbreviated thereafter.

- ... once accustomed to their new diet (Food and Agricultural Organization of the United Nations [FAO], 1990).
- ...when bananas were mixed with other food groups (FAO, 1990).

BOOKS OR ARTICLES WITH NO AUTHOR

Cite the first two or three words of the reference entry, using quotes around article or chapter, and underlining the title of a periodical or book.

- When dealing with young teens who show symptoms ... (“Revised Diagnostic,” 1994).
- ...within the international investment community (Managing Global, 1989).

CHAPTER, ESSAY, STORY, POEM, or DIRECT QUOTE FROM A SOURCE

Indicate the page, chapter, graph, etc. at the appropriate point in the text. Abbreviate the words page (p.) and chapter (chap.).

- (Westbury and Travers, 1990, p.14)
- (Urban and Star, 1991, chap. 3)

8 - Evaluation of Websites

First Step:

The first step in this process is to back up and ask the following:

- 1- Why you are looking on the Internet? Entertainment or education?
- 2- If it is education, do you have a clear idea of what information you're looking for, or will you 'know it when you see it'?
- 3- Is there another source that might be more appropriate - books or journal articles?

Second Step:

When evaluating Internet information, keep in mind that it is just another information source, much like books and magazines are. The ways we judge good sites from bad, therefore, will look somewhat familiar. A good way to start is the old journalism 5 W's:

Who, what, when, where, why (and how)

Who

- Who is the author? Can you *tell* who the author is? Are they a known authority on the subject?
- Is the author the same person as the 'webmaster'?
- Is there a 'sponsor' to the site?

What

- Is the content of the site for educational/informational value, or entertainment?
- If the content is one-sided, it might not be balanced.
- Can you verify accuracy?
- Can you find a lot of content (depth) or just a little information?
- Do the links support the content of the page?

When

- When was the site created?
- When was the last time it was updated?
- Do they provide this information?

Where

- Where does the site ‘live?’ This means that we have to look at the address and see what information we get there.

Let’s look at an address:

<http://www.tamu.edu/pvamu/library/>

This is the URL: Uniform Resource Locator. It tells the search engine where to ‘locate’ the page.

“http” = Hyper Text Transfer Protocol. This simply tells you how this page talks to your computer. There are others, but you will rarely run into them.

“www” = World Wide Web. This is the part on the Internet the page lives on. Have you noticed that not all pages need or have the “www” in them?

“tamu.edu” = Texas A&M University. This tells you where the page came from. The little “edu” is called a *domain*. Others you may find are:

gov = United States government site

mil = United States military site

edu = accredited post secondary educational institution

com = commercial for-profit entity

org = noncommercial not-for-profit entity

net = computer network

int = international organization

jp, ru, ca, uk, au, etc = country identifiers

“pvamu” = Prairie View A&M University. That’s us! This stands for the Internet file that belongs to the entire university.

“library” = this is that part of the larger University file that belongs to the Library- this is also called our homepage.

- Is there a squiggly line: “~” (called a ‘tilde’) in the URL? This is a warning sign!
- Is there a personal name in the URL? This is also a warning sign!

Example: www.everwonder.com/david/frogs/

Why

- Why is this site here? Are they selling you something? Or informing you? Or trying to persuade you?
- Is this site appropriate for the audience?
- Is this the best information source for this topic?
- How can you determine this?

How

- How does the site look overall - clean and easy to read, or cluttered?
- Is the spelling correct? Grammar?
- Does the site look organized?
- Are there a lot of advertisements or pop-up ads? This is not a good sign!
- Is it easy to use?
- Does it load quickly?
- If there are links, do they all work, or do some lead to a dead end? A good site should have updated, working links.

