

John B. Coleman Library

***Reference and Information  
Services Department***

**POLICY MANUAL**



Prairie View A&M University  
A Member of the  
Texas A&M University System  
ACADEMIC YEAR 2008-2009

**John B. Coleman Library**  
***Reference and Information Services Department***  
**Policy Manual**

**Table of Contents:**

Introduction	3
Reference and Information Services Department: Mission and Vision	4
Reference and Information Services Department: Policy	5
Reference and Information Services Department: Opening Procedures	11
Reference and Information Services Department: Closing Procedures	13
Reference and Information Services Department: Reference Instruction FAQ	14
Printers	17
Copiers	18
General Information	19
Library Use Policy	20
Library Faculty Liaisons	23
Database Access from Home	25
Sungard Collegis (Information Technology Department) contacts	26
Reference Staff: Subject area web maintenance policy	27
Library Staff Office Phone Numbers	28
Useful Websites: Copyright Issues and Policies	30
Prairie View A&M University Campus Map	31

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### **Introduction:**

This policy manual designed for any professional librarian working in the Reference and Information Services Department of the John B. Coleman Library at Prairie View A&M University. From opening and closing procedures for the reference area, to the mission and vision of the department, to helpful appendices regarding professional organizations and standards, this manual serves as a guide to all the policies and procedures that are in place, as well as the facilities that comprise the Reference and Information Services Department. For more information on the John B. Coleman Library please visit:

[www.pvamu.edu/library](http://www.pvamu.edu/library)

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### **Reference and Information Services Department Mission**

The mission of the Reference Department is to provide an organized collection of print and online resources and teach Information Literacy skills regarding the access and usage of both on and off campus information services to the Prairie View community to enable them to become information literate, independent researchers.

### **Reference and Information Services Department Vision**

The Reference Department seeks to become a comfortable 'place,' both in the Library as well as online; the optimal source for information for all users, regardless of location, as we equip the Prairie View student to evaluate, access and use information in a critical manner, carrying this ability to all aspects of their lives.

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### Reference and Information Services Policy

#### **I Purpose of the Reference and Information Services Department Policy Manual**

1.1 The purpose of the Reference and Information Services Department Policy Manual is to state guidelines and departmental policies for providing Reference and Instruction service to the Prairie View A&M University community. We strive to provide a high quality uniform standard of service.

1.2 The manual will be used as an information resource for Reference and Instruction, those staffing the Reference desk, newly hired Reference Librarians, and other Library Staff.

1.3 Revisions to the manual will be made by consensus of the Department whenever it is deemed necessary.

#### **II Objectives of the Department**

2.1 The primary objective of the Reference and Information Services Department is to assist library patrons in the location, use and understanding of appropriate, relevant information resources. These include but are not limited to:

2.1.1 Answering reference questions.

2.1.2 Providing instruction in the use of the Coleman Library and other library resources.

2.1.3 Assisting with the “hands on” use of Reference resources.

2.1.4 Creating and maintaining a collection of Reference resources, and arranging it for effective use.

#### **III Library Clientele**

Reference Staff should keep the following principles in mind when serving the University Community:

3.1 Undergraduate students are entitled to the same level of service as a graduate student, faculty member, administrator or university staff member.

3.2 No distinction is made between university and non-university patrons in the provision of routine information services. The distribution of passwords for remote access, and the provision of Interlibrary Loan service is not the responsibility of the Information Services Department.

## **IV Types of Reference Services**

4.1 *Reference Interview.* Reference and Instruction Librarians always determine the needs of the patron.

4.2 *Directional questions.* Reference and Instruction Librarians provide directional assistance, and answer basic questions about the library. Questions and issues about Interlibrary Loan, reserve materials and circulation policies, etc., are directed to the Circulation Department; and questions about microfilm and microfiche are directed to Periodicals. University history and archival questions are to be directed to the Special Collections / Archives Department.

4.3 *Source of inquiry.* Reference and Instruction Librarians provide Reference information in-person, by telephone, and by E-mail.

4.3.1 If sufficient time is not available to answer in-person questions, patrons are told when an answer will be given.

4.3.2 Telephone questions are answered as soon as possible but do not take precedence over patrons waiting at the Reference desk. Callers requiring extensive or time-consuming assistance are helped if there is not a long line of in-person patrons, otherwise Reference Librarians offer to call the patron back, or suggest that the patron come to the library in-person.

