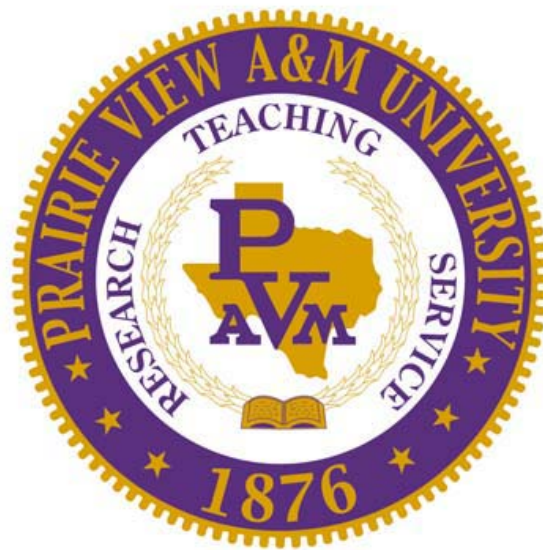


# John B. Coleman

# LIBRARY HANDBOOK



**Prairie View A&M University**

A Member of the Texas A&M University System

**Academic Year 2008-2009**



## John B. Coleman: Library Handbook Academic Year 2008-2010

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# **John B. Coleman: Library Handbook**

## **Academic Year 2008-2010**

### ***1 ABOUT THE JOHN B. COLEMAN LIBRARY***

#### **1 – MISSION (CORE PURPOSE) STATEMENT**

##### Mission (Core Purpose) Statement:

The mission of the John B. Coleman Library is to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service. The Library provides leadership in accessing and using information consistent with the mission and goals of the University, the Texas A&M University System, the State of Texas, and the scholarly global community.

The Library evaluates its programs, collections, technology, service delivery, and other activities on a regular basis, in order to continue to meet the challenges of a changing technological and global society. The Library seeks to achieve excellence by encouraging, facilitating, and coordinating the active participation of the university community in identifying and acquiring resources. The John B. Coleman Library also seeks to be both an educational resource center and a learning organization that constantly works to maximize its effectiveness in accomplishing its mission. In addition, the Library collaborates in the pursuit of consistent quality service, instruction in all aspects of information retrieval, the transmission and exchange of scholarly information, and the development of educational and cultural programs, as expressed in the University's Core Values, of "access and quality, diversity, leadership, relevance, and social responsibility," by:

- Acquiring, managing, and preserving information resources in a broad range of formats
- Recruiting, developing, and training a competent and diverse staff to design and deliver information and instructional services, using various technologies
- Providing enhanced access to information and organized collections of educational materials and instructional resources, and maintaining adequate hours of operation to meet needs of users
- Ensuring high quality service, consultation, and resources both on campus and at distant locations
- Maintaining and providing access to state-of-the-art information technology, to meet current and changing information needs of the university community
- Creating an environment conducive for study, research, learning, and work.
- Teaching information retrieval, research skills, and evaluation using current and emerging technologies
- Recognizing the importance of the library as a " place" with inviting, comfortable, secure and networked spaces for learning and research
- Providing leadership in a variety of cooperative and reciprocal resource sharing programs

- Identifying, acquiring, organizing, preserving, and making available special collections of artistic, historical and enduring significance, that reflects the growth, development, and contributions of the university and of black people.

## **2 – VISION (ENVISIONED FUTURE) STATEMENT**

The vision of the John B. Coleman Library is to fulfill its unique role, as the only campus facility that is truly universal, and to be the "heart" of the Prairie View A&M University's academic and research culture, and to substantially contribute to the intellectual activities of the University. In carrying out this vision, the Library will acquire, manage, and link information resources, both physical and virtual, and will provide quality instruction to empower users to benefit from the full potential of the universe of knowledge. As more than a physical place, the Library will use state-of-the-art technology to provide information to users beyond its walls. In addition to service for the students and faculty, the Library will also assist the University in achieving its commitment to the broader community. It will contribute to the intellectual, cultural, and social development of regional, national, and international communities. Uniquely positioned to fulfill this vision, the Library's information professionals and staff will ensure that Prairie View A&M University meets the complex information challenges of the 21st century, for life-long learning and excellence in undergraduate, graduate, and professional studies.

Revised and Updated: November 2005

Rosie L. Albritton - M.L.S., Ph.D. Director, University Library Services and  
Professor Educational Media & Technology  
rlalbritton@pvamu.edu

### **a. About John B. Coleman**

From: Prairie View A&M University <http://www.pvamu.edu/pages/3672.asp>

*Dr. John B. Coleman (25 November 1929 - 5 March 1994)*

A graduate of Fisk University who obtained his M.D. from Howard University and entered private practice in 1962, Dr. Coleman was owner and president of the Cullen Women's Center, president of Almeda Square Medical Group, president and board chair of KCOH radio in Houston, and chief of obstetrics and gynecology at Riverside General Hospital. He was first appointed to the TAMU Board of Regents in 1977 and re-appointed in 1983 and also served on the boards of Texas Southern University and Huston-Tillotson College.

During his long career, Dr. Coleman was a force in Houston politics and served as chair of the United Negro College Fund, Houston Division. He was also a moving force behind PVAMU receiving a share of the Permanent University Fund (PUF), which had previously only been distributed to TAMU-College Station and UT-Austin.

On 22 July 1988, the Texas A&M University System Board of Regents voted unanimously to name PVAMU's new library in honor of Dr. Coleman.

## **b. History of Prairie View A&M University**

From: Prairie View A&M University <http://www.pvamu.edu/pages/605.asp>

Excerpts taken from: "Prairie View, A Study In Public Conscience" by Dr. George Ruble Woolfolk - "A Centennial History of Texas A&M University, 1876-1976 Vol. II" by Henry C. Dethloff. Edited by Frank D. Jackson

### Establishment – 1876

Prairie View A&M University, the first state supported College in Texas for African Americans, was established during the Reconstruction Period after the Civil War. This was an historical period in which political and economic special interest groups were able to aggressively use the Federal Government to establish public policy, in an attempt to "alter or reshape the cultural milieu of the vanquished southern states". The University had its beginnings in the Texas Constitution of 1876, which, in separate articles, established an "Agricultural and Mechanical College" and pledged that "Separate schools shall be provided for the white and colored children, and impartial provisions shall be made for both." As a consequence of these constitutional provisions, the Fifteenth Legislature established "Alta Vista Agricultural and Mechanical College of Texas for Colored Youth" on August 14, 1876.

### Enrollment of the First Students – 1878

The Board of Directors purchased the lands of the Alta Vista Plantation (1388 acres), from Mrs. Helen Marr Kirby, the widow of the late Col. Jared Ellison Kirby, for the establishment of the State Agriculture & Mechanical College of Texas for Colored Youth. The College was named "Alta Vista Agriculture & Mechanical College for Colored Youth". The A&M Board of Directors was authorized to appoint a President of A&M College and Alta Vista College with an assigned principal station at Alta Vista to administer the college's day to day affairs. Confederate President Jefferson Davis recommended Mr. Thomas S. Gathright of Mississippi, and he brought Mr. L.W. Minor, of Mississippi to serve as Principal. Eight young African American men, the first of their race to enroll in a state-supported college in Texas, began their studies on March 11, 1878.

### Names Given to the University

The Fifteenth Legislature August 14, 1876 - established "Alta Vista Agriculture & Mechanical College of Texas for Colored Youth"; The Sixteenth Legislature April 19, 1879 - established "Prairie View State Normal School" in Waller County for the Training of Colored Teachers; The Twentieth Legislature in 1887 attached the Agriculture & Mechanical Department to Prairie View Normal School; The Twenty -Six Legislature in 1899 changed the name to "Prairie View State Normal & Industrial College"; The Forty-ninth Legislature June 1, 1945 changed the name to "Prairie View University" ; The Fiftieth Legislature March 3, 1947 established "The Texas State University for Negroes (Texas Southern University) and changed the name of Prairie View University to "Prairie View Agricultural & Mechanical College of Texas" ; The sixty-third Legislature in 1973 changed the name to "Prairie View A&M University".

## History Narrative

Prairie View A&M University, the second oldest public institution of higher education in Texas, originated in the Texas Constitution of 1876. On August 14, 1876, the Texas Legislature established the "Agricultural and Mechanical College of Texas for Colored Youths" and placed responsibility for its management with the Board of Directors of the Agricultural and Mechanical College at Bryan. The A&M College of Texas for Colored Youths opened at Prairie View, Texas on March 11, 1878.

The University's original curriculum was designated by the Texas Legislature in 1879 to be that of a "Normal School" for the preparation and training of teachers. This curriculum was expanded to include the arts and sciences, home economics, agriculture, mechanical arts and nursing after the University was established as a branch of the Agricultural Experiment Station (Hatch Act, 1887) and as a Land Grant College (Morrill Act, 1890). Thus began the tradition of agricultural research and community service, which continues today. The four-year senior college program began in 1919 and in 1937, a division of graduate studies was added, offering master's degrees in agricultural economics, rural education, agricultural education, school administration and supervision, and rural sociology.