Other issues to be aware of:

- Shorter URLs tend to be more reliable. This is what some librarians have called an example of a 'garbage' URL as it has unneeded junk:

http://www.kohls.com/products/product_page_vanilla2.jsp?PRODUCT%3C%3Eprd_id=111040049

- If you have a long URL, you can 'crop' it to the homepage. Remember the *domain*? In the URL above, the homepage is: <http://www.kohls.com>
- Does the site require plugins or other special software? This might not be good.
- Is the site free?
- Do you have to submit a password or create an account?
- A site with quality links should give you the URL as a link, and not just hide it under a linked [word](#) like that. If you clicked on that word, where would it take you? How would you know?

III. BEYOND THE BUILDING



1 - Interlibrary Loan

Books and articles not owned by the John B. Coleman Library may be borrowed from other libraries upon request. A separate ILL form must be submitted for each item requested. Request forms are available at the Circulation Desk and on the Library's web page: http://www.tamu.edu/pvamu/library/ill_request.html.

2 - Suggest Material for Purchase

All students, faculty, and staff are urged to make suggestions for library materials acquisitions. Materials generally are limited to books, periodicals, databases, videos (VHS and DVD), sound recordings, and other basic formats. Faculty should contact their departmental library liaison, who in turn will work with a designated librarian for collection development in that field. Students and staff may make suggestions directly to our Collection Manager (X4886) or by contacting any member of the professional staff. The Collection Manager can also provide more detailed information as to collection development policy and procedures.

3 - Distance Learning

A student must be enrolled in an online course, a TV 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.

When requesting research help or materials as a distance education learner, the student must submit the course and location information. The forms submitted online must be filled out completely.

It is not necessary to have a library card to take advantage of these services. However, a student may apply for TexShare and HARLiC cards to check out books from other libraries in the area. Further information is located on our Interlibrary Loan help page: <http://www.tamu.edu/pvamu/library/illhelp.html>.

In order to see if the Coleman Library has the desired materials, the student must search the PVAMU catalog: <http://www.tamu.edu/pvamu/library>. For help with searching, see <http://www.tamu.edu/pvamu/library/voyager/help/contents.htm>

Patrons must fill out the Distance Education Materials Request Form completely. If the book is available for check-out, we will check it out to the patron and mail it free of charge. Books must be returned at the patron's expense by the due date. Articles and other photocopies do not have to be returned. Patrons must send materials to the library via return post so that it gets to us by the due date in order to avoid overdue charges.

Some materials may not be checked out. Reference books, rare books and a/v materials may not leave the library. We are happy to photocopy chapters or pages from these books for patrons. We may not under any circumstances photocopy more than a chapter of a book, however.

If the patron knows the title, journal, and issue of the article, s/he may send a Distance Education Materials Request Form and we will either email or surface mail the article free of charge.

If the patron hasn't found an article yet, s/he will need to use a paper, CD-ROM, or online indexes first. Some indexes are freely available on the Web. Patrons can send the library citation information (author, article title, journal title and date, page numbers) via the Distance Education Materials Request Form.

The Library will email articles if they are in electronic format already. Patrons must complete a Distance Education Materials Request Form in order to receive articles. Please note, however, that we will not do research for patrons.

The loan period for distance education learners is three weeks. Returned books must be received by the library on the due date in order to avoid overdue charges. Books may be renewed by telephoning the JBCL Circulation Dept. at (936) 857-2625 by the due date.

If desired materials are not located at the Coleman Library, they will be requested from another library and sent to the student free of charge.

4 - TexShare and HARLiC CARDS

PVAMU students, faculty, and staff are eligible for **TexShare** library cards, which give onsite borrowing privileges at public academic libraries throughout Texas. For more information on the TexShare card, inquire at the Circulation Desk.

Graduate students, faculty, and staff of PVAMU are eligible for **HARLiC** (Houston Area Research Library Consortium) cards, which give onsite borrowing privileges at any of the seven other member libraries: Houston Public Library, Rice University, Texas A&M

University, Texas Southern University, University of Houston, HAM-TMC, and UTMB Galveston. For more information about the HARLiC card, inquire at the Circulation Desk.