4.3.3 E-mail questions usually have a 24-hour turnaround time.

4.4 *Reference.* Reference and Instruction Librarians provide instruction on the scope, availability and proper use of Reference sources, with the aim of teaching patrons to be independent researchers.

4.5 *Instructional materials.* Periodically, Reference and Instruction Librarians prepare and distribute instructional handouts for Research Instruction classes, and copies of these are available behind the Reference desk or through links on the John B. Coleman Library Website.

## **V Service to Individuals**

5.1 As a general rule, service to patrons who come to the Reference area takes priority over any other activity. Reference and Instruction Librarians scheduled to staff the reference desk should be available at all times to provide personal service.

5.1.1 When possible, student workers should handle directional questions, and leave the substantial Reference questions to the professional staff member at the desk.

5.2 When there are two or more patrons waiting, help should be offered to the patron who has been waiting the longest. If it is agreeable, assistance can be offered to questions that will take the least amount of time.

5.3 Telephone patrons are next in priority, but should be afforded the same attention to detail and courtesy.

5.4 If there are no patrons needing help, librarians should answer those questions still unanswered.

5.5 At times, patrons will approach librarians who are not scheduled to be at the reference desk, but are in their offices. Reference librarians should be willing to assist patrons should this happen.

5.6 Reference and Instruction Librarians should feel free to contact, either by telephone or in person, any other Librarian in the building for assistance if needed.

## **VI Instruction Service**

6.1 Most incoming freshmen students are not aware of the range of services the library has to offer. Thus the Information Services Department strives to provide at least one initial instruction session to each University College course in each semester.

6.2 The Reference and Instruction Librarians also actively participate in Panther Camp as part of the Freshman Orientation. Students tour the library, and receive information regarding Circulation, Reference/Periodicals, Student Computing Center, and Tutoring Center. Librarians also participate in transfer student orientations, as well as new staff and faculty orientations as requested by the University.

6.3 The Information Services Department is also the Research Instruction unit for the library, offering Research Instruction classes upon request for any class, any level. Sessions are tailored to specific pedagogical goals, where possible, and faculty are encouraged to work with the reference librarians in the creation of these materials and coordination with class assignments.

6.4 The Research Instruction sessions follow ACRL's guidelines for Information Literacy. The goal of the sessions is to enable the student think critically and carefully about their information needs, by:

6.4.1 Making the student feel physically and emotionally comfortable in the library.

6.4.2 Helping the student create a search strategy.

6.4.3 Allowing the student to see the Librarian as a source for information, and as an ally in the research process.

6.4.4 Teaching the complexities, forms and quality of information sources.

6.4.5 Teaching information retrieval techniques.

6.4.6 Teaching students the ethical use of information.

6.4.7 Teaching students to respect copyright and similar intellectual property laws.

6.5 As a result, the Reference and Instruction Librarians seek to have:

6.5.1 Patrons understand that it is always appropriate to ask for assistance in finding research material.

6.5.2 Patrons understand the purposes and uses of the Reference collection.

6.5.3 Patrons use the online catalog to search for books using author, title and subject and keyword field searches.

6.5.4 Patrons determine if the Coleman Library has the periodical they need.

6.5.5 Patrons know when and how to use both abstract and full-text online databases.

6.5.6 Patrons know when and how to use Interlibrary Loan.

6.6 The Instruction program is administered by an Instruction Coordinator, who is the contact person for the faculty. This Librarian is responsible for determining the schedule, content and instructor for each session.

6.6.1 The Coordinator typically schedules classes in the Delco, Hobart-Taylor, Justice Studies, and New Science Buildings, based on class sizes and room availability.

6.7 The Instruction program recognizes that while each Librarian has their own 'comfort level' with regards to subject material, it is beneficial to be stretched professionally. Thus while preferences will be honored for the most part by the Coordinator, there will be times when Librarians are called on to teach any Research Instruction section offered by the department.