In 1945, the name of the institution was changed from Prairie View Normal and Industrial College to Prairie View University, and the school was authorized to offer, "as need arises," all courses offered at the University of Texas. In 1947, the Texas Legislature changed the name to Prairie View A&M College of Texas and provided that "courses be offered in agriculture, the mechanics arts, engineering, and the natural sciences connected therewith, together with any other courses authorized at Prairie View at the time of passage of this act, all of which shall be equivalent to those offered at the Agricultural and Mechanical College of Texas at Bryan." On August 27, 1973, the name of the institution was changed to Prairie View A&M University, and its status as an independent unit of the Texas A&M University System was confirmed.

In 1981, the Texas Legislature acknowledged the University's rich tradition of service and identified various statewide needs which the University should address including the assistance of students of diverse ethnic and socioeconomic backgrounds to realize their full potential, and assistance of small and medium-sized communities and businesses in their growth and development.

In 1983, the Texas Legislature proposed a constitutional amendment to restructure the Permanent University Fund to include Prairie View A&M University as a beneficiary of its proceeds. The Permanent University Fund is a perpetual endowment fund originally established in the Constitution of 1876 for the sole benefit of Texas A&M University and the University of Texas. The 1983 amendment also dedicated the University to enhancement as an "institution of the first class" under the governing board of the Texas A&M University System. The constitutional amendment was approved by the voters on November 6, 1984.

In January 1985, the Board of Regents of the Texas A&M University System responded to the 1984 Constitutional Amendment by stating its intention that Prairie View A&M University become "an institution nationally recognized in its areas of education and research." The Board also resolved that the University receive its share of the Available University Fund, as previously agreed to by Texas A&M University and the University of Texas.

In October 2000, the Governor of Texas signed the Priority Plan, an agreement with the U.S. Department of Education Office of Civil Rights to make Prairie View A&M University an educational asset accessible by all Texans. The Priority Plan mandates creation of many new educational programs and facilities. It also requires removing language from the Institutional Mission Statement which might give the impression of excluding any Texan from attending Prairie View A&M University.

The University's enrollment now exceeds 8,000 including more than 2,000 graduate students. Students come from throughout the United States as well as many foreign countries. In the last five years, 5,970 degrees were awarded, including more than 2,400 graduate degrees. During the University's 130-year history, some 46,000 academic degrees have been awarded.

### 3 – JOHN B. COLEMAN LIBRARY HOURS

<b>John B. Coleman Main Library</b>		
<b>Spring and Fall</b>	Monday-Thursday	7:00 AM - 12:00 AM
	Friday-Saturday	8:00 AM - 5:00 PM
	Sunday	1:00 PM - 12:00 AM
<b>Summer</b>	Monday-Thursday	8:00 AM - 9:00 PM
	Friday	8:00 AM - 5:00 PM
	Saturday	8:00 AM - 5:00 PM
	Sunday	<b>CLOSED</b>
<b>Note Holiday Hours below</b>		
<b>Between Semesters</b>	Monday-Friday	8:00 AM - 5:00 PM
	Saturday-Sunday	<b>CLOSED</b>
<b>Intersession Hours ( check the library's web page for updated information)</b>		
<b>Between Semesters</b>	Monday-Friday	8:00 AM - 5:00 PM
	Saturday-Sunday	<b>CLOSED</b>

Hours for holidays, final exams, and intersession 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.pvamu.edu/pages/3585.asp>

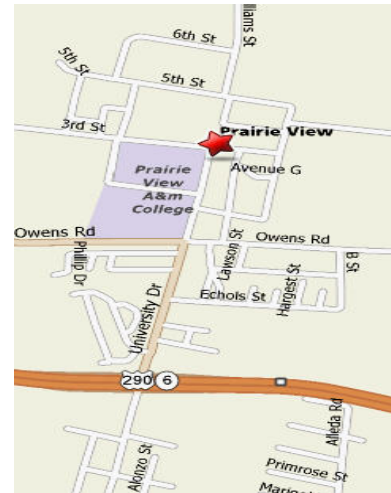
## 4 – LOCATION OF LIBRARIES

### **John B. Coleman Library**

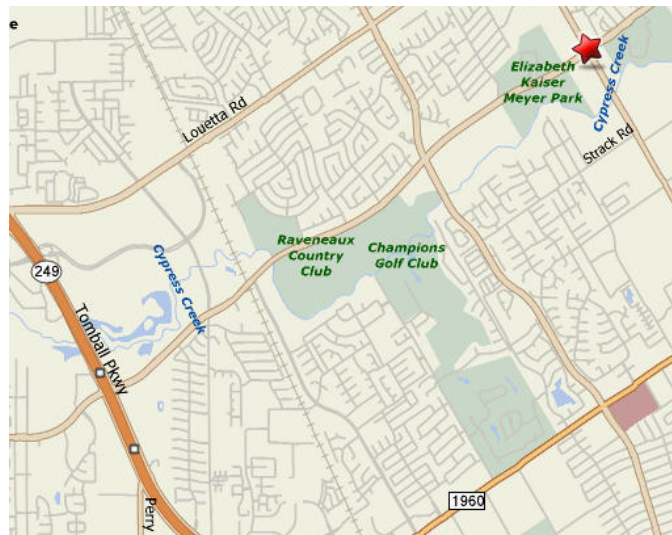
Prairie View A&M University  
P.O. Box 519 MS#1040  
Prairie View, Texas 77446  
936.261.1535

#### *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. *The John B. Coleman Library is located between the New Science Building, All Faiths Chapel and Stone Water Fountain. The library is in front of University College. The John B. Coleman Library is located on the Northwest end of the campus*



**Prairie View A&M University**



**Northwest Campus**

### **Northwest Campus**

16000 Stuebner Airline Road Suite 130  
Spring, Texas 77379  
(713) 790-7282

#### *Driving Directions:*

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

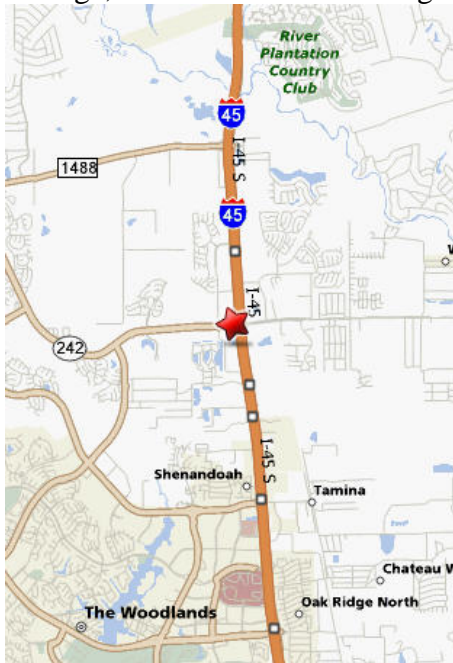
### **University Center**

<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.



University Center

### **Music Library**

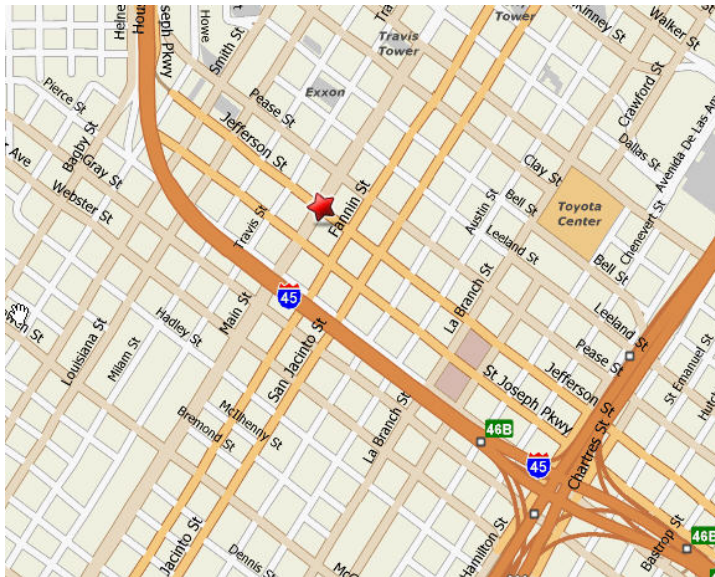
Hobart Taylor Building  
Prairie View A&M University Campus  
936.261.3390

### **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.



College of Nursing Library

## 5 – CONTACT US

### a. Library General Phone Numbers

#### IMPORTANT LIBRARY PHONE NUMBERS

Administration	936-261-1500
Bibliographic Access	936-261-1537
Circulation/Interlibrary Loan	936-261-1536
Reference and Information Services	936-261-1535
Periodicals	936-261-1541
Reserves/Audiovisual Materials	936-261-1536
Special Collections/Archives	936-261-1540

