Porter Henderson Library
Faculty Newsletter
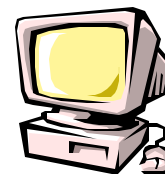
A Word from the Director

. . . . Dr. Maurice G. Fortin (942-2222, ext. 222)

Welcome to the seventh year (can it really be my seventh year at ASU?) of the *Faculty Newsletter*. The first issue of each year is the annual guide to services offered by the Library and a means to bring you up to date with some changes made during the previous academic year. If you have any comments or suggestions, please send them to me (Maurice.Fortin@angelo.edu) or stop by the Library for a chat and a cup of coffee.

Improvements and Other Developments During 2001-2002

It may sound like a cliché, but the previous year was once again a "very busy year" for the Library. This was the first full year using Endeavor's automation system called Voyager. The system powers RamCat, the Library's online catalog. Hopefully everyone is now using the improved RamCat. A planned systems upgrade occurred August 14th. Following this upgrade, the Library will work with Information Technology and other University units to implement a patron identification system. Together these will enable individual users to customize their use of the system and access to Library holdings and ILL services.

During the 2001 Fall Semester, the Library conducted an extensive user satisfaction survey with students and faculty concerning Library services and operations. Below are some comparisons with the last comprehensive surveys conducted in fall 1996 (faculty) and spring 1997 (students). The satisfaction scale was from 5-very satisfied to 1-very dissatisfied.

	Faculty		Student	
	1996	**2001**	**1997**	**2001**
RamNet	4.058	4.350	3.614	3.930
RamCat	4.173	4.322	3.587	3.859
Reference Serv.	4.181	4.322	3.569	3.813
Media	3.646	4.104	3.226	3.766
Circulation	3.966	4.402	3.528	3.847
Weekday Hours	4.198	4.446	3.667	4.017
Weekend Hours	3.778	4.246	3.200	3.690
Summer Hours	3.898	4.214	3.295	3.655
Signs & Directions	4.023	4.183	3.501	3.862

For the most part assistant professors and tenure-track faculty members (usually assistant professors) had a lower satisfaction level than their colleagues. This same group consistently made the most use of the Library's resources. In 1997, less than 34% of the student respondents indicated they had a home computer and accessed the Internet from home and only 42% indicated they used a computer lab to access RamNet databases. In 2001, 82.8% of the respondents indicated they used a home computer to access either RamCat, RamNet, or the Library's homepage from their residences. One hundred percent of the respondents indicated they used a computer lab to access one of these three services.

During this previous academic year, the Library added the following services: netLibrary, Learnatest.com, Facts on File, and the ABC-Clio databases of America History & Life and Historical Abstracts. (For more information on these new services see "Congratulations, It's a ... New Database!" below.) Hopefully several more services will be added in the coming year. Overall usage of the various database services available through RamNet approached the highest level in six years.

Over the 2001 Christmas Break period, outside contractors replaced the carpeting on the First Floor and the floor tiles on the First Floor and in the Basement. Beginning in May 2002, the Physical Plant repainted all of the public areas on the First Floor and most of the Basement. Both projects greatly improved the appearance of the Library.

In fall 2001, the Library redefined a vacant librarian position to create an Electronics Resources/ Reference Librarian position. Antonella Ward joined the staff in November 2001 to fill this position. In addition to her Reference Desk duties, Antonella has the primary responsibility to work with Information Technology on the operations of the Voyager system, maintaining the Library's Web site, and overseeing the Library's numerous database services.

Hongxia Yang joined the staff as the new Media Librarian in mid-August 2002. In addition to her duties in Media, Hongxia will serve as back up to the Circulation Librarian and help out at the Reference Desk.

Coming this Year!

Beginning this September, the University instituted a library fee. The Student Senate put forward the concept and a student referendum approved the new fee. The LIFE (Library Improvement and Funding Enterprise) fee should generate approximately $160,000 the first year. The fee will primarily support three initiatives.

1. Supplementing the Materials Budget to pay for existing and add new database services.
2. Add a Library Assistant III position to staff the ILL Office and increase student assistant wages by $1 an hour.
3. Supplement the Library's M&O budget to pay increasing maintenance costs and support the public access printers located on the Library's First Floor.