## **VII Reference Desk Staffing**

7.1 A professional staff member will be on duty at the reference desk:

- *During spring and fall semesters*
  1. Monday-Thursday 7am - 9pm
  2. Friday and Saturday 8am-5pm
  3. Sunday 1pm-10pm
  4. Extended hours may be available during exam periods
- *During summer sessions*
  1. Monday–Thursday 8am-9pm
  2. Friday and Saturday 8am – 5pm
  3. Closed on Sunday
- *Between semesters*
  1. Monday – Friday 8am – 5pm
  2. Closed Saturday and Sunday

7.2 Desk coverage on the weekends and evenings is provided by Reference and Instruction Librarians on a rotating basis, according to a schedule agreed upon by all.

7.3 Whenever possible, staff members not able to meet their scheduled time on the desk need to make prior coverage arrangements with the appropriate supervisor. Emergency staffing situations will be dealt with on an ad hoc basis.

7.4 During non-peak times at the desk, Librarians are encouraged to work on other assignments- planning and preparing for upcoming Research Instruction sessions, collection development, reading professional material, etc. Librarians are reminded not to become so engrossed in this activity that they fail to see patrons approach the Reference desk.

## **VIII Problems**

8.1 Complaints regarding Reference service and Reference policies should be directed to the Head of the Reference and Information Services Department.

8.2 If a patron causes a disturbance in the Reference area, the Librarian on duty should request that they cease. Should the activity continue, the patron should be asked to leave the building. If the patron becomes threatening, unruly or abusive, campus security should be called and the Library Director notified.

## **IX Statistics**

9.1 A daily tally sheet of reference activity is kept, and marking the types of reference questions answered is the responsibility of each person who answers a question, regardless of whether they are scheduled to staff the Reference desk.

9.2 Questions are identified by source: walk-in (approaches the Reference desk), phone or e-mail. If the Librarian provided more information than a simple direction answer, this

is also indicated. “Hands-on” questions describe situations where the patron was taught how to do something, usually involving the computer.

9.3 Departmental statistics are tabulated monthly and a copy is provided to each Reference and Instruction Librarian, and the Library Administration. This task is usually assigned to the Head.

## **X Supplies**

10.1 The Reference and Information Services staff maintains a small amount of supplies to give to patrons. Note paper and pencils are provided at the workstations. Small amounts of paper clips, rubber bands and white-out are also provided. The desk does not provide envelopes or letterhead stationery.

10.2 A stapler, three-hole punch and paper cutter are provided for public use, and may not be removed from the Reference area.

10.3 A typewriter is available in room 126D, but paper is not provided. Copiers are available in the Reference and Periodicals area. Patrons are not allowed to use their own paper in the copiers, or ask to use their own paper in the printers. Transparencies are not allowed to be used in either the printers or copiers.

10.4 The Reference telephone is for Reference staff use only.

10.5 The Reference and Information Services staff is responsible for maintaining the paper and toner in the printers, and the single copier located in the Reference area. Staff is not responsible for providing change for copiers.

# John B. Coleman Library

## ***Reference and Information Services Department***

# Policy Manual

### **Reference Desk Opening Procedures**

*The following procedures apply to the first person to work at the reference desk each morning.*

1. Be on time. Since we are a service desk, if the Library opens at 7am, the desk needs to be operational at that time. Arrive at the Library no later than 15 minutes before start time.
2. Walk around to each OPAC station and verify all the computers are operational. Add scrap paper and a sharpened PVAMU pencil to each computer. Note any problems that need to be reported. If there are incidents that need attention, send an email to both Mrs. Yeh and Bruce Lacey (bruce@tamu.edu), and cc the department head.
3. Place new daily tally sheets (REFERENCE DESK TALLY and REFERENCE AREA HEADCOUNT TALLY) in the clipboard.
4. Walk around the Reference area, straighten chairs, dispose of obvious trash, gather loose books that need to be re-shelved, etc.
5. Place reference books that need to be re-shelved on the brown cart by 126A. Take all other books to Circulation. Shelf these when there is time, being sure to tally the LC classification on the monthly tally sheet posted above the book cart. (A better time to do this might be when not scheduled at the desk, or assign the task to a student worker.)
6. Make sure all copiers are turned on, functional and full of paper.
7. Make sure all 3 printers are turned on, functional and full of paper. Fill printers to the arrow lines, do not over fill printers-could cause paper jam.
8. Printer Supplies: print paper is kept in the cabinet below the Ref Desk on the left side of the REF1 PC. Make sure that there are at least eight reams of paper in the supply cabinet.
9. Cover sheets should be evenly stacked, print side up, so the blank back of each sheet can be "recycled". Cover sheets go in the small box on the left, all others on the right.
10. Clear any loose trash from behind the Reference Desk.
11. Clear any obvious trash or loose paper that might have been missed the night before.
12. Sign-on to the Reference Desk computer using your personal account.
13. If this is the first workday of a new month, print the "event log" from each printer before any patrons arrive. Place these in the mailbox of the Department Head

who compiles monthly statistics: Instructions on how to print the 'event log' on each printer