#### Staff Numbers and E-mail Address

Dr. Rosie Albritton, Director	936-261-1510	<a href="mailto:rlabritton@pvamu.edu">rlabritton@pvamu.edu</a>
Aradhya, Geetha	936-261-1514	<a href="mailto:gearadhya@pvamu.edu">gearadhya@pvamu.edu</a>
Brumfield, Elizabeth	281-257-3452	<a href="mailto:ejbrumfield@pvamu.edu">ejbrumfield@pvamu.edu</a>
Combs, Rosetta	936-261-1511	<a href="mailto:recombs@pvamu.edu">recombs@pvamu.edu</a>
Daniels, Marvin	936-261-1515	<a href="mailto:modaniels@pvamu.edu">modaniels@pvamu.edu</a>
Earles, Phyllis	936-261-1516	<a href="mailto:plearles@pvamu.edu">plearles@pvamu.edu</a>
Gay, Kimberly	936-261-1506	<a href="mailto:kmgay@pvamu.edu">kmgay@pvamu.edu</a>
Grundy, Robert	936-261-1517	<a href="mailto:rsgundy@pvamu.edu">rsgundy@pvamu.edu</a>
Hawkins, Delorse	936-261-1519	<a href="mailto:dlhawkins@pvamu.edu">dlhawkins@pvamu.edu</a>
Henson, Karl	936-261-1504	<a href="mailto:kehenson@pvamu.edu">kehenson@pvamu.edu</a>
Johnson, Angela	936-261-1520	<a href="mailto:aijohnson@pvamu.edu">aijohnson@pvamu.edu</a>
Johnson, Kaia	936-261-1521	<a href="mailto:kkjohnson@pvamu.edu">kkjohnson@pvamu.edu</a>
Jones, A. Landis	936-261-1522	<a href="mailto:aljones@pvamu.edu">aljones@pvamu.edu</a>

Kelley, Lauren	936-261-1523	<a href="mailto:ldkelley@pvamu.edu">ldkelley@pvamu.edu</a>
Kirby, Eva	936-261-1524	<a href="mailto:EEKIRBY@pvamu.edu">eekirby@pvamu.edu</a>
Li, Yubao	936-261-1518	<a href="mailto:YLI@pvamu.edu">yli@pvamu.edu</a>
Lindsay, A. Gayle	936-261-7038	<a href="mailto:GALINDSAY@pvamu.edu">galindsay@pvamu.edu</a>
Mayberry, Ollie	936-261-1525	<a href="mailto:OMMAYBERRY@pvamu.edu">ommayberry@pvamu.edu</a>
Moore, Christine	936-261-3322	<a href="mailto:CHMOORE@pvamu.edu">chmoore@pvamu.edu</a>
Owereh, Joseph	936-261-1527	<a href="mailto:JOOWEREH@pvamu.edu">joowereh@pvamu.edu</a>
Russo, Jason	936-261-1528	<a href="mailto:JSRUSSO@pvamu.edu">jsrusso@pvamu.edu</a>
Sato, Chieko	936-261-1507	<a href="mailto:CHASTO@pvamu.edu">chasto@pvamu.edu</a>
Shaw, Stephen	936-261-1529	<a href="mailto:SJSHAW@pvamu.edu">sjshaw@pvamu.edu</a>
Walker, Juanita	936-261-1531	<a href="mailto:JCWALKER@pvamu.edu">jcwalker@pvamu.edu</a>
Williams, Marion M.	936-261-1532	<a href="mailto:MMWILLIAMS@pvamu.edu">mmwilliams@pvamu.edu</a>
Yeh, Helen	936-261-1533	<a href="mailto:HYEH@pvamu.edu">hyeh@pvamu.edu</a>

Updated 5/28/2008

### **b. Sungard Collegis (Information Technology Department) contacts**

Sungard Collegis has a new toll-free Help Desk phone number: **1-877-241-1752**. You can use this number when you are off campus and when the off-campus patrons call the library for assistance on IT related questions, e.g. use of laptop or its configuration. On campus, call or refer the patron to **X2525** for any IT related needed assistance. If the patron is physically in the library, refer him/her to Room 210.

### **c. Ask a Librarian**

Our e-mail reference service at [askalibrarian@pvamu.edu](mailto:askalibrarian@pvamu.edu) lets you ask questions of the library staff. Responses are sent usually within 24 hours of receipt by the staff.

### **d. Faculty Library Liaisons 2008-2009 1-936-261- X**

<b>College /School</b>	<b>Faculty Representative</b>	<b>Library Liaison</b>
College of Agriculture and Human Sciences	Dr. Eric Risch (x5040) <a href="mailto:errisch@pvamu.edu">errisch@pvamu.edu</a>	Ms. Juanita Walker, M.L.S. (x1531) <a href="mailto:jcwalker@pvamu.edu">jcwalker@pvamu.edu</a>
College of Arts & Sciences	Dr. Alphonso Keaton (x3166) <a href="mailto:akkeaton@pvamu.edu">akkeaton@pvamu.edu</a>	Ms. Elizabeth Brumfield, M.L.I.S. (713.790.7282) <a href="mailto:ejbrumfield@pvamu.edu">ejbrumfield@pvamu.edu</a>
Dept. of Music and Drama	Ms. Christine Moore (x3322) <a href="mailto:chmoore@pvamu.edu">chmoore@pvamu.edu</a>	Ms. Christine Moore, M.L.S. (x3322) <a href="mailto:chmoore@pvamu.edu">chmoore@pvamu.edu</a>
Languages and	Dr. Carolina Henriquez	Ms. Kimberly M. Gay, M.L.S.

Communication	(x3710) <a href="mailto:cahenriquez@pvamu.edu">cahenriquez@pvamu.edu</a>	x1506 <a href="mailto:kmgay@pvamu.edu">kmgay@pvamu.edu</a>
Dept. of Mathematics	Dr. Aliakbar Haghghi (x1975) <a href="mailto:amhaghghi@pvamu.edu">amhaghghi@pvamu.edu</a>	Mr. Yubao Li, M.L.S. x1518 <a href="mailto:Yuli@PVAMU.edu">Yuli@PVAMU.edu</a>
Dept. of. Chemistry	Dr. Hua-Jun Fan (x3111) <a href="mailto:hifan@pvamu.edu">hifan@pvamu.edu</a>	Ms. Juanita Walker, M.L.S. (x1531) <a href="mailto:jcwalker@pvamu.edu">jcwalker@pvamu.edu</a>
Dept. of Biology	Dr. George Brown (x3164) <a href="mailto:gebrown@pvamu.edu">gebrown@pvamu.edu</a>	Mr. Karl Henson, M.L.S. (x1504) <a href="mailto:kehenson@pvamu.edu">kehenson@pvamu.edu</a>
Social & Behavioral Science	Dr. Felix Chima (x1672) <a href="mailto:fochima@pvamu.edu">fochima@pvamu.edu</a>	Dr. Stephen Shaw, M.L.S., Ph.D. (x1529) <a href="mailto:sjshaw@pvamu.edu">sjshaw@pvamu.edu</a>
Army ROTC	Maj. Carlton Smith (x1600) <a href="mailto:cgsmith@pvamu.edu">cgsmith@pvamu.edu</a>	Mr. Robert Grundy, M.L.S., JD. (x1517) <a href="mailto:rgrundy@pvamu.edu">rgrundy@pvamu.edu</a>
College of Business	Dr. Reginald Bell (x9247) <a href="mailto:rlbell@pvamu.edu">rlbell@pvamu.edu</a>	Ms. Kimberly Gay, M.L.S. x1506 <a href="mailto:kmgay@pvamu.edu">kmgay@pvamu.edu</a>
College of Education	Dr. Clarissa Booker (x3408) <a href="mailto:cgbooker@pvamu.edu">cgbooker@pvamu.edu</a>	Mr. Jason Russo, M.L.S. (x1528) <a href="mailto:jrusso@pvamu.edu">jrusso@pvamu.edu</a>
College of Engineering	<a href="mailto:Dr.Hsiang.Yeh@pvamu.edu">Dr. Hsiang Yeh</a> (x1658)	Ms. Helen Yeh, M.L.S. (x1533) <a href="mailto:hyyeh@pvamu.edu">hyyeh@pvamu.edu</a>
College of Juvenile Justice & Psychology	Dr. Camille Gibson (x5228) <a href="mailto:cbgibson@pvamu.edu">cbgibson@pvamu.edu</a>	Mr. Robert Grundy, M.L.S., J.D.(x1517) <a href="mailto:rgrundy@pvamu.edu">rgrundy@pvamu.edu</a> Mr. Jason Russo, M.L.S. (x1528) <a href="mailto:jrusso@pvamu.edu">jrusso@pvamu.edu</a>
College of Nursing	Ms. Odelia Peters (x2925) <a href="mailto:ofpeters@pvamu.edu">ofpeters@pvamu.edu</a>	Ms. Gayle Lindsay, B.L.S. (713-797-7038) <a href="mailto:galindsay@pvamu.edu">galindsay@pvamu.edu</a>
Medical Academy	Dr. Dennis Daniels (x3070) <a href="mailto:dedaniels@pvamu.edu">dedaniels@pvamu.edu</a>	Ms. Ola Riley, M.L.S. (x3075) <a href="mailto:ocriley@pvamu.edu">ocriley@pvamu.edu</a>
School of Architecture	Mr. Peter Wood (x9815) <a href="mailto:pjwood@pvamu.edu">pjwood@pvamu.edu</a>	Ms. Chieko Sato, M.L.S. (x1507) <a href="mailto:chsato@pvamu.edu">chsato@pvamu.edu</a>
University College	Ms. Lettie Raab	Dr. Stephen Shaw, M.L.S.,

	(x5900) <a href="mailto:lmraab@pvamu.edu">lmraab@pvamu.edu</a>	Ph.D. (x1529) <a href="mailto:sjshaw@pvamu.edu">sjshaw@pvamu.edu</a>
Off-Campus (Distance Services)	Dr. Waymon T. Webster (x3641) <a href="mailto:wtwebster@pvamu.edu">wtwebster@pvamu.edu</a>	Ms. Elizabeth Brumfield, M.L.I.S. (713-790-7282) <a href="mailto:ejbrumfield@pvamu.edu">ejbrumfield@pvamu.edu</a>

## 6 – JOHN B. COLEMAN LIBRARY POLICIES

### a. Library Use Policy

#### **Purpose:**

The John B. Coleman Library is committed to maintaining an environment conducive to study and research in order to fulfill its role of supporting the University's educational mission. The Library is open to the general public and expects users to conduct themselves in a manner respectful of other library users, staff, materials, and facilities. The Library abides by all pertinent Chapters, Sections and Appendices of the *Prairie View A&M Student Handbook*, related to policies on student conduct, disciplinary proceedings, sanctions, harassment, and disruptive activities.