The major event to occur during the FY 03 academic year will be the planned construction of the new floor for the Library. The new floor will provide space for the Communications, Drama, and Journalism (CDJ) Department with offices, classrooms, and a studio; the Honors Program; a Computer Lab with teaching space for the CDJ Department, the Language Learning Center, and the Library; and two climate controlled storage rooms with a total of 6,000 square feet for use by the Library and the West Texas Collection. In addition to the two new storage rooms, the Library will recover approximately 11,000 to 12,000 square feet of space on the existing three floors currently occupied by other departments or used as storage. The Library will work with the University's Administration to have a consultant come in fall 2003 to plan for the best arrangement of Library services and collections on the existing three floors.

Now comes the bad news. The University hopes to begin the construction process late in the 2002 Fall Semester. When construction starts, it will mean at least two years of *very, very, very, very* noisy conditions in the Library. At times, you will need to find new ways and paths to get to the Library's entrance. A new elevator shaft, plumbing, and conduit lines will be "cored" through the existing three floors.

During the construction process, Library staff members will work with all parties to insure a minimum amount of disruption to access and use of Library services, resources, and space. Future issues of the *Newsletter* will contain updates on the construction process. You should expect to receive e-mail messages and/or flyers detailing any disruptions in

service and access. The calendar of Library operations contained in this issue will probably be revised following the pre-construction meetings with the contractor, architects, and Physical Plant. Please remember that you and your students have access to many of the Library's services and resources from home, office, and the microcomputer labs.

Please stay tuned for further developments.

Reference, Interlibrary Loan/Document Delivery

. . . . Mark Allan (2511, ext. 235)

I would like to extend a warm greeting from the Reference Unit at the Porter Henderson Library. The previous year has brought many changes to our Unit, and I'm sure that many more lie ahead! As most of you are aware, Antonella Ward joined our Unit last Fall as our Coordinator of Electronic Resources. (She will be bringing you up-to-date with some new database services as well as the Library's core electronic resources later in this newsletter.) Shortly thereafter, the Unit lost its Interlibrary Loan/Document Delivery Librarian, which has necessitated that I wear the hats of both Head of Reference as well as that of Document Delivery and Interlibrary Loan. Thank goodness Janetta Paschal is still with the Unit serving as Government Documents/Reference Librarian, and "'Interim' Interim ILL Librarian" when needed. (She provides information on government documents and maps below.) The following paragraphs include information regarding both Reference and Interlibrary Loan.

Reference Services
Reference services include:

- facilitating the University population's access to information resources,
- providing assistance to Library users – in particular the University population – with regard to the use of these resources,
- educating University students, faculty, and staff in the use of information resources, and

- helping to identify information resources relevant to the University's curriculum and population.

Students, faculty, and staff are encouraged to make use of the Reference Desk when "ready reference services" are needed. This primarily involves queries regarding factual information that the Librarian on duty can turn to the Library's collection of reference materials to answer within a short period of time. Please note that due to limited time and staffing the Library does not undertake the answer of questions that are time-intensive or of a research nature. Patrons are encouraged to ask for assistance at the Reference Desk, by calling the Desk at 942-2222, ext. 234, or by sending e-mail to Reference@angelo.edu.

The Librarians who provide reference assistance consider the development of information literacy skills a priority for our students. To help inculcate these skills, the Librarians staffing the Desk are happy to assist patrons in the use of the Library's wide range of electronic and print services, as well as in the searching techniques required to effectively utilize these resources.

However, such "on the fly" assistance may not always be required if the student has had an appropriate grounding regarding the information resources relevant to their particular needs – including course assignments, field of academic study, or topics of personal interest. Therefore, the Reference Unit strongly encourages faculty whose students are going to be performing research to schedule library instruction sessions. These sessions afford students the opportunity to learn about general or topic-specific resources available in the Library, research techniques applicable to these resources, as well as the evaluation and utilization of information. To schedule either a general lower-division session or a more specific, advanced session for upper-division or graduate students, please call Mark Allan at 942-2511 or e-mail me at Mark.Allan@angelo.edu.