- Press down and to the right on the Menu Key.
- Press down and to the right on the Item key until Print Event Log appears on the readout.
- Press Select.
- Do this for each of the three printers; the report is two pages long and prints only on one side of each sheet. The printer returns to its proper function automatically, so nothing else needs be done.

14. If this is the first workday of a new month, collect REFERENCE DESK TALLY, REFERENCE AREA HEADCOUNT TALLY and READY REFERENCE USE TALLY of last month and place them in the mailbox of department head.
15. Check **ask a librarian** email reference service account by going to pvamu.edu – quick links – Faculty/Staff Exchange Mail, Username: askalibrarian, Password: P@ssword3. The number on the end of the password corresponds to the current month; if this is November, the password is P@ssword11.
16. If this is the first workday of a new month and you are the first person to staff the Reference Desk, change the Askalibrarian email password as indicated above. Answer the email questions while not actively serving patrons either face-to-face or on the phone.
17. Use a tally mark to record questions that are generated from walk-in, email, and telephone inquires. A question that needs substantial time to demonstrate to the patron the searching process, either face-to-face or remote, would be counted as a hands-on question and be marked in the Hands on column of the REFERENCE DESK TALLY.
18. Be aware of everyone's shift for the day, as well as the student worker schedule.
19. Be sure to log off your personal account.
20. Pass on any pertinent information to the next Librarian replacing you.

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### Reference Desk Closing Procedures

The following procedures apply to the last person to work at the reference desk each day, as well to each time your shift on the desk ends.

#### No later than 15 minutes before your shift ends:

1. Walk around to any unoccupied OPAC and verify it is operational. Note any problems that need to be reported. If there are incidents that need attention, send an email to both Mrs. Yeh and Bruce, and cc the department head.
2. Clear any obvious trash or loose paper.
3. Walk around the Reference area, straighten chairs, dispose of obvious trash, gather loose books that need to be re-shelved, etc. Place reference books that need to be re-shelved on the brown cart by 126A. Take all other books to Circulation.
4. Clear any loose trash from behind the Reference Desk.
5. Make a note of any issues not resolved from your shift that might affect the opening of the Reference Desk in the morning.
6. Ensure there is sufficient paper in the cabinet for the next day- at least 8 reams.

#### Right before the Reference Desk closes / you finish your shift:

1. Make sure all copy machines are full of paper.
2. Make sure all three printers are turned on, functional and full of paper.
3. Make sure all OPACs are rebooted, and both the Reference computers are in the "Ctrl-alt-Del" mode.
4. Do a final 'sweep' of the Reference area making sure all chairs are straight, trash is picked up, loose reference books are placed on the brown cart and all patrons have left- **you are not allowed to leave if the Library is closing and there are still patrons in your area!**
5. Log off the computer after each reference desk rotation period.
6. If you are scheduled to work the Reference Desk when the library closes, be aware that you are to 'sweep' the area and clear all patrons out. You must remain in the area until the library closes, and all persons have left.
7. Turn off the lights in the Reference Desk area.

# John B. Coleman Library

## *Reference and Information Services Department*

### Policy Manual

#### 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

*Robert ('Bob') Grundy (Reference and Instruction Librarian)*

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)

Subject Liaison: School of Architecture

Instruction Focus: Architecture, Community Development

*Reference and Information Services Department*

936.261.1535

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

## ***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

### *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, Steve Shaw 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. Another way to request a class would be to fill out our online Research Instruction Class Request form: <http://www.pvamu.edu/pages/3958.asp>

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.