To ensure a quiet, pleasant, safe, clean, and respectful atmosphere for both library users and staff, the Library has established the following policies regarding the use of its facilities and collections. Signage pertaining to this policy is posted throughout the Library. Copies of the policy are available upon request at all service desks on the First Floor, and on the Library website. The policy shall apply to all library users, regardless of their affiliation with the University, i.e. student, faculty, staff, or community borrower.

The library staff is responsible for administering policies. It is expected that staff request for compliance will be immediately and respectfully honored. Questions or complaints should be addressed to the library administration. Depending on the seriousness of the infraction, refusal to comply with policies may result in:

- a request to leave the building
- refusal of future access to the library
- summoning of a security guard and/or university police
- suspension of library privileges
- University conduct hearing under the Student Conduct Code

#### **Conduct and Building Use Policies:**

**Animals:** Only guide dogs or companion dogs that assist people with disabilities are allowed in the Library.

**Cameras:** Use of photographic or video equipment is restricted. Individuals, classes, groups, or organizations desiring to film the Library or its staff, or users must first get permission from the Library Administration, located on the 2nd floor of the library.

**Cell Phones and Pagers:** *To preserve a quiet study environment, the Library requires library users to set cell phones and pagers on "silent" signals. Cell phone use is not allowed at the tables in study areas, or in the bookstacks, on any floor. If you receive a call or need to make a call, please keep your voice low and move the elevator foyers on each floor, or to the front lobby. However, if complaints regarding excessive noise, are reported by other patrons, you will be asked to either move to other locations, or to end your phone call, or leave the building.*

**Children:** Children cannot be monitored and supervised by library staff. Therefore, children under the age of 14 entering the library must be accompanied and supervised by an adult over the age of 18. Children may not touch library computers or other equipment. Unaccompanied children must produce identification showing they are 14 years old or over. Exception will only be made for children participating in University-sponsored activities scheduled to occur in the library. Parents, guardians, and caretakers are responsible for the conduct of their children on library premises, and must provide close supervision at all times. In cases where children are not closely supervised or library rules are broken, library staff will ask parents or caretakers to take the children out of the building. Staff may contact University Security concerning unsupervised children.

**Computers on the First Floor of the Library:** Users must follow all Library Computer Use Policies, as posted. Access is limited to searching library resources and the options listed on the screen. No game playing, access to DOS, software installation, personal software, word processing, web authoring, or other productivity software are allowed.

**Disruptive Behavior Policy:** *Complaints of disruptive behavior will be taken seriously and the offending patron may be asked to leave the building. Behavior that interferes with the appropriate use of the Library, or interrupts the learning process for other patrons, exhibits a disregard for the dignity of others, and will not be tolerated. This includes excessive noise, altercations, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. All such activities should be reported immediately to the Circulation Desk on the First Floor, who will contact Campus Security and/or the University Police. Emergency phones connected directly to the Circulation Desk are located in study areas on floors two, three and four. Patrons identified as disruptive will be subject to sanction, including possible expulsion from the Library, University disciplinary action, loss of library privileges, and possible prosecution under state law, as stated in the Prairie View A&M University Student Handbook, 2002-2005.*

*Noise in the Library is a common cause of complaint. Please be considerate of others. If you can be heard at the next table (or within four feet), you are too loud. Conversations in the foyers, lobbies, halls, or near the Jazzman Cafe, Tutorial Center, or Computer Lab travel to other parts of the Library where other students are trying to concentrate and study. Other "inappropriate" behavior in the Library includes, but is not limited to the following:*

- *Using audible radios, walkmans, or other sound generating devices*
- *Using threatening, intimidating or abusive language*
- *Abusing or intimidating library staff or patrons*
- *Overt signs of substance abuse, including drunkenness*
- *Fighting or other "rowdy" behavior*
- *Using bicycles, skateboards, skates, or scooters*
- *Bringing weapons, simulated or real, into the Library*

- ***Defacing or damaging library property.***

**Emergency Phones:** Special telephones have been installed, so that emergencies can be reported as quickly as possible to the Circulation Desk. These "beige" phones are located near the entrance to each study area on floors 2-4.

**Fire Alarms:** All occupants, including patrons, visitors, and staff should respond to all fire and emergency alarms by immediately exiting the building via the nearest fire exit.

**Food and Drink:** Eating is not allowed in the John B. Coleman Library. Spilled food and drink are damaging to library collections and equipment and degrade the overall longevity and comfort of library furnishings. Anyone with food or drink will be asked to please leave and finish eating in the Jazzman Café, or to dispose of them immediately.

**Paging Patrons:** The Library will use its public address system to page individual patrons only when there is a verifiable medical emergency.

**Safety and Security:** The Library's goal is always to optimize the safety and security of its users and staff. All statutes, regulations, and laws governing safety and behavior in a facility of the State of Texas, the Texas A&M University System, and the Prairie View A&M campus, will apply. Emergencies should be reported immediately to Library staff. For additional security and safety, all floors, study areas and book stacks of the John B. Coleman Library are monitored by closed-circuit security cameras and monitors. Victims of or witnesses to disruptive behavior, harassment, or crimes in the library should notify the nearest library staff member immediately, for assistance.

**Signs:** Signs and announcements may be posted in two places in the John B. Coleman Library: the bulletin boards located on the wall in the foyer hallways near the restrooms on floors 1-3; and the bulletin boards standing on the floor in both the front and side door entrance foyers.

**Smoking:** Smoking in any part of the John B. Coleman Library is forbidden by law.

***Procedure for Library Disruptions:***

*Library staff members will take appropriate steps to end disruptions, including requesting identification, and involving Campus Security and/or University Police, when necessary. Library staff are authorized to request disruptive patrons to discontinue the behavior and to refer patron to the "written" policy on library conduct. If disruptive behavior continues or resumes, staff may then ask the patron to leave, notify Library or Campus Security and University Police for assistance and intervention.*

Policy Revised and Updated: February 17, 2006  
Rosie L. Albritton - M.L.S., Ph.D. Director, University Library Services and  
Professor Educational Media & Technology  
[rlalbritton@pvamu.edu](mailto:rlalbritton@pvamu.edu)

**a. Circulation Use Policy**

## **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 fines 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. Reserves Use Policy**

#### **RESERVE MATERIALS**

Reserve materials are placed in the Circulation Department. 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**

*To arrange an Information Literacy Instruction, please call the Reference and Information Services Department 936.261.1535*

## **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 all Research Instruction classes:

We ask that you provide for at least a 2 day window to allow us to schedule a room and prepare our materials. This gives us time to contact you to finalize the content you desire us to present. Ad hoc exceptions are possible, but are based upon available space and instructors.

2. Notice for new BI classes or New Faculty

Because we need to request a lab outside of the Library to schedule Research Instruction (RI) classes, we ask that you give us a few days if possible to secure a room. This also allows us time to prepare instructional materials for your students.

*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.

**e. REFERENCE AND INFORMATION SERVICES  
DEPARTMENT:  
Reference Instruction FAQ**

Who works in the Reference and Information Services Department?

Steve Shaw (Head of Reference and Information Services)

(936) 261-1529

[sjshaw@pvamu.edu](mailto:sjshaw@pvamu.edu)

Subject Liaison: Social and Behavioral Sciences, University College

Instruction Focus: Sociology, Social Work, History, Philosophy, Music, Community Development

Robert ('Bob') Grundy (Reference and Instruction Librarian / Instruction Coordinator)

(936) 261-1517

[rgrundy@pvamu.edu](mailto:rgrundy@pvamu.edu)

Subject Liaison: Army ROTC, College of Juvenile Justice & Psychology

Instruction Focus: Psychology, Juvenile Justice, Law, Education

Kimberly Gay (Reference and Instruction Librarian)

(936) 261-1506

[kmgay@pvamu.edu](mailto:kmgay@pvamu.edu)

Subject Liaison: Languages and Communication, College of Business

Instruction Focus: Communication, Business, Literature

Yubao Li (Reference and Instruction Librarian)

(936) 261-1518

[yli@pvamu.edu](mailto:yli@pvamu.edu)

Subject Liaison: Department of Mathematics

Instruction Focus: Chemistry, Math, Physics, Engineering, Computer Sciences

Chieko Sato (Reference and Instruction Librarian)

(936) 261-1507

[chsato@pvamu.edu](mailto:chsato@pvamu.edu)

Instruction Focus: Architecture

Who works in the Library Distance Services Department?