Interlibrary Loan/Document Delivery Services
Interlibrary Loan (ILL) services are available to Angelo State University students, faculty and staff for books, articles, and other resources that are *not* owned by the Library. These items can often be obtained from another library, subject to copyright restrictions. ILL is available to ASU faculty, staff, and graduate as well as undergraduate students. Usually there is no

charge for ILL; a fee will be passed on only if the lending institution charges one.

ILL requests can be submitted three ways: 1) ILL Direct; 2) web forms; or 3) printed forms. The Library strongly encourages the use of ILL Direct if at all possible, as it facilitates interlibrary loans and permits the fastest filling of such requests.

1) ILL Direct permits ILL requests to be made directly from any FirstSearch database. Bibliographic (citation) data is captured from the database record and submitted directly to the Library. All that is required is that the researcher fill in his or her name, status, and contact information. Since this eliminates the need for retyping bibliographic information and provides all needed information to the Library, ILL Direct will decrease the turnaround time between submitting and receiving your requests.

How is ILL Direct utilized? It's simple: when a book or article not owned by ASU is found in FirstSearch, click on the record needed then click the "ILL" button. (When looking at a specific record this button, reproduced to the left, is found in the gray area along the top of the screen.) Fill in the required personal information, click on "submit," and the request is on its way.

A helpful hint about using ILL Direct from the FirstSearch database WorldCat: a single title will often have several entries in WorldCat. If so, make use of the "Libraries" button to find the record with the most Texas holdings. This will increase the odds of receiving the item quickly and free of charge.

2) Interlibrary loan requests may also be made utilizing forms available on the Library's web site at http://www.angelo.edu/services/library/ill/illreq.html. (Note: When requesting interlibrary loans from a computer off-campus, the use of the University's proxy server or dial-up access is necessary to utilize these ILL web forms.)

3) Printed forms are also available at the Reference Desk.

Interlibrary Loan also has a document delivery service to all academic departments on campus. A student assistant will deliver materials for *faculty members* to departmental secretaries every weekday afternoon (except for holidays). Books should be returned to the Circulation Desk in the Library within the due date set by the lending library.

For more information contact Mark Allan at 942-2511 or Mark.Allan@angelo.edu.

Congratulations, It's a ... New Database!

. . . . Antonella Ward (2154, ext. 231)

The Porter Henderson Library has added five new databases to our collection of electronic resources. It is our pleasure to introduce you to the latest additions to the family of RamNet databases.

Issues and Controversies is an online source of information on the most prominent and hotly debated issues of the day.

LearnATest.com is a test preparation program, including SAT, ACT, GMAT, and GRE. Access to this database is currently available *only* from the computers in the Library Reference area. First-time users are required to set up a personal account before taking any of the practice exams made available through this service.

Physical Education Index includes citations and abstracts of articles covering a wide range of physical education-related subjects including dance, health, kinesiology, physical education, physical therapy, recreation, sports, and sports medicine (Meanwhile, SportDiscus will no longer be available starting September 1, 2002).

America: History and Life provides complete bibliographic reference to the history of the United States and Canada from prehistory to the present.

Historical Abstracts, a companion database to *America: History and Life*, is a complete reference guide to the history of the world from 1450 to the present (excluding the United States and Canada, which are covered in the companion database).

netLibrary, a new way of accessing information, offers students and faculty a collection of over 17,000 electronic books or "eBooks." eBooks are full-text electronic versions of published books that library patrons can search, borrow, read, and return over the Internet. They are available for online "checkout" for 24 hours at a time and are checked back into the library collection automatically when the checkout period expires, making the eBook available to other patrons. To find an eBook through our online catalog: search for 'NetLibrary' using 'Author Browse (LA-No Limit).'

IMPORTANT: first-time access to any ASU NetLibrary eBook requires the creation of an account

using a networked computer *on campus*. Subsequent access to ebooks may be obtained by using the previously created account from on or off campus. For more information, please contact the Library Reference Desk at 942-2141.