***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 website 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!

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### Printers

- Printers in the reference area are defaulted to print on both sides of the paper unless the patron formats the printer options to set the print job to print one-sided only.
- 26 computers are housed in the reference area, including periodicals.
- Print jobs are defaulted to print to one of the public printers in the front lobby of the Reference Area.
- Patrons can change the layout to not print double-sided. The printers are defaulted to print double-sided. Go to:
  1. File
  2. Print
  3. Finishing
  4. Document Options
  5. uncheck the box for Print on Both sides
- Be sure to check the printer icon or bookmarked URL while on the desk to ensure there is enough paper, toner, and to catch any possible jams that might occur.
- If a printer malfunctions, please call Helen Yeh and follow up with email message cc. to all reference department staff.

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### Copiers

- The coin copy machine: give the student refund money from the five dollar fund that each reference librarian keeps. The notebook for recording refunds is kept with the ready reference material. Have the patron sign for the refund amount & initial the transaction.
- Word processing, PowerPoint and spreadsheets can be printed, but any editing must be done in the computer lab on the second floor of the library (room 210). PowerPoint handout printing cannot be done from the Reference area computers; patrons are to be directed to the Computer Lab on the second floor.
- The copy machine in the reference area and one in the periodicals take PVAMU Panther bucks (AKA student ID) card. Money needs to be activated on patron's student ID card. Two Steps: (1) W.R. Banks building- Must ask to have funds designated for copying on the Panther Bucks ID card. (2) Have ID card activated at the Auxiliary Service in MSC room 117.
- Copy machines in Periodicals. One uses the ID as the same process above, and the other takes cash. If they need a refund- give them the money that you have in your library fund of \$5.00. (If you do not have this \$5.00, see Geetha Aradhya in Technical Services). Make sure to get the patron to sign the Refund log (black three-ring folder) in the reference desk area. You sign and the patron signs. 10 cents a copy.
- A public typewriter is located in 124D; paper is not provided.
- The library employees are not supplied with money for the purpose of making money changes.
- Panther Card refund: issue the patron a slip "refund request slip on the card copier" and get them to fill out the form and give the form to Kaia Johnson who works in the Periodicals Department.

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### General Reference Information

- RI- Reference Instruction- Room 108 of the library can hold 60 people. Other possible rooms in Room 123 New Science Building, Hobart Taylor and Justice Studies buildings are subject to availability – Hands on interactive room, but needs to be booked ahead of time, space permitting. Delco Building has more rooms for interactive RI.
- The PV Grocery has the only public fax available for the public to use (note- they charge for this service).
- Handouts on the long counter against the back wall can be given to the students (MLA- FAQ's and more).
- All tally sheets: extra copies in manila folder and on the N-drive.
- Books in Ready Reference in-house use only. Hold onto the patron's ID card until returned.
- Collection Development: New catalogs- initial in the catalog, check the OPAC to ensure that the library does not have the collection, compile an Excel document with the headings: subject area; title; author; publisher; ISBN; publication year; price; level (undergraduate and graduate), email to the collection development librarian the excel list, keep a master list of all books that you are heading to the collection. If you are the last one to sign-off on the catalog put it in the collection development librarian's mailbox when done.
- PVAMU library databases off-campus access- Helen Yeh X1533. She can troubleshoot if patrons have systemic problems accessing from off-campus. Sungard Collegis X 2525 if patrons have IT problems with connecting to PVAMU's WebPages or with email issues.
- The Chronicle of Higher Education: Its login name "**prairieviewam**"; password "**2helen08**".

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

## 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, 2002-2005*, 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**

**Dr. Rosie L. Albritton, M.L.S., M.S., Ph.D. - Director, University Library Services**

# John B. Coleman Library

## *Reference and Information Services Department*

### Policy Manual

#### Library Faculty Liaisons 2006-2007

College /School	Faculty Representative	Library Liaison
College of Agriculture and Human Sciences	Dr. Sharon McWhinney x3160 <a href="mailto:slmmcwhinney@pvamu.edu">slmmcwhinney@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 (x3911) <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	Christine Moore (x3390) <a href="mailto:chmoore@pvamu.edu">chmoore@pvamu.edu</a>	Ms. Christine Moore, M.L.S. (x3390) <a href="mailto:chmoore@pvamu.edu">chmoore@pvamu.edu</a>
Languages and Communication	Dr. Carolina Henriquez (x3322) <a href="mailto:cahenriquez@pvamu.edu">cahenriquez@pvamu.edu</a>	Ms. Kimberly M. Gay, M.L.S. x1506 <a href="mailto:kmgay@pvamu.edu">kmgay@pvamu.edu</a>
Dept. of Mathematics	Dr. Aliakbar Haghighi (x3710) <a href="mailto:amhaghighi@pvamu.edu">amhaghighi@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. Brian White (x1672) <a href="mailto:bcwhite@pvamu.edu">bcwhite@pvamu.edu</a>	Dr. Stephen Shaw, M.L.S., Ph.D. (x1529) <a href="mailto:sishaw@pvamu.edu">sishaw@pvamu.edu</a>  Mr. Robert Grundy, M.L.S., JD. (x1517)