Elizabeth Jean Brumfield (Distance Services Librarian)

(713) 790-7282 (Northwest Campus)

(936) 261-1509 (Main campus)

[ejbrumfield@pvamu.edu](mailto:ejbrumfield@pvamu.edu)

Subject Liaison: Distance Services

Instruction Focus: Career Counseling and Development, Cultural Diversity, Education, Humanities

### ***Who works in the Library Distance Services Department?***

*Elizabeth Jean Brumfield ( Distance Services Librarian II )*

713-790-7282 (Northwest Campus)

936-261-1509 (Main campus)

[ejbrumfield@pvamu.edu](mailto:ejbrumfield@pvamu.edu)

Subject Liaison: Distance Services

Instruction Focus: Career Counseling and Development, Cultural Diversity, Education, Humanities

### ***Distance Services***

Distance Services in collaboration with the Reference and Information Services Department and the Distance Learning Council works specifically with satellite campuses and Distance Education students and faculty. Research instruction workshops and other library services are presented in accordance with the main library's mission and policies. Students and faculty receive comparable services through online tutorials and hands-on instruction at several of Prairie View's satellite facilities. Please contact the Distance Services Librarian to schedule a session.

***What can the Reference and Information Services Department do for me as an Instructor?***

The Reference and Information Services Department sees itself as an integral part of the learning process, and is here to partner with you to that end. We are available to speak to your classes as a whole (usually providing hands-on instruction on how to use our online services), lead tours of the John B. Coleman Library and the sometimes overlooked treasures within our walls, work with you individually on searching databases, provide research assistance for your projects, and more. You can always stop by the Reference Desk, or drop by our offices for consultation. We are also available through telephone 936.261.1535 or email ([askalibrarian@pvamu.edu](mailto:askalibrarian@pvamu.edu)).

***Can I get a Librarian to speak to my classes?***

Absolutely! This is our favorite part of our job!

***Who should I contact? What information should I provide?***

To streamline and facilitate the process, Bob Grundy is the coordinator and liaison for all instruction on the main campus, and Jean Brumfield coordinates instruction for Distance Services. Feel free to contact either of them by phone or email.

We generally need your name and contact information, course and section number and short title, and the number of students enrolled in this section. Beyond that, we can discuss the specific content of the presentation.

***Where does the instruction take place?***

Great question! We are fortunate enough to have several options. We work well with the Office of Distance Learning and can sometimes schedule classes in the New Science Building, which seats about 40. We sometimes use labs in the Delco Building as well. While it might not provide hands-on instruction, we can come to your classroom- we have a laptop and data projector, and are 5 extremely mobile librarians. Have information, will travel! There are online tutorials that are in the production phase for Distance Education students, as well.

***I have to leave for a conference; can I request a Research Instruction session at the last minute?***

Although emergency sessions do arise (especially around exams), we'd prefer you didn't do this; we need a few days if possible to prepare for a session that really benefits your students. We find that students get more out of the class if you are there as well; you provide wonderful last minute insight that is invaluable. Plus you might learn something as well!

***What would the librarians talk to my students about?***

Anything you need! We have basic 50-minute classes on finding books and articles, but can create presentations suited to your class. We can teach citation methods, Internet evaluation, research methodology, finding government information, etc. Our staff is expert at building sessions around a specific project you have; this is why we love working closely with you.

***Can I choose the content?***

We hope you do! If we present information outside of the needs your students have, this benefits no one.

***My students are having a hard time finding appropriate sources; everything they use is from the Internet. Can you help?***

Students often need help in this area, and our staff is especially trained to effectively assist them. Not being able to understand the difference between the Internet and a database feeds this, and we are able to help them see this distinction, as well as successfully navigate the Internet.

***Can I meet with a member of the Reference and Information Services Department one-on-one?***

Sure! Our offices are always open to you, and we can come to your office if you'd prefer. Everything that we cover during a Research Instruction session can be covered individually.

***Can the Reference and Information Services Department help me with my research?***

Reference Librarians are expert at ferreting information from hidden sources, and tracking down citations. Need help starting to find research for that paper or conference? This is where we come in. Short-term or immediate research need? Call us! 936.261.1535. Long-term research project? We're not going anywhere!

## **f. User-Guide to 1<sup>st</sup> Floor Public Service Desks**

### **Information Desk:**

This desk will be staffed only during certain hours as posted.

The Information is located on the first floor, adjacent to the Library Directory, just before the elevators, and facing the front entrance. It is directly in the view of patrons entering the building, as they walk through the security gates. This Desk is staffed by Librarians, Library Assistants, Library Administrators, Student Assistants, and other Professional Staff on the Coleman Library Roster.

The purpose of this Desk is to provide *directional* information and answers to brief factual information regarding the campus, and the location of various library departments and units. This Desk will not be responsible to "Ask a Librarian" telephone calls, on a regular basis, except when a Librarian is at that location, and not at the Reference Desk.

Staff members serving at this desk will also be available to assist the Reference Desk staff in providing *basic* help in using: 1) The Online Public Access Catalog (Voyager) to locate books, journals, and other materials; and Other features of the PC-workstations on the first floor for navigating the internet, including *printing procedures, the PVAMU Web-site, the Library Home-Page, and other online services.*

**Library users in need of *research assistance* in using *full-text licensed database collections, i.e., ProQuest, EBSCO, Gale, and Wilson,* and the use of other academic resources to complete course-assignments and for help in writing a paper will be referred to the Reference Desk, for consultation with professional Reference Staff.**

**In addition, those users in need of assistance with *interlibrary loan, study carrels, library fines, a-v equipment, videos, or other issues related to the circulation and returning of materials, should be referred to the Circulation Desk.***

### **Reference and Information Services Desk:**

This desk should be staffed at all times that the Library Building is open for service.

Located on the first floor, on the right side of the corridor when entering from the front lobby, and staffed by Reference Department Librarians, Library Assistants, and Student Assistants. This Desk remains as the *focal point for assistance and “instruction” in the use of library materials, resources, and online research services; including I.L.L., “Ask a Librarian” phone and internet services.* Each interaction is an opportunity to develop a more sophisticated and self-sufficient library user. This level of service is designed to *“teach” the strategies and skills necessary to find the answer to a research inquiry.* Reference Desk Staff offer help and information on the *selection and use of electronic databases and resources, and guidance on how to begin library research, in addition to routine information on overall library holdings and services, brief factual information, and general point of use instruction.*

### **Circulation, Reserve, Audio-Visual Media and Interlibrary Desk:**

This desk must be staffed at all times when the Library Building is open for service.

Located on the first floor, on the left side of the corridor when entering from the front lobby, and staffed by Circulation Department Library Assistants and Student Assistants. This Desk is the central point for assistance in charging and returning all circulating library materials, including reserve materials and all A-V/media materials and equipment. This Desk is also responsible for maintaining all library user records, Interlibrary Loan requests, and HARLIC cards.

When the Information Desk is “closed,” basic directional questions should be handled by the Circulation Staff. However, Library users in need of *research assistance* in using full-text licensed databases and other academic materials to complete course-assignments and for help in writing a paper will be referred to the *Reference Desk for consultation with Reference Desk Staff, during all hours of Library operations.*

### **Periodicals Desk:**

This desk should be staffed at all times that the Library Building is open for service.

Located in the Periodicals reading room, on the first floor, in the far right wing beyond the Reference Department, and staffed by Library Assistants and Student Assistants, this Desk is the central point for assistance in using the *print periodicals and serials collection, including newspapers and Federal Documents.* Periodicals Staff are also responsible for *basic help* in using the microfiche and microfilm readers in that area. Library Users in need of *research assistance in using full-text licensed databases and other academic resources needed to complete course-assignments and for help in writing a paper will be referred to Reference, for consultation with Reference Staff.*

## **7 – SPECIAL COLLECTIONS AT THE JOHN B. COLEMAN LIBRARY/PRAIRIE VIEW A&M UNIVERSITY**

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 Reference and Information Services Department at 936.261.1535 or stop by the first floor, Room 126:

- **RARE BOOKS**, devoted primarily, although not entirely, to rare works by African-Americans (Special Collections/Archives Dept., fifth floor, Room 505)
- **BLACK HERITAGE OF THE WEST**, specializing in material about the American Southwest (Special Collections/Archives Dept., fifth floor, Room 505)
- **BLACKS IN THE MILITARY**, focusing on the contributions of African-Americans to U.S. military history (Special Collections/Archives Dept., fifth floor, Room 505)
- **T.K. LAWLESS COLLECTION** of materials by and about African-Americans (Special Collections/Archives Dept., fifth floor, Room 505)
- **DELCO ARCHIVES** of the memorabilia of former Texas State Senator Wilhelmina Delco (Special Collections/Archives Dept., fifth floor, Room 505)
- **HYMAN COLLECTION** of articles, manuscripts of Dr. Harold Hyman's research interests (Reference and Information Services Dept., fifth floor, Room 505)
- **KING COLLECTION** is comprised of scholarly materials from the personal collection of Dr. Robert D. King, Distinguished Professor of History, and Philanthropist, from the University of Texas, Austin (Special Collections/Archives Dept., fifth floor, Room 505)
- **AFRICAN 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 (Periodicals/Microforms/Government Documents Room, first floor, Room 127)

## **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: one in the Reference and Information Services Department that takes The *Panther Card* only and two against the back walls of the Periodicals/Government Documents Room. One copier takes money and can do change up to \$5.00 and one that takes The *Panther Card* only. 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 Reference and 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/public fax machines in the library.