5 - Remote Access to Databases

The John B. Coleman Library has many databases which due to licensing restrictions limit access to campus IP addresses only. The Library currently has a “proxy server” to provide Prairie View A&M University students and staff with remote access to these resources. This machine authenticates users against a database, forwards requests for web resources, and serves as a “proxy” between your machine and the resource server.

To use this service, you must have a valid PVAMU ID and a library barcode number. Barcodes are available at the Library’s Circulation Desk. **STUDENTS MUST UPDATE THEIR PERSONAL INFORMATION EVERY SEMESTER, INCLUDING SUMMER SESSIONS, AT THE CIRCULATION DESK TO STAY VALID!** Faculty and staff remain in the system and do not need reverification. If you already have an updated ID and barcode number, you are ready to configure your browser. Distance Education students should work with their professors to ensure they have access to the system.

To have access from home, you must first reconfigure your browser. The proxy server will not work if you use AOL as your Internet provider. The instructions are below:

Netscape 7.0 Configuration Instructions

1. Start Netscape
2. From the menu select: “Edit”, then “Preferences”
3. Double-click on “Advanced” at the bottom of the list that appears on the screen
4. Click on “Proxies”
5. On the right, select: “Automatic Proxy Configuration URL”
6. Type: pv-coleman.tamu.edu in the white box
7. Click the “Reload” button, and then “OK”
8. Close Netscape.

Internet Explorer 5.x Configuration Instructions

1. Start Explorer
2. From the menu select: “Tools”, then “Internet Options”
3. Double-click on the “Connections” tab
4. In the “Dial-up” settings box, click on “Setting...”
5. In the “Proxy Server” box, check the “Use a proxy server” checkbox
6. In the box following “Address”
 - Type: pv-coleman.tamu.edu

7. In the box following "Port"
 - Type: 3128
8. Click OK to save the changes and close Explorer

Internet Explorer 6.x Configuration Instructions for Broad Band Connections

1. Start Explorer.
2. From the menu select: "Tools", then "Internet Options".
3. Click on the "Connections" tab.
4. Click on the "LAN Settings..." button
5. In the "Proxy Server" frame, check the "Use a proxy server for your LAN (These settings will not apply to dial-up or VPN connections).
6. In the box following "Address" :
 - Type: pv-coleman.tamu.edu
7. In the box following "Port":
 - Type: 3128
8. Click OK to save the changes and close the "Local Area Network (LAN) Settings" window.

Click OK to close the "Internet Options" window. Close Explorer.

Internet Explorer 6.x Configuration Instructions

1. Start Explorer.
2. From the menu select: "Tools", then "Internet Options".
3. Click on the "Connections" tab.
4. In the "Dial-up and Virtual Private Network" settings box, click on "Settings..."
5. In the "Proxy Server" box, check the "Use a proxy server for this connection" checkbox
6. In the box following "Address" :
 - Type: pv-coleman.tamu.edu
7. In the box following "Port":
 - Type: 3128
8. Click OK to save the changes and close Explorer.

When you restart Explorer, a dialog box will appear as you access the PVAMU Library's web site. Enter your Username (PVAMU Library barcode number) and password (Social Security Number without the dashes). You are now able to search all of the Library's databases.

When you have finished searching the Libraries' resources, go back to the "Proxies" window and click the arrow in the "Use proxy server for this connection" checkbox to make the checkmark disappear and click OK. When you need remote access to these resources again, go back to the "Proxies" window and check the "Use proxy server for this connection" checkbox.

When you start Netscape or Explorer, a dialog box will appear as you access the John B. Coleman Library web page. Enter your Username (PVAMU Library barcode number- all 14 digits) and password (Social Security number without the dashes). You are now able to search all of the Library's databases. REMEMBER. DO NOT USE ANY PUNCTUATION WHEN ENTERING YOUR USER ID AND PASSWORD

For assistance or to report problems, please call 936-857-2612.

**For librarians, it ain't over
till the client is happy.
We work for smiles.**

*Barbara Quint
(Searcher, 2000)*