		<a href="mailto:rsgrundy@pvamu.edu">rsgrundy@pvamu.edu</a>
Army ROTC	Maj. Albert Harris (x4612) <a href="mailto:amharris@pvamu.edu">amharris@pvamu.edu</a>	Mr. Robert Grundy, M.L.S., JD. (x1517) <a href="mailto:rsgrundy@pvamu.edu">rsgrundy@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:jsrusso@pvamu.edu">jsrusso@pvamu.edu</a>
College of Engineering	Dr. Ziaul Hugue (x9957) <a href="mailto:zihugue@pvamu.edu">zihugue@pvamu.edu</a>	Ms. Helen Yeh, M.L.S. (x1533) <a href="mailto:hyyeh@pvamu.edu">hyyeh@pvamu.edu</a>
College of Juvenile Justice & Psychology	Dr. Michelle Marion (x5224) <a href="mailto:mmarion@pvamu.edu">mmarion@pvamu.edu</a>	Mr. Robert Grundy, M.L.S., JD. (x1517) <a href="mailto:rsgrundy@pvamu.edu">rsgrundy@pvamu.edu</a>  Mr. Jason Russo, M.L.S. (x1528) <a href="mailto:jsrusso@pvamu.edu">jsrusso@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	Dr. Arsenio Rodrigues (x5900) <a href="mailto:arodrigues@pvamu.edu">arodrigues@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 (x4448) <a href="mailto:lmraab@pvamu.edu">lmraab@pvamu.edu</a>	Dr. Stephen Shaw, M.L.S., Ph.D. (x1529) <a href="mailto:sishaw@pvamu.edu">sishaw@pvamu.edu</a>
Off Campus (Distance Services)	Dr. Pamela Freedman (x2312) <a href="mailto:ptfreeman@pvamu.edu">ptfreeman@pvamu.edu</a>  Dr. John Williams (x3115) <a href="mailto:jrwilliams@pvamu.edu">jrwilliams@pvamu.edu</a>	Ms. Elizabeth Brumfield, M.L.I.S. (713-790-7282) <a href="mailto:ejbrumfield@pvamu.edu">ejbrumfield@pvamu.edu</a>

## John B. Coleman Library

### ***Reference and Information Services Department***

# Policy Manual

## Access From Home

### 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

#### For Students

User Name [all lowercase]: smith

Password: (your Panthertracks number) 10XXXXXX

For hyphenated names, use a space instead of a hyphen

For example John Smith-Jones : smith jones

Note: Some of the numbers begin with "P2008....." use the numeric part of your ID, and ignore the initial 'P'

#### For Faculty and Staff

User Name: John Smith-Jones : **jones**

Password: (your UIN Leavetraq number) **XXXXXXXX**

**Note- if patrons are still having trouble logging in, refer them to Helen Yeh (x1533). Do not refer them to x2525.**

John B. Coleman Library  
***Reference and Information Services Department***

# Policy Manual

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

Important note: calling x2525 for patrons helps resolve email issues, laptop configuration and so forth. DO NOT refer patrons to this number for issues relating to using EX Proxy (remote access / access from home). Instead, refer them to Helen Yeh (x1533).

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, telephone problem.

On campus, call or refer the patron to **X2525** for any IT related needed assistance.

Please do not refer the patron to TD Jefferson's phone number. If the patron is physically in the library, refer him/her to Room 210.

**John B. Coleman Library**  
***Reference and Information Services Department***

# Policy Manual

## **Subject Area Webpage Maintenance Policy**

1. Subject area web pages are assigned to each reference librarian based on a consideration of availability, background and specialty.
2. The reference librarian in charge of a subject area Webpage is fully responsible for its content.
3. At the beginning of every school year, check the entire page for accuracy and currency.
  - Make sure all reference information on the page represents the current collection of circulation materials, periodicals and reference collection.
  - Weed the database links which the library no longer subscribes to.
  - Add links to the newly subscribed databases.
  - Weed the Internet Website links which are out of date or do not exist anymore.
  - Add newly selected Website links.
4. Before each relevant RI class, review the Webpage; make sure the Webpage is proper and relevant to be presented to the class.
5. The application of uploading and updating of the Webpage is done through the Webmaster.