## **Information Desk**

This Desk is staffed by Librarians, Library Assistants, Library Administrators, Student Assistants, and other Professional Staff on the Coleman Library Roster.

The purpose of this Desk is to provide directional information and answers to brief factual information regarding the campus, and the location of various library departments and units.

## **Lost and Found**

Please call the Circulation Desk at 936.261.1542 if you have lost something in the library.

## **New Acquisitions**

New book acquisitions are displayed on the first floor across from the Reference and Information Service Desk labeled "New Books". The library's new purchase listings are online by clicking <https://voyager-pv.tamu.edu/cgi-bin/newbooks>. Patrons are encouraged to suggest purchases online by clicking [http://www.tamu.edu/pvamu/library/Forms/Purchase\\_Request.html](http://www.tamu.edu/pvamu/library/Forms/Purchase_Request.html).

## **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 936.261.1500. 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. Room 108 only holds 75 people; larger events should use one of the auditoriums 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/public 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 936-261-1500 (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 126 D. 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 – JOHN B. COLEMAN LIBRARY FLOOR GUIDE**

### **First Floor**

Circulation and LRC Department  
Reserves (104)  
Lost and Found (104)  
Reference and Information Services Department  
Change Machine (126)  
Periodicals/Microforms/Government Documents Room (127)  
Public Events Room (108)  
Art Gallery (109)  
Jazzman Café (107)  
Public Lockers (West wing)  
Restrooms (120, 122)

### **Second Floor**

Stacks: A-H  
Library Administrative Offices (207)  
Computer Lab (210)  
Tutoring Center (209)  
Restrooms (202, 202)  
Internet Classroom (212)  
Study Carrels  
Public Lockers (West wing)  
Technical Services (111)

### **Third Floor**

Stacks: J-Z  
Juvenile Collection  
Texas State Textbooks  
Study Carrels  
Group Study Rooms 305C – D  
Public Lockers (West wing)  
Restrooms (302, 304)

### **Fourth Floor**

Delco Collection  
African Art Collection

### **Fifth Floor**

Special Collections/Archives Department (505)  
Executive Conference Room (508)  
Restrooms (501, 502)

## 11 – LIBRARY ASSOCIATION PROFESSIONAL POLICIES

### ***a. ALA (American Library Association ) Library Bill of Rights:***

>>Source: American Library Association [www.ala.org](http://www.ala.org)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the *Intellectual Freedom Manual*.

### ***b. Code of Ethics of the American Library Association:***

>>Source: America Library Association [www.ala.org](http://www.ala.org)

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. **We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. **We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. **We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. **We recognize and respect intellectual property rights.**
- V. **We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**
- VI. **We do not advance private interests at the expense of library users, colleagues, or our employing institutions.**
- VII. **We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.**
- VIII. **We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.**

Adopted June 28, 1995, by the ALA Council

**c. Association of College and Research Libraries ( ACRL)  
Principles on Intellectual Freedom:**

**d.**

>>Source: Association of College and Research Libraries <http://www.acrl.org/>

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 maintains 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

***d. American Library Association's Policy of Confidentiality:***  
**ALA Policy 52.4 Confidentiality of Library Records**

Found: American Library Association [www.ala.org](http://www.ala.org)

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)

***e. American Library Association's Statement on Information Literacy:***

>>Source: American Library Association [www.ala.org](http://www.ala.org)

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.

***f. TLA (Texas Library Association) Mission Statement:***

>>Source: Texas Library Association [www.txla.org](http://www.txla.org)

The Texas Library Association was established in 1902 to promote, support, and improve library services in Texas. Specific objectives are:

1. To encourage the identification, development, and maintenance of library services which will meet the informational, cultural, educational, and recreational needs of the citizens of Texas.
2. To provide for and stimulate the professional and career development of personnel in academic, public, school, and special libraries of Texas;

3. To facilitate effective cooperation among library personnel in academic, public, school, and special libraries of Texas;
4. To increase the effectiveness of libraries;
5. To advance the standards and ideals of the profession;
6. To provide a vehicle whereby library personnel may be aware of and cooperate with other associations and organizations which have similar or allied interests;
7. To increase attention to intellectual freedom and social responsibility as an action-oriented association;
8. To provide appropriate services to members for the benefit of the profession;
9. To work cooperatively with other associations in developing joint activities which relate to the provision of library services, the selection, distribution and use of books and other materials, the support of intellectual freedom, and the enhancement of educational opportunities, provided that:
  1. The purpose of the joint activity is supportive of the emphases named above;
  2. The other association has a major role in those activities relating to libraries;
  3. The financial commitment required does not place a major burden upon the regular financial responsibilities of the Association;
  4. The activity has been approved by the Executive Board.
  5. To operate exclusively for charitable, scientific, literary, and educational purposes.

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***g. TLA (Texas Library Association) Governance:***

>>Source: Texas Library Association [www.txla.org](http://www.txla.org)

The Texas Library Association is headquartered in Austin. The Association's governing body is a **Council** comprised of both voting and non-voting members. Voting members are the president, president-elect, past president, treasurer, ALA councilor, five representatives-at-large, and one councilor from each division, district, and round table or an alternate designated by the unit. Non-voting members are chairmen of standing committees and ad hoc committees, executive director, journal editor, association legal counsel, chairmen of statewide organizations affiliated with TLA, councilors of interest groups, and the parliamentarian. At least two meetings are held each year at the Annual Conference and at Annual Assembly. As the Association's policy making and chief governing body, the Council adopts the annual budget and the legislative platform.

A general membership meeting is conducted during the Annual Conference to give members an opportunity to discuss professional and Association concerns and to make their opinions known.

The **Executive Board**, which serves as the central management board of TLA, recommends to the Council matters of policy, budget, and operations. Board members are elected annually by the entire membership. Serving on the executive board are the president, president-elect, past president, ALA councilor, treasurer, five representatives-at-large, and the executive director as secretary and non-voting member.

TLA **Bylaws** govern the policies and functions of the Association.

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### ***h. Copyright and Fair Use Law***

>> Source: Legal Information Institute, Cornell Law School  
<http://www4.law.cornell.edu/uscode/17/107.html>

#### **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*

## II. Researching in the library

### 1 – 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.pvamu.edu/pages/3585.asp>
- (2) Place the cursor over the purple "Prairie View Online Catalog" button.
- (3) 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.
- (4) Let's take "Author" first. Type the last name first: "Douglass, Fredrick" 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.
- (5) 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."
- (6) 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.
- (7) 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."
- (8) 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!
- (9) 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.
- (10) 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."

## 2 – 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:

### Library of Congress Classification System

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

These codes guide you to the location of our materials:

**John B. Coleman Library: Locations of Materials**

<b>Location Code</b>	<b>Where is it?</b>
Experiment Station Reports	Periodicals Dept.
Federal Documents, Web	Online Homepage- Government Documents
Houston Clinical Center	PV College of Nursing, Houston
Internet Resources	Online- Reference Shelf
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- Reference Shelf- Online (Electronic Books)
Periodicals	First floor, Periodicals Dept.
Periodicals, Microfilm	Periodicals Dept.
Periodicals, Microfiche	Periodicals Dept.
Periodicals, Newspapers	Periodicals Dept.
Reference Collection	First floor
Reference/Ready Reference Collection	Information Services Desk
Reserves Materials	Circulation Department
Special Collection /Black Classics	Fifth floor, Room 505
Special Collection/Black Heritage of the West	Fifth floor, Room 505
Special Collection/Blacks in the Military	Fifth floor, Room 505
Special Collection/Lawless	Fifth floor, Room 505
Stacks	
Call numbers A-H	Second floor
Call numbers J-Z	Third floor
Delco Collection & African Art Collection, Gallery	Fourth floor
Theses	Fifth floor, Room 505
University Archives	Fifth floor, Room 505

### 3. HOW TO FIND A JOURNAL

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 E-Journals: Full Text Online Electronic Resources” to access a full-text title of a journal.

#### 1. 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 to “By Subject ” or “A-Z List”. These two areas take you to the general databases such as Ebscohost, ProQuest, and Lexis Nexis. Scrolling down shows you the Coleman Library’s databases organized by subject area.

You also can find useful information about subject areas from the Library web page under the “Assignments Resources” and the “Subject Guides” 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.