The RamQuest Gateway

Even as the family of databases grows larger, some things do remain the same. The following paragraphs contain information on RamQuest, the Library's gateway to print and electronic information sources (http://ww.angelo.edu/services/library/ramquest.htm).

This tool guides students, faculty, and staff to the library's print and multi-media holdings, and provides access to remote databases, which index and abstract journal, magazine, and newspaper articles, and often display articles in a fulltext or page image format. RamQuest is accessible from all networked computers on campus, as well as off campus using the University's "dial-up" service, or the University's proxy server. In using RamQuest, the following descriptions of services may prove useful.

RamCat, the Library's online catalog, shows what the Library owns. If the Library does not own an item, it generally will not appear in this database. Therefore, a search returning no matching hits either means that the Library does not own a particular item or that the search was performed incorrectly. It's also important to note that RamCat is not a database of articles or chapters, but of entire works (*e.g.*, the titles of entire journals or books, which enables an individual to see if that title is held in the library for any particular time period).

RamNet provides links to remote databases to which the Library and/or its consortia subscribes. RamNet is arranged by subject and category, thereby providing more guidance to databases that are relevant to users' needs. RamNet differs from RamCat in the sense of providing access to articles – often in a full-text or page image format. If only a citation to an article is available, a user will need to check to see if the content of the article is accessible in some other way, such as included in a Library holding (by

checking RamCat) or available in another database (by checking RamCOPS).

RamCOPS (Ram *C*urrent *O*nline *P*eriodical *S*ubscriptions) directs individuals to locations that may contain the content of an article and not just a citation – primarily other remote databases.

RamCOPS guides individuals to databases that contain some relatively current articles from particular periodical titles. Dates of coverage of periodical titles will vary from database to database as well as within a specific database! Such variations occur due to differing contracts between publishers and information vendors as well as the expiration of such agreements.

The information in RamCOPS is maintained by a third-party vendor, Serial Solutions.

The Library provides access, via the RamQuest **Internet** page, to selected information resources available on the Internet which have been determined to be relevant to the curriculum and mission of Angelo State University. Popular links from this page include access to various Reference resources on the Web, information about the San Angelo vicinity, and a gateway to respected Search Engines covering the entire World Wide Web.

Interlibrary Loan services are available to Angelo State University students, faculty and staff for items that are NOT owned by the Library, (see "Reference, Interlibrary Loan/Document Delivery" on page 3 for more information).

Government Documents and Maps
. . . . Janetta Paschal (2300, ext. 230)

Government Documents

Governments, both state and federal, publish a vast amount of information in many areas of interest to them. The Porter Henderson Library is one of forty-nine Texas libraries which receive a partial collection of State of Texas agency publications. The Library is also one of approximately 1,350 Federal depository libraries in the Federal Depository Library Program.

All current Texas and United States documents are fully cataloged and appear in RamCat. Older publications from both collections are being added as time permits. Although current federal publications appear in the online catalog, access to information on the majority of the older materials is available through

various printed and online indexes. A series of printed indexes cover the years 1789-1995.

Online index versions cover more current time periods. For example, *GPO Monthly Catalog* in FirstSearch covers 1976 to the present, while the *Catalog of U.S. Government Publications* in GPO Access covers 1994 to the present. GPO Access and *GPO Monthly Catalog* are accessible from the RamNet pages, from the "Government Documents and Maps" web page (http://www.angelo.edu/services/library/govdocs/), and from the "United States Government Information" web page (http://www.angelo.edu/services/library/govdocs/us.htm).

The federal government is moving to a completely electronic "publishing" environment. Many cataloging records entered into RamCat contain links to online versions of documents, making them available to the user from within the online catalog.

As new shipments of documents are processed some publications are included on a monthly "Selected New Government Documents" list. The Library's "New Books & Government Documents" page (http://www.angelo .edu/services/library/newbooks/index.htm) contains links to the past four lists. For links to the past twelve lists see the separate "Selected New Government Documents" page (http://www.angelo .edu/services/ library/govdocs/ newdocs.htm).