**John B. Coleman Library**  
***Reference and Information Services Department***

# Policy Manual

## Library Staff Phone List

Name	Room/Dept.	Phone
<b>911 (Emergency)</b>	CAMPUS	<b>4911</b>
Acquisitions	111 COLEMAN	936-261-1537
Administration (Receptionist)	207 COLEMAN	936-261-1500
<b>Albritton, Dr. Rosie L.</b>	207C ADMIN	936-261-1510
Aradhya, Geetha	111 TECH SVCES	936-261-1514
Brumfield, Elizabeth Jean	NW CAMPUS	713-790-7282
Brumfield, Elizabeth Jean	111 TECH SVCES	936-261-1509
Campus Security (Non-911)	CAMPUS	936-261-1375
Campus Switchboard	CAMPUS	936-261-3311
Cesar, Miguell	104A CIRCULATION	936-261-1547
Circulation (Front Desk)	104 CIRCULATION	936-261-1542
Combs, Rosetta E.	505 ARCHIVES	936-261-1512
Combs, Rosetta E.	127 PERIODICALS	936-261-1511
Computer Lab Service Desk	210 COLEMAN	936-261-9328
Computer Server Room	123A COLEMEN	936-261-1505
Computer/ITS Help Desk	OFF CAMPUS	877-241-1752
Computer/ITS Help Desk	ON CAMPUS	936-261-2525
Copy/Work Room (Admin)	207 COLEMAN	936-261-1502
Daniels, Marvin O.	104A CIRCULATION	936-261-1515
Department of Public Safety	102 CENTRAL RECEIVING	936-261-1375
Earles, Phyllis L.	505 ARCHIVES	936-261-1516
Fax (ERES)	104A ILL	936-261-1546
Fax (ILL/Circulation)	104A ILL	936-261-1538
Fax (Library Admin)	207A ADMIN	936-261-1539
Gallery (4th Floor Exhibits)	401 GALLERY	936-261-1543
Gay, Kimberly M.	126B REFERENCE	936-261-1506
Grundy, Robert S. (Bob)	126A REFERENCE	936-261-1517
Hawkins, Delorse L.	207 COLEMAN	936-261-1519
<b>Henson, Karl E.</b>	207F ADMIN	936-261-1504
Hill, Lori	PART TIMER	936-261-1527
Jazzman Café	107 COLEMAN	936-261-1783
<b>Jefferson, T.D.</b>	210 COLEMAN	936-261-9322
Johnson, Angela I.	111 TECH SVCES	936-261-1520
Johnson, Kaia K.	127A PERIODICALS	936-261-1521
Jones, A. Landis	104A CIRCULATION	936-261-1522
<b>Kelley, Lauren D.</b>	205G GALLERY	936-261-1523

Kirby, Eva E.	111 TECH SVCES	936-261-1524
<b>Kromah, Tata F.</b>	209 TUTORING	936-261-1561
Lacey, Bruce D.	COLLEGE STATION	979-845-9478
Li, Yubao	123B REFERENCE	936-261-1518
<b>Lindsay, Gayle A.</b>	COLLEGE OF NURSING	713-797-7038
Mayberry, Ollie M.	104A ILL	936-261-1525
Moore, Christine E.	1F155 HOBART TAYLOR	936-261-3322
Owereh, Joseph	PART TIMER	936-261-1527
Periodicals	127 PERIODICALS	936-261-1541
Reference/Information Services	REFERENCE	936-261-1535
<b>Riley, Ola C. (Medical Academy)</b>	127 NEW SCIENCE	936-261-3075
Room 212 (Opposite Admin)	212 COLEMAN	936-261-1544
Russo, Jason S.	111 TECH SVCES	936-261-1528
Sato, Chieko	123C COLEMEN	936-261-1507
<b>Shaw, Stephen J.</b>	126C REFERENCE	936-261-1529
Special Collections/Archives	505 ARCHIVES	936-261-1540
Staff Lounge	110 COLEMAN	936-261-1545
Technical Services	111 COLEMAN	936-261-1537
Tutoring Center	209 TUTORING	936-261-1560
<b>Walker, Juanita C.</b>	207E COLEMAN	936-261-1531
Williams, Marion M.	207B ADMIN	936-261-1532
Yeh, Helen S.	207D ADMIN	936-261-1533