#### 5. 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 5 in Beyond the Building* of this handbook for further instructions). The Reference and Information Services’ staff can help in locating and using these databases. Some of our more popular databases include:

The full list of databases is available at <http://www.pvamu.edu/pages/3649.asp>

**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.

### **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.pvamu.edu/pages/3663.asp>

## **2 – SUGGEST MATERIALS 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 (936.261.1537) 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 LIBRARY SERVICES**

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

The J.B. Coleman library in support of the American Library Association guidelines for Distance Library Services provides a wide range of library services to the distance learning community including satellite campuses, distance education students and faculty, researchers and staff.

The goals of the Distance Library Services are to:

- Develop a virtual library presence which complements the library's educational goals and mission
- Interact with the teaching faculty to incorporate library components into their courses
- Develop ways to provide support to "remote users" and "distance learners", off-campus students enrolled in distance education, blended or hybrid courses, also students or faculty who may occasionally use remote library services

Distance education students and faculty have access to library materials and resources through the online catalog and the research databases. Library services include a Distance Services webpage link located on the J.B. Coleman Library webpage where students can access pertinent information specific to their location, including announcements of special event at the satellite campuses.

In addition to the above, the following is a list of other services available to distance education students:

- Reference assistance (face-to-face at the Northwest campus and through the "Ask a Librarian" on the library website)
- Access to reserves and document delivery in accordance with copyright and fair use policies (through the interlibrary loan)
- Bibliographic and research instruction through on-line tutorials and face-to-face instruction

- Promotion of library services to the distance learning community and local and national organizations, universities and educational institutions

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.pvamu.edu/pages/3663.asp>

In order to see if the Coleman Library has the desired materials, the student must search the PVAMU catalog: <https://voyager-pv.tamu.edu/> For help with searching within the online catalog see <https://voyager-pv.tamu.edu/help/combinedsearch.htm> or *Section II Researching in the John B. Coleman Library- Part 1- How to Find Books in the JBC Library* of this library handbook for further instructions

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 data. 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 936.261.1542 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**

<http://www.pvamu.edu/pages/3693.asp> ( Online Application Form)

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 re-verification. 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.

##### **a. ACCESS FROM HOME**

<http://www.pvamu.edu/pages/3622.asp>

### *Instructions*

Go directly to the Library's webpage and choose article collections by subject or from an A to Z list. After you click on a link for an article collection, you will be asked to login to EZproxy. Use your last name as a Username and your university ID number as a password. Not all resources require logging in to EZProxy.

Examples: Students | for Faculty and Staff |

### *For Students*

User Name: Smith

Password: (your Panthertracks number) 10XXXXXXX

For hyphenated names, use a space instead of a hyphen

For example John Smith-Jones : smith jones

### *For Faculty and Staff*

User Name: John Smith-Jones : jones

Password: (your Leavetraq number) XXXXXXXXX

## **b. TROUBLESHOOTING**

Things to Check:

- "Losing" authorization: If you close your browser or if your browser crashes, then you'll need to login to EZProxy again.
- "Cookies" must be activated in your browser settings for this service to work.
- JavaScript should be enabled to access the full range of resources.
- "Page cannot be found" error message.
- If you have an error message about the EZProxy administrator
- If you have a forbidden error that says I don't have permission to view ezauth.php.
- If a journal you have bookmarked in your browser, the publisher asks you for a password and won't let you in.
- I seem to be able to access everything except the full text of one journal
- I used the Library's resources from off-campus prior to Jan. 10, 2005

Call the Reference Department at 936 261-1535 or email (askalibrarian@pvamu.edu) for assistance.

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I used the Library's resources from off-campus prior to Jan. 10, 2005

**1) Before you start, be sure that previous proxy settings have been removed. (depending on your browser settings, you may not have to do anything).**

If you have previously set your browser to use the library proxy server, remove these settings.

- In Internet Explorer go to Tools > Internet Options > Connections > LAN Settings (or Settings) > uncheck the Use a proxy server box. Also click on the Advanced button and erase the proxy address and port information in the HTTP section.
  - In Netscape or Mozilla go to Edit > Preferences > Advanced > Proxies > and then select the Direct connection to the Internet radio button. Also erase the proxy address and port information in the HTTP section.
  - In Opera 7., go to Tools > quick preferences > Enable proxy server (if check mark displays, click on that line; if no check displays on that line, you're OK).
  - In Mozilla Firefox 1, (new, different from Mozilla 1.x/Netscape 7.x) go to Tools > Options > General: Connection: Connection settings (button) > select "Direct connection to the Internet" > click OK to exit.
- 

**2) Cookies must be enabled. Depending on your browser settings, you may not have to do anything.**

- In Internet Explorer 6, go to Tools > Internet Options > Privacy > then set the privacy slider to Medium or lower or select Advanced for additional cookie control.
  - In Internet Explorer 5, go to Tools > Internet Options > Security > Internet > Custom Level > Cookies > Enable.
  - In Netscape 7 or Mozilla, go to Edit > Preferences > Privacy & Security > Cookies > Enable all cookies.
  - In Netscape 4, go to Edit > Preferences > Advanced > Accept all cookies.
  - In Opera 7., go to Tools > Quick preferences > check "Enable Javascript" and "Enable cookies."
  - In Mozilla Firefox 1., go to: Tools > Options > Privacy: > click on "Cookies" and check box to "Allow sites to Set Cookies" and then select Web Features from left column and check box to "Enable Javascript" These are probably set on by default. Click OK to exit.
-

**3) JavaScript must be enabled. Depending on your browser settings, you may not have to do anything.**

- In Internet Explorer 6, go on Tools > Internet Options > Security > Custom Level.
  - In Netscape 7, or Mozilla go on Edit > Preferences > Advanced > Scripts & Plugins and select Enable JavaScript for Navigator.
  - In Netscape 4, go to Edit > Preferences > Advanced > Enable JavaScript.
- 

**4) Now, you are ready to log in to search for articles. Go to the Library's webpage where you choose article collections by subject or from an A to Z list. After you click on a link for an article collection, you will be asked to login to EZproxy. Use your last name as a Username and your university ID number as a password. Not all resources listed on this page require logging in to EZProxy.**

- EZProxy administrator error message: If you click on a resource link and receive a message similar to:
  - To allow /login?url=http://some-database.com/ to work, your Ezproxy administrator must first authorize this within the ezproxy.cfg file.
  - This occurs when the database vendor changes the database's domain name. Please email the EZProxy administrator (asalibrarian@pvamu.edu) and report this problem.
  - "Cookies" must be activated in your browser settings for this service to work.
  - JavaScript should be enabled to access the full range of resources.
- 

**"Page cannot be found" error message.**

Your local network may be rejecting traffic from the proxy server, which helps off-campus users to connect to databases and online journals. If you administer your own personal firewall, then you will have to make an exception for:

**<http://www.pvamu.edu/pages/3585.asp>**

**port 2048**

Windows XP users: Windows XP comes with its own firewall, and Microsoft recommends that you activate this feature to secure your computer. Read these instructions to open up port 2048.

If you are at a place of work with a local area network, then you should talk to your help desk or network administrator about how your network is configured.

*I get a forbidden error that says I don't have permission to view ezauth.php.*

You are not a current student, faculty or staff member, or your EID does not reflect your role as a current student, faculty or staff member. This often happens at the beginning of the semester if you have registered late for classes, or if you have taken a leave of absence from the University.

*When I go to a journal I've bookmarked in my browser, the publisher asks me for a password and won't let me in.*

The system that we use for off-campus access uses encoded links. Your bookmarks probably do not have the right encoding to enable off-campus access. To fix this, edit your bookmarks and paste this prefix in front of each URL that requires authentication via EID: **http://pv-ezproxy.tamu.edu:2048/login?url=**

From then on, when you choose that bookmark, it will pass you first to our proxy server where you can enter your University ID number, then pass you on to the publisher's site.

*I seem to be able to access everything except the full text of one journal.*

Occasionally there are mix-ups with renewing a library subscription, or a vendor's server is down, or a journal may not be providing full access to all of PVAMU's IP range. Please report these types of problems to the library staff so that we can contact the vendor as soon as possible.

For assistance, or to report problems, please call 936-261-1535 or email the EZProxy administrator (askalibrarian@pvamu.edu).

## John B. Coleman Library: Frequently Asked Questions

[Basic Information](#) | [Obtaining Materials](#) | [Special Services](#)

### Basic Information

- **Where is Lost & Found?**  
Any "lost & found" item is kept at the Circulation Counter. Main floor of the Library.
- **Does the library hire student workers?**  
Students seeking library employment should check with the Library administrative secretary in Room 207 on the second floor of the library before the beginning of each semester for available positions.
- **Is there a quiet study area in the library?**  
All areas of the Library are designated as "quiet study areas," although areas of heavy traffic and computer use, such as the first and second floors, are often noisy.
- **How can I get a study carrel?**  
Patrons may request a study carrel at the Circulation Counter on a "first come, first served" basis. If all the carrels are taken, the patron may sign a waiting list for the next available carrel.
- **How can I get a group study room?**  
Patrons may request a group study room on a "same day" basis, "first come, first served" from the Circulation Counter. All rooms should be requested between 8am-5pm on the day of use. If a room is not reserved by 5pm, a patron can still sign for its use at the Circulation Counter.
- **How do I reserve the Public Events Room (R108)?**  
Anyone interested in using the Public Events Room must reserve a time slot through the Library administrative office, 936-261-1500.
- **How do I reserve the Art Gallery (R109) for a showing?**  
Anyone interested in using the Art Gallery must reserve a time slot through the Lauren Kelley, Curator and Art History Adjunct Professor 936.261.1523. And/Or the Circulation Dept. at 936-261-1542.
- **Is there a phone I can use in the library?**  
There is presently no phone in the library for student use.
- **Can I bring food into the library?**  
No food or drink is allowed in the Library.
- **Where are the Satellite Campuses?**
  1. 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 Stuebner Road.
  2. University Center 3232 College Park Drive. The Woodlands, Texas 77384; 281.618.7170 <http://www.tuc.edu>. 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.