Maps

This past year the Library purchased new, larger map cases to house the maps in the Reference Room. This collection includes 4,800 maps consisting of the USGS 7.5 minute and 15 minute series Texas topographic maps. An "index" map marked with the available quadrangles is kept at the Reference Desk.

The maps are not yet cataloged, but there is a finding list for the 15-minute series available online at http://www.angelo.edu/services/library/govdocs/62500. htm. Finding lists for the larger 7.5 minute series collection, which includes all but a few of the 4,401 Texas topographic maps, are being prepared and will be available on the "Maps" page, hopefully sometime in the near future.

Maps can also be found elsewhere in the Reference Room, specifically in the Texas Documents Collection. The *Geologic Atlas of Texas* sheets are shelved alphabetically by sheet name at Z UA220.7 G292a. The *Geologic Quadrangle* maps of Texas are shelved by report number at Z UA 220.7 G292q.

Just as other types of publications are appearing on the Internet, maps are now available online as well. The "Maps, Aerial Photographs, and Satellite Images" page (http://www.angelo.edu/services/library/govdocs/maps.htm), organized by subject, contains links to a wealth of online information on maps, aerial photographs, and satellite images.

TexShare includes an online map resource, the Texas Digital Sanborn Maps. The Sanborn fire insurance maps are the most frequently consulted maps in both academic and public libraries. Find links to this collection on the RamNet pages and under 'Texas Maps & Resources' on the "Maps, Aerial Photographs, and Satellite Images" page. (Note: Users from off-campus must use the University's proxy services or dial-up access.)

If you have any questions about government documents or maps and how they can provide additional resources for your classes and/or research, contact Janetta Paschal, Government Documents/ Reference Librarian, by e-mail at Janetta.Paschal@angelo.edu, or by telephone at 942-2300.

Circulation
. . . . Angela Skaggs (2051, ext. 224)

Note: So that staff may conduct closing procedures, the Circulation Desk closes 15 minutes before the doors of the Library are locked. You will need to conclude your Circulation business prior to this time. Bells are sounded approximately 30 minutes and 15 minutes prior to closing to alert users that closing time is approaching.

Borrowing Periods and Privileges
Regular circulating books borrowed from the Porter Henderson Library have the following loan periods:

- Undergraduate Students: 21-day loan period, 3 renewals, no limit on number of items; maximum of 5 overdue items before blocking;
- Graduate Students: 42-day loan period, 1 renewal, no limit on number of items; maximum of 5 overdue items before blocking;
- ASU Faculty: semester loan period, 5 renewals, no limit on number of items; maximum of 5 overdue items before blocking;

- ASU Staff: 42-day loan period, 1 renewal, no limit on number of items; maximum of 5 overdue items before blocking;
- Family Members of ASU Faculty/Staff:: 21-day loan period, 1 renewal, limited to 10 items; maximum of 5 overdue items before blocking;
- ASU Faculty/Staff Retirees and Their Spouses: 21-day loan period, 1 renewal, limited to 10 items; maximum of 5 overdue items before blocking.

Juvenile books circulate for a 7-day loan period to all borrowers except ASU faculty, who receive a semester loan period, subject to recall after the initial 21 days.

Audio-visual materials from the Media Collection circulate for a 7-day loan period to ASU faculty. Other borrowers are limited to a 3-day loan.

A Word of Caution: You are responsible for all library materials checked out on your RamCard. ASU Faculty/Staff and Retirees are also responsible for all items checked out to their dependents. Changes in family status should be reported to the Circulation Desk so that the database files can be kept current. Treat your ASU RamCard as you would a credit card. If your card is lost or stolen, report it immediately to the Circulation Desk so that your old card can be voided. A new RamCard can be obtained at the Residence Life Office.

Remember to let the Library's Circulation Desk know about changes in your current address and telephone number. This will enable the Library to send you:

- courtesy reminders about overdue books;
- notices concerning the availability of items on which you may have placed "holds" or "recalls;"
- recall notices alerting you that an item you have checked out has been recalled and now has a new due date;
- notices that an item you wanted which was "in processing" is now ready and waiting for you.

