

# John B. Coleman Library

## General Information



*John B. Coleman Library*

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

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

**Books located on the second & third, floors you can check out** are listed in the catalog as "Stacks" and located upstairs (check the map by the 1<sup>st</sup> Floor elevators for the exact floor location). The call numbers are divided as follows:

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

Check out books and other materials at the Circulation counter, located on your left as you enter the building. Use your Prairie View ID card so you can check out materials at the Circulation Desk. Students need to be currently enrolled to check out materials. Students may check out up to 25 books at a time for 3 week periods. Books may be renewed in person or by phone by calling (936) 261-1542. Books can be returned after hours through the book drop located outside by the side doors. Books and articles the library does not have on hand can be ordered using Interlibrary Loan through the library website, and may be picked up at the Circulation Desk upon receipt.

**Distance Library Service** The John B. Coleman library provides a wide range of library services to the distance learning community including satellite campuses, distance education faculty, staff and students taking hybrid or remote courses. Distance education students and faculty have access to library materials and resources through the online catalog and the research databases. A student must be enrolled in an online course, an ITVN course, or an off-campus learning course administered by PVAMU in order to receive Distance Education Services. If the student is also enrolled in on-campus courses, he must visit the library in person rather than request materials by mail.

The Distance Library Services office is located at the Northwest Campus, please call for office hours: 713-790-7282 or email [ejbrumfield@pvamu.edu](mailto:ejbrumfield@pvamu.edu). <http://www.pvamu.edu/library/distance-library-services/>

**Internet Access Computers** - There are computers on the 1<sup>st</sup> Floor for student research use. Students can pick up their print-outs from the public printers in the reference area. Word processing, PowerPoint documents and spreadsheets can be printed, but any editing must be done in the Computer Lab upstairs (Room 210).

**Lost and Found** is located on the left side of the 1<sup>st</sup> Floor Circulation Counter.

**Magazines, Journals, Newspapers and other materials** are located in Periodicals/Government Documents room (far right as you enter). The library keeps 2 years of journal issues on these shelves. Bound (older) issues are located upstairs by call number and in Periodicals Department. However, most articles are found in databases accessible online via the library's home page at <http://www.pvamu.edu/library>. Materials issued by the U.S. Government federal government are also housed in this area. Daily newspapers, microfilm, and microfiche are also available here.

**Restrooms:** Restrooms are on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> floors behind the stairs.

**Photocopiers:** The 1<sup>st</sup> Floor has 2 photocopiers for student use. Activate your Panther Bucks (PVAMU ID) to allow you to use the 2 photocopiers that are card-operated.

**Remote Research Access** - All Prairie View faculty, staff, and students may access the library's online databases from off-campus. Instructions are available by clicking on "Off Campus Access to Resources" on the Library homepage. <http://www.pvamu.edu/library/reference-information-services/access-from-home/>

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

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

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