3. Music Library Hobart Taylor Building. Prairie View, Texas 77384; 936.618.7170
4. 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

## **Obtaining Materials**

- **How can I checkout a book?**

Books are checked out at the Circulation Counter through a barcode system. All students must stop there at the beginning of every semester to have their personal information (name, address, etc.) entered and updated into the system. All returning students must provide a fee receipt and PVAMU ID card for validation at that time.

- **How long can a student checkout a book?**

Undergraduate and graduate students may checkout books for three weeks. All checkouts require a current valid PVAMU ID card. Checkouts may be renewed for consecutive two-week periods unless there is a recall, at which time the books must be returned.

- **How long can a faculty member checkout a book?**

Faculty and staff may checkout books for four months. All checkouts require a current valid PVAMU ID card. Checkouts may be renewed unless there is a recall, at which time the books must be returned.

- **How can I borrow books if I'm not a PVAMU student?**

Community members can purchase a community borrower's card for ten dollars from the Circulation Counter. The card is valid for one year and can be used to checkout books for two-week periods.

- **Can I check out books if I'm enrolled in distance education classes?**

Yes. Please visit the library's Distance Library Services <http://www.pvamu.edu/pages/3664.asp> page for materials request forms and a complete description of the services we provide to distance learners.

- **How can I get a book if someone has borrowed it already?**

If you need a book that is checked out, place a recall request at the Circulation Counter. The borrower will then be contacted to return the book immediately.

- **What happens if I don't return the books?**

If a book is returned late, the patron must pay a fine of twenty-five cents per day. If a book is not returned, the patron must pay the full cost of the book. Unpaid fines are automatically referred to the Fiscal Office for payment.

- **How can I get articles and books the library doesn't own?**

The Library has an interlibrary loan service which allows patrons to obtain books and articles from other U.S. libraries. For more information please visit Interlibrary Loan site When We Don't Have "What You're Looking For" <http://www.pvamu.edu/pages/3663.asp> page. In addition PVAMU students have borrowing privileges from other area libraries on a sign-up basis. Please see the ILL page listed above for information on TexShare and HARLiC cards.

- **Can you email articles to me?**

We will be happy to email articles to you if they are already in electronic format, and if you know what articles you want.

Please keep in mind, however, that we will not do your research for you. We are happy to help you find a given article, or to guide the research process. You may not telephone or email us and request "5 articles on [any subject]", expecting us to do your research. We are familiar with many of the assignments you are given, and know that your professors expect you to learn to do the research for those assignments.

- **Where are the reserve books and folders for my classes?**

If your professor puts something on "Reserve" it is physically located behind the Circulation counter. Go to the Reserves portion of the Circulation counter to check out these materials.

- **Can I checkout magazines?**

No, magazines and journals do not circulate. You may, however, make photocopies of the pages.

- **Can I checkout videos?**

Videos can be checked out by students for a period of one week. Videos may also be viewed in the Reserves (Room 104) on the first floor of the Circulation Department. Faculty may arrange for class viewing of films and videos by calling 936.261.1536.

- **What do I do if a book isn't on the shelf?**

If a book is listed as "not checked out" in the catalog but is not on the shelf, it could be in someone's possession, on a library study table, on a re-shelving cart, missing, etc. Patrons should report "lost" books to the Circulation Counter staff, if the books do not re-appear in a few days.

- **Do you have the Houston Chronicle?**

The daily Houston Chronicle and one month's back issues are held at the Periodicals Counter. The online >> <http://www.chron.com/> version is also available.

- **Do you have tax forms?**

The Library maintains a collection of federal income tax forms and instructions from 1986-present at the Reference Counter. You can also access federal forms and instructions at the IRS >> [http://www.irs.ustreas.gov/prod/forms\\_pubs/index.html](http://www.irs.ustreas.gov/prod/forms_pubs/index.html). home page.

- **Where can I get a popular book to read?**

The Library does maintain a small separate holding area for "Best Sellers" located across from the Reference counter. This collection consists of current fiction and non-fiction books. However, this is a small portion of what the library has, and patrons in search of popular reading (e.g., Stephen King, Anne Rice) are encouraged to do an author or title search in the *PVAMU Library Catalog*. >> <https://voyager-pv.tamu.edu/>

- **Where do you keep your new books?**

New books are shelved on the New Book Shelf across from the Reference Counter on the first floor. New books may be checked out immediately.

- **Where do you keep school catalogs?**

Current PVAMU catalogs are available electronically on the main PVAMU website. Recent catalogs are available at the Reference Counter. Older PVAMU catalogs are in Archives (fifth floor/room 505). Catalogs from many Texas public universities are kept in the Reference Dept. Current U.S. and international catalogs are accessible via the WWW at institutional websites (e.g., the University of Houston catalogs are at <http://www.uh.edu>). Older U.S. catalogs are on microfiche in the College Catalog Collection in the Periodicals Dept.

- **Where do you keep textbooks?**

The Library does not purposely buy textbooks for classes. The collection sometimes includes an older edition of a book, and occasionally a teacher will place a copy on Reserve for student use. It's always a good idea to check the catalog!

- **Where do you keep phonebooks?**

The Library has Houston, Waller County, and PVAMU campus phonebooks only. Other phone numbers are locatable through the WWW. Of course, you may also call Directory Assistance. The Library does not have

"criss-cross" directories, although the WWW directories will do reverse lookups on addresses and phone numbers.

- **Where do you keep books on resume writing?**

Most books on resume writing are in the Reference Department. Students should also take advantage of the Computer Resume Service in Room 225 of Anderson Hall.

- **Do you have any books on scholarships and financial aid?**

The Library has a number of financial aid books in the Reference Dept. A number of web-based financial aid resources are available at Yahoo!: Education: Financial Aid.

## Specialized Services

- **Can the library laminate things for me?**

No. Please visit Kopyko in Room 101B of the Memorial Student Center (MSC) for copying, printing, laminating, binding, and other services.

- **Can I make transparencies in the library?**

Yes. One of the copiers in the Periodicals Department on the first floor will make copies on transparencies. You must have a transparency when you come to the library. The library does not have transparencies for you to use, and "homemade" transparencies will not work. If you need assistance in making a transparency copy, please ask at the Periodicals desk.

- **Can I make double-sided copies in the library?**

Yes. One of the copiers in the Periodicals Department on the first floor will make double-sided copies. It cost ten cents per side for a double-sided copy. If you need assistance in making a double-sided copy, please ask at the Periodicals desk.

- **Is there a fax machine I can use?**

No. Students may use the fax machine at the Student Computer Center in Farrell Hall.

- **Is there a copier I can use?**

Photocopiers are located on the first floor only: in the Reference Dept. and against the back wall of the Periodicals Dept. Copies are ten cents per page.

- **Is there a change machine I can use?**

A machine which will change one dollar and five dollar bills is available in the Copy Room, 126D in the Reference Dept. No service desk provides change in any amount for patrons.

- **Is there a typewriter I can use?**

Yes, there is a typewriter available for students to use. It is located in room 126D in the Reference Department.

- **Is there a scanner I can use?**

No. Students may use scanners at the Student Computer Center in Farrell Hall.

- **Does the library have the Internet?**

The Internet is accessible for patron use through computers in the Reference and Periodicals Depts. on the first floor, and in the Computer Lab (R210) on the second floor. The PVAMU Library Catalog, library databases, and many other library services are available from the Library's Home Page.

- **Can I print from the Internet?**

The Library has a limited number of b/w printers available for printing from the Internet. There are no color printers available for patron use. Printing is unlimited and free of charge, but patrons are requested to print only what is necessary. While the computers located on the first floor of the library have the ability to print from programs like Word and PowerPoint, if you need to edit the file before printing, you will have to use

the Computer Lab located in RM 210.

- **Can I use WebCT at the library?**

Students may access class materials through their WebCT accounts by using any of the open access computers on the first floor of the library.

- **Can I play online games or use chatrooms at the library?**

The computers located on the first floor of the library have been designated for research use only. Research does not include using chatrooms or playing online games.

- **Do you have classes in how to use the library?**

Individuals can sign-up for tutorials on library use--how to use the catalog, database searching, etc.--with any Reference Librarian. Faculty are urged to call the Reference Dept. at X1535 and sign-up their classes for library orientation sessions. Outside groups/visitors are always welcome, and a librarian will be happy to show the facilities, but group leaders should also make an appointment with a Reference Librarian first.