Course Reserves

Faculty should make requests for placing materials on reserve **at least ONE working week prior to the date on which the materials are needed.** The time required to process reserve requests varies with the work load of the Circulation/Reserves unit, the availability of materials, and the accuracy of the information supplied with the request. *All requests are processed in the order received.*

Course Reserve materials circulate for one of the following loan periods, as designated by the requesting faculty member:

- *Closed Reserve* must be used in-house, must be returned within 2 hours, and cannot be renewed.
- *24 Hour Reserve* can be checked out whenever the Circulation Desk is open, and must be returned before the library closes the next day.
- *Three Day Reserve* can be checked out whenever the Circulation Desk is open, and must be returned any time prior to closing three days later.

To facilitate maximum access to these materials for all students, no renewals are permitted for the items placed on Course Reserve, and students are asked to limit themselves to only 2 Reserve items at a time.

TexShare Library Card Program

TexShare is a state-wide cooperative program designed to improve library service to all Texans. The

TexShare Library Card Program allows registered users of participating TexShare institutions to have direct, personal access to library materials that are not available at the home institution. Many Texas public and academic libraries participate in the Card Program. For ASU students, faculty, and staff to participate, a person must:

- Obtain a TexShare Card at the Porter Henderson Library's Circulation Desk,
- Present identification as required,
- Observe the policies of the lending library (these policies can be found on the TexShare Web Page at http://www.texshare.edu/generalinfo/about/programs.html),
- Return the materials in person or by first-class mail to the lending library,
- Pay assessed charges for lost materials, or materials returned late or damaged,
- Surrender the TexShare card if requested by TexShare library staff.

Circulation Desk personnel issue TexShare Library Cards. Library staff can also assist you in identifying participating libraries.

Media

Staff News: The Library is pleased to welcome Mrs. Hongxia Yang to our staff as Media Librarian. A native of the People's Republic of China, Hongxia comes to us from the University of Southern Mississippi, where she completed masters degrees in both Library & Information Science and Instructional Technology. We hope you will stop by to meet her, and to let her know your Media-related needs. Contact her at 942-2313.

The Media Collection contains the Library's non-print materials—videos, laser videodiscs, DVDs, CDs, audio-cassettes, LPs, 16mm films, and slide collections. Viewing and listening equipment is available for in-room use or can be checked out for classroom use. The Media Collection also has a small screening room that can accommodate approximately 20 people. Please call ahead if you would like to use the viewing room for a class.

Tips for searching RamCat for audio-visual materials

All media items can be searched by title, the same as you would for books. Look at the Detailed Record to see a summary of the video contents. If you have a topic, but not a title, use a Relevance Search. To eliminate print materials from your search, choose "videorecording" or "sound recording" from the "Quick Limit" box. More specific limits can be placed if you use the Limits button.

Media Checkout and Reserves

The regular checkout period for faculty is one week; students and other library users have a 3-day checkout period. Faculty may place reserves – 1-day or In-Room Use – on media materials. Additionally, you may bring in personal materials for student use. All personal materials are limited to in-room use.

Other Services

Overhead transparencies and laminations can be made for a small fee.

The Library's satellite dish, allowing access to satellite teleconferences and channels such as the PBS Adult Learning Satellite Service, has been "retired," in anticipation of the addition of the third floor. In the meantime, Information Technology's Multi-Media Services has agreed to provide this access. Contact Purnell Curtis or Elaine Beach (942-2911) to make arrangements.

Catalogs from video vendors are kept on file in the Media Collection should you need information in order to request a video purchase.

Please note that although the Media Collection is not staffed during all Library hours, the collection can be accessed at all times by asking at the Circulation Desk

Acquisitions

. . . . Javad Maher (2512/2312)

The primary responsibilities of the Acquisitions Department are to coordinate collection development activities, purchase the library materials, and provide access to electronic information resources. Members of the faculty have been assisting the Library in the selection of materials to satisfy theirs and their students' research needs and to build the collection for future scholars. Funds covering the purchase of library materials and access charges are allocated annually to each department of instruction based on a formula devised by the University Library Committee.

