WORKSHOPS

Room 108
John B. Coleman Library

Periodically, the Reference Department conducts research oriented, discipline-specific workshops on topics of interest to both undergraduate and graduate students. Check the library website for when these workshops are scheduled.

For questions or help contact the Reference desk or askalibrarian@pvamu.edu or call at (936) 261-1535

http://www.pvamu.edu/Library

Library Administration
Room 207
(936) 261-1500

Circulation
(936) 261-1542

Reference
(936) 261-1535

Special Collections
Archives
Room 505
(936) 261-1540

Computer Helpdesk
(936) 261-2525
(877) 241-1752

Northwest Houston Campus
(713) 790-7282

askalibrarian@pvamu.edu

Elizabeth Brumfield
Distance Services Librarian
(Northwest Houston Campus and other distance programs)
ebrumfield@pvamu.edu  (713) 790-7282

New & Transfer Student Orientation
@ John B. Coleman Library

Dr. Rosie L. Albritton
Director of Library Services
John B. Coleman Library
Prairie View A&M University

Information Services  (936) 261-1535
Asenalibrarian@pvamu.edu
www.pvamu.edu/library
Food and drink are not permitted and cell phones should be turned off or put on “vibrate” in the library.

General Information: Coleman library is open 7 AM-12 midnight M-TH; 8 AM-5 PM F-Sat.; 1 PM-12 midnight Sun. during the Fall and Spring semesters. Regular summer hours are 8 AM-9 PM M-TH; 8 AM-5 PM F-Sat. Hours change during exams and university holidays. Current library hours are posted on the library doors or the library website www.pvamu.edu/pages/3585.asp.

Ask questions and get help at the 1st Floor Reference Desk (turn right through the security gates) or the Information Department (on various floors): Reference Librarians can help you find books, articles, information, or answer other questions. Encyclopedias, dictionaries, and guides in all subjects are located here. Books located on the first floor of the library, other than in Reserves behind the Circulation counter, cannot be checked out. Library employees do not give change. You can also phone in questions at (936) 261-1535 or E-mail your questions to asklibrarian@pvamu.edu.

Books you can check out can be found in the online catalog using the “Find” “Books” link on the library website and are listed as “Stacks” and located upstairs (check the map by the 1st Floor elevators for the exact floor location). The call numbers are divided as follows:

2nd Floor  A-H
3rd Floor  J-Z and Juvenile Collection

Check out books and other materials at the Circulation Desk (on the left through the security gates). Get your library barcode on your PVAMU ID here! Your PV ID card must be updated every semester or summer session with a fee receipt from the Cashier’s Office or an Account Summary printed from PantherTracks. 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. 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.

Internet Access Computers: The 1st Floor computers are for student research use. All printouts spool to the large Reference Area printers by the post or the “Staff & Notices” bulletin board across from the Circulation Desk. Downloaded articles, Word, or Excel documents can be printed, but any editing must be done in the Room 210 Student Computing Center or elsewhere on campus.

Magazines, Journals, Newspapers, Microforms and Government Documents are located in the Periodicals room (far right past the Reference Desk): The library keeps up to 2 years of journal issues on these shelves. Bound (older) issues are located upstairs by call number. However, most articles are found in online databases through the library’s home page. Materials issued by the U.S. federal government are also housed in this area. Daily newspapers, microfilm, and microfiche are available here.

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

Photocopiers: Activate your Panther Bucks (PVAMU ID) to use the card operated photocopiers by the 1st Fl. Reference desk or in the Periodical Room.

Remote Research Access: Prairie View faculty, staff, and students may access the library’s online databases from off-campus. Click on the “Access from Home” link on the library’s home page for instructions.

Reserves (right side of the Circulation Desk under the “Circulation Information” sign): If your professor has placed a book, article, folder, video, DVD or other materials on reserve in the library for your use, go to the far right side of 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.

Scanning, Typewriter, and Faxes: Room 126D in the Reference Department has a “self-serve” scanner and typewriter available for student use. Bring your PV ID to the Reference Desk to gain access and sign up for 30-minutes of use.

Fourth Floor Art Gallery: The library’s fourth floor is devoted to space for special permanent exhibits, including the Wilhelmina Fitzgerald Delco Exhibit and the African Art Collection.

Special Collections/Archives (Rm. 505 8 AM-5 PM M-F): Appointments are preferred. Please provide advanced notice to allow staff time to locate materials, including 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 required. Call (936) 261-1540 for more details.

Student Services:

• Feeing Services: 1st Fl. Circulation Desk.
• Jazzyman’s Café (Rm. 107): 1st Fl. hall past Circulation Desk.
• Library Administrative Offices (Rm. 207): 2nd Fl.
• Media (Rm. 306C): 1-5 students may view VHS/DVD videos.
• PC Lab/Laptop checkout (Rm. 210): 2nd Fl.
• Public Events (Rm. 108): 1st Fl. hall past Circulation Desk.
• Reserves (ERES) – Electronic reserve items can be viewed or printed from anywhere. For hard copy pickup and drop-off: 1st Fl. Circulation Desk.
• Study Carrels: Sign up at 1st Fl. Circulation Desk.
• Tutoring Center (Rm. 209): 2nd Fl.