# John B. Coleman Library

## *Reference and Information Services Department*

# Policy Manual

### Useful Websites: Copyright Issues and Policies

- Association of Research Libraries: <http://www.knowyourcopyrights.org>
- Resources for Teaching Faculty:  
<http://www.knowyourcopyrights.org/resourcesfac/kycrbrochure.shtml>
- United States Copyright Office: <http://www.copyright.gov/>
- FAQ ( Frequently Asked Questions about copyright):  
<http://www.cendi.gov/publications/04-8copyright.html>
- American Library Association Copyright:  
<http://www.ala.org/ala/issuesadvocacy/copyright/generalcopyright/index.cfm>
- American Library Association Copyright Court Cases:  
<http://www.ala.org/ala/issuesadvocacy/copyright/court/index.cfm>

### Copyright Current Developments:

- Campus Copyright Rights and Responsibilities: A basic guide to policy considerations:  
[http://aaupnet.org/aboutup/issues/Campus\\_Copyright.pdf](http://aaupnet.org/aboutup/issues/Campus_Copyright.pdf)
- Fair Use Act of 2007:  
[http://www.boucher.house.gov/index.php?option=com\\_content&task=view&id=1011&Itemid=75](http://www.boucher.house.gov/index.php?option=com_content&task=view&id=1011&Itemid=75)



# CAMPUS MAP

- ADMINISTRATION**
- 1 Administration Building
  - 2 Evans Hall
  - 3 Thomas E. Gray Information Center
  - 4 W.A. Tempson Memorial Student Center
- ACADEMIC**
- 5 Anderson Hall
  - 6 N.A. Kennedy Architecture Building
  - 7 W.R. Basile Building
  - 8 Burdison West Hall
  - 9 Corden-Miller Cooperative Extension Building
  - 10 Withbina R. F. Fisher Building
  - 11 E. B. Evans Building
  - 12 C.L. Wilcox/Robert Engineering Building
  - 13 Austin Steurer Chemical Engineering Building
  - 14 Hilliard Hall Communication Building
  - 15 Home Economics Building
  - 16 Hubert Taylor Hall
  - 17 Harrison Science Building
  - 18 Josephine Sabinos & Psychology Building
  - 19 John E. Cothran Library
  - 20 L.O. Evans Hall
  - 21 Electrical Engineering Building
  - 22 D.L. Brewer Naval ROTC Building
  - 23 E. O. Bannon Science Building
  - 24 A.M. Paulson Veterinary Clinic
  - 25 S.R. Collins Engineering Building
  - 26 G.R. Washlak Physical Science Building
  - 27 Observatory
- CAMPUS LIFE**
- 28 Community Center
  - 29 Johnson Phillips All Faiths Chapel
  - 30 Farrell Hall (Landmark)
  - 31 Fire Station
  - 32 Jones Elementary
  - 33 Owens Franklin Health Center
  - 34 Polaris Student/Career Center
  - 35 Post Office
  - 36 Student Park and Pavilion
- HOUSING**
- 37 University Colleges
  - 38 University Village Phases 1 & 2
  - 39 University Village North Phase 3
- ATHLETICS**
- 40 Athletics Administration Building
  - 41 Bleacher Stadium
  - 42 Soccer Field
  - 43 Baseball Field
  - 44 Emory G. Meador Jr. Intramural Gymnasium
  - 45 Swimming Pool
  - 46 Tennis Courts
  - 47 Outdoor Basketball Court
  - 48 William A. Nickles Field House (Gaby Dome)
- FARM**
- 49 Farm Manager Office
  - 50 Governor Bill & Vera Diercks Farm and Ranch
  - 51 International Soil Research Building
  - 52 Janssen & Mary Gibbs Jones Agriculture Research Building
  - 53 Poultry Complex
  - 54 Service Complex
- MAINTENANCE**
- 55 Fry-Thames Power Plant
  - 56 Physical Plant
  - 57 Transportation Building
  - 58 Waste Water Plant