Ordering Library Materials

Faculty requests to purchase materials for the Library are generally made through the head of each academic department. Orders must be approved by the head of the department or an appointed representative/liaison before materials can be ordered. Library materials may be ordered through Acquisitions on-line order form at http://www.angelo.edu/forms/cgi/acquisitions.html or by using printed order request cards or other methods (*i.e.*, marking trade catalogs, bibliographies, *Choice* cards, etc.). Order request cards are available from this Department and at the Circulation or Reference Desks.

Rush orders may be submitted via e-mail to Acquisitions@angelo.edu, by filling out the on-line order form, or by faxing to the Library (942-2198). Rush orders must be clearly marked "RUSH" to be processed as such.

All order requests need to be submitted before **April 15th** of each year so that the Library is able to meet its deadline for the commitment of its budget. After **April 15th**, any remaining funds in academic accounts will be placed in the "Excellence Fund."

Each academic department may submit requests for expensive library materials that normal allocations cannot cover. A subcommittee from the University Library Committee will then approve expenditures from the Excellence Fund.

Quarterly reports of the academic departments' library budget status are sent to library liaison officers and heads of departments. Monthly reports are sent to academic deans. Please do not hesitate to inquire about your budgetary situation at any time. Members of the faculty or requesting departments are notified by the Library of any canceled orders and the reason for the cancellation. Turnaround time varies according to the format of the materials ordered and ranges from two to twelve weeks. The arrival time can also vary due to the date of publication/production.

Acquisition Units

The **Monographs Unit** is responsible for ordering and processing monographs. As orders are placed, a record is entered into Voyager (RamCat) so that patrons will be aware that item is "on order." Upon receipt, the status will change to "received" as the material is sent to Cataloging.

The **Serials Unit** is responsible for ordering, receiving, claiming and preserving print serial titles and on-line databases. There are presently over 1,760 current print subscriptions and more than 12,000 current online full-text journals available to the ASU community.

The **Financial Unit** is responsible for accounting and record keeping of the Materials Budget. Standing orders/continuations are also handled by this unit. General questions and specific inquiries about the status of orders should be directed to the main department number (942-2312). For additional information and many useful links to the publishing world please visit our Web site on the Library's home page: (http://www.angelo.edu/services/library/acq/).

West Texas Collection and the Friends of the Library
. . . . Suzanne Campbell (2164)

The West Texas Collection has been busy with patrons and new collections. Many of our new collections are processed and available for research. These include the Houston Harte papers; the Fred Gipson papers; and the Ulmer Bird collection, covering Coke County, World War II, and numerous other topics. The Hendrix Collection of Elmer Kelton books is cataloged. Numerous smaller collections have been processed and are also available.

This year the following displays and exhibits have been scheduled: August-early September - The Korean War; late September-October - The E.H. Danner Virtual Museum of Telephony exhibit; November-December - Black History featuring Rev. Cecil Williams; January-March - Women of the Concho Valley; April-May - Hispanic History featuring a traveling exhibit on Pancho Villa and the Battle of Ojinaga. "Everyone" messages will be sent out prior to the opening of the displays.

We encourage members of the faculty and staff to support the Porter Henderson Library and West Texas Collection through the Friends of the Library organization. The group sponsored a book sale in the spring. With money raised from the book sale and from memberships, the Friends have bought furniture for the Library and other new equipment for both entities, provided coffee for students during finals, and sponsored special events during the year.

University Archives
. . . . Tanya Norris (2164)

The University Archives (UA) has added some real treasures this year including two large pictures showing the residents of Carr Hall in 1950-1951 and 1951-1952. The News and Information Service discovered these relics. You never know what will turn up!

The UA continues to grow as items are received from across campus. In the coming year the UA will work with other departments to collect more material. Items of particular interest for the University Archives are materials relating to the history and development of the university, such as photographs and artifacts. Also important are departmental and committee minutes and reports, publications, and recruiting materials. Student publications, monographs, and serials published by the University, and faculty research and papers can also find a home in the Archives.

If you have any items you would like to donate or if you have any questions, please call Tanya Norris, University Archivist, at 942-2164, or stop by the West Texas Collection on the second floor of the University Center.

Cataloging

. . . . Shirley Richardson (2221, ext. 225)

The Catalog Department receives new materials from the Acquisitions Department and prepares them for use by the Library's patrons. The materials, which may include books, serials, media, or computer software, are cataloged using the Library of Congress classification system and national standards for descriptive and subject cataloging. Most of the cataloging records are obtained from an international cooperative network of libraries, OCLC. They are downloaded from the OCLC database into Voyager (RamCat) and revised as necessary. Some materials for which no cataloging record exists require original cataloging by our staff. These original records are added to the OCLC database for other libraries around the world to use. After cataloging, the materials are processed and sent to the shelves for patron use.

Schedule of Hours
(when school is in session):

Library
Sunday . . . . 1:00 pm-10:00 pm
Monday-Thursday . . . . 7:45 am-Midnight
Friday . . . . 7:45 am-6:00 pm
Saturday . . . . 9:00 am-6:00 pm

West Texas Collection* (Located on the UC's 2nd Floor)
Sunday . . . . Closed
Monday-Wednesday . . . . 10:00 am-5:00 pm
Thursday . . . . 10:00 am-9:00 pm
Friday . . . . 10:00 am-5:00 pm
Saturday . . . . Closed

*WTC also open by appointment (915-942-2164).

Porter Henderson Library Calendar
2002-2003*

Aug. 26-Sept. 1 . . . . Regular Fall Schedule
Sept. 2 . . . . Closed (Labor Day)
Sept. 3-Nov. 26 . . . . Regular Fall Schedule
Nov. 27 . . . . 7:45 am to 5:00 pm
Nov. 28-30 . . . . Closed (Thanksgiving Holidays)
Dec. 1-13 . . . . Regular Fall Schedule
Dec. 14-15 . . . . Closed
Dec. 16-20 . . . . 8:00 am to 5:00 pm
Dec. 16-20 . . . . (West Texas Collection closed)
Dec. 21-Jan. 1 . . . . Closed (Christmas Holidays)
Jan. 2-3 . . . . 8:00 am to 5:00 pm
Jan. 2-3 . . . . (West Texas Collection closed)
Jan. 4-5 . . . . Closed
Jan. 6-10 . . . . 8:00 am to 5:00 pm
Jan. 11-12 . . . . Closed
Jan. 13-19 . . . . Regular Spring Schedule
Jan. 20 . . . . Closed (Martin Luther King, Jr. Day)
Jan. 21-Mar. 7 . . . . Regular Spring Schedule
Mar. 8-9 . . . . Closed
Mar. 10-14 . . . . 8:00am to 6:00pm (Spring Break)
Mar. 15 . . . . Closed
Mar. 16-Apr. 16 . . . . Regular Spring Schedule
Apr. 17 . . . . 7:45 am to 6:00 pm
Apr. 18-19 . . . . Closed (Spring Holiday)
Apr. 20-May 9 . . . . Regular Spring Schedule
May 10-11 . . . . Closed
May 12-13 . . . . 8:00 am to 5:00 pm
May 14 . . . . (Closed for staff training)
May 15-16 . . . . 8:00 am to 5:00 pm
May 17-18 . . . . Closed
May 19-23 . . . . 8:00am to 5:00pm
May 19-23 . . . . (West Texas Collection closed)
May 24-26 . . . . Closed (Memorial Day)
May 27-July 1 . . . . Regular Summer Schedule
July 2-3 . . . . 7:45 am to 6:00 pm
July 4-6 . . . . Closed (Independence Day)
July 7-10 . . . . 8:00 am to 5:00 pm
July 11-Aug. 15 . . . . Regular Summer Schedule
Aug. 16-17 . . . . Closed
Aug. 18-22 . . . . 8:00 am to 5:00 pm
Aug. 23-24 . . . . Closed
Aug. 25 . . . . 2003-2004 Schedule Begins

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* Note: This Calendar subject to change due to weather, *construction*, or other unforeseen circumstances.