



# Porter Henderson Library Faculty Newsletter



## A Word from the Director ..... Dr. Maurice G. Fortin; 942-2222 ext. 222

Welcome to the sixth year of the *Faculty Newsletter*. This issue of the *Newsletter* is the annual guide to services offered by the Library and a means to bring you up to date with a few changes made during the previous academic year. If you have any comments or suggestions, please send them to the Library Director, Dr. Maurice G. Fortin ([Maurice.Fortin@angelo.edu](mailto:Maurice.Fortin@angelo.edu)).

### Changes During the Previous Year

The previous year was a very busy year for the Library. Beginning in the summer of 1999, Library staff members began planning for the acquisition and implementation of a new automation system. In March 2001, library users had access to the "new" RamCat using the Voyager system from Endeavor Information Systems Inc. Library staff members had been using Voyager for about a month prior to the on-line catalog becoming active. This change-over required many hours of planning, preparation, and implementation by Library and Information Technology staff members. Many thanks need to go to Janetta Paschal, Government Documents/Reference Librarian, and Carl Martin of Information Technology.

As reported in previous issues of the *Newsletter*, the Library's Web page underwent a major facelift. In addition to these changes, new database services are now available through TexShare. The state-wide cooperative efforts of TexShare and increased legislative funding will allow the ASU community to access more databases, full-text/image resources, and information from on and off campus. The Library continues to work closely with the Information Technology unit to insure reliable and easy access to information resources available over the Internet.

In the fall of 2000, the West Texas Collection moved into its new facilities in the renovated University Center. Along with the new facilities, the Collection became known as the Dr. Ralph R. Chase West Texas Collection. The move and the name change were made possible by a generous gift from the Harte family. Also thanks to the longtime support and gifts from Mrs. Eva Tucker, the West Texas Collection is now the home of the Eva Camuñez Tucker Center for the Study of Southwestern History and Culture. The new area has nearly twice as much space as the former facility within the Porter Henderson Library.

During the previous year, the Porter Henderson Library building received much-needed attention. A fire alarm and detection system was installed during the summer months of 2001. New furniture and a rearrangement of the First Floor allowed the Circulation Desk, Document Delivery (ILL) and the Reference areas to receive a much-needed facelift. Thanks to extra HEAF funds, the Library purchased 130 new chairs for use on the First Floor. Over the Christmas break period of 2000/2001, new light fixtures were installed on both the Basement and Second Floors. Most of the staff members received new furniture and chairs. This was the first time in many years that so much was able to be purchased for Library users and staff members.

### Future Changes

During the coming year, the Library and the University administration will begin examining the possibilities of adding another floor to the Porter Henderson Library facility.

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In addition to this task, the Director and a committee from the Student Senate will put forward plans for the use of the LIFE (Library Improvement and Funding Enterprise) fee. This new fee will begin in the 2002 Fall Semester. As always, the Library will explore the possibility of adding additional full-text/image database services in order to provide the ASU community with access to more and better information resources.

## Notes from the Reference Desk

Mark Allan; 2511 (2222, ext. 235)

### A Quest for Information

It's been almost six months since the Library brought up **RamQuest**, the University's gateway to print and electronic information sources (<http://www.angelo.edu/services/library/ramquest.htm>).

This portal to information appears to have been very successful in directing individuals to information resources that will meet their research needs. RamQuest is accessible from on campus, using the University's "dial-up" service, or the University's proxy server. This tool guides students, faculty, and staff to the library's print and multi-media holdings, as well as providing access to remote databases which index and abstract journal, magazine, and newspaper articles and often provide articles in a fulltext or page image format. In using RamQuest, the following descriptions of services may prove useful:



**RamCat:** The Library's online catalog of 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:** Links to remote databases to which the Library and/or its consortia subscribes. While RamNet is not *new* in the sense of being a new service, it has significantly changed since the past

Spring semester. RamNet is now arranged by subject and category, thereby providing more guidance to databases that are relevant to users' needs.

Furthermore, some databases previously accessible by TexShare are no longer available, and many new databases have been added. (Please see the following article, *Databases They Are a'Changin.*) RamNet differs from RamCat in the sense of providing access to *articles* – often in a fulltext 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:** The function of RamCOPS (Ram Current Online Periodical Subscriptions) is to direct individuals to locations that *may* contain the content of an article and not just a citation – primarily other remote databases. *It should be noted that at the time of this article's writing, RamCOPS is temporarily unavailable due to being updated with periodical titles from the many new RamNet 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.

RamCOPS does not provide dates of coverage for journals (but only whether *some* current content of a particular title is available) *and* is only intermittently updated. Therefore, it should only be regarded as an aid, not a definitive source. Furthermore, just because a journal is available online in a "fulltext" format does not mean that *all* the information contained in the print version is available electronically, or vice versa. (See the following article *Digital Articles vs.*

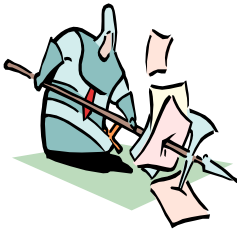
*Print; or, When Is an Article Not an Article?)*

**Internet:** Time permitting, the Library provides access 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:** Interlibrary Loan services are available to Angelo State University students, faculty and staff for items that are *NOT* owned by the Library, (see *Document Delivery (ILL)* below.).

## Digital Articles vs. Print; or When Is an Article Not an Article?

Individuals often have the misconception that a journal or even an article that is available online



contains the same content as that in the print format. However, this is only true in *SOME* cases!

For example, an article appearing in a “fulltext” format online may only contain the text of the

article, and omit tables, graphs, charts, diagrams, illustrations, photographs, even page numbers! On the other hand, articles of which an “image” has been made contain the same viewable information as the print article, as the online image is a “snapshot” of the print format.

HOWEVER, content in an entire online journal may be different, as information may be deleted when an issue is converted to fulltext or page-image formats. Certain kinds of information such as regular columns, letters to the editor, employment announcements, book reviews, indices, and tables-of-contents may be omitted from the online version. Moreover, due to a recent United States Supreme Court case requiring publishers to compensate freelance writers for previously written articles which are now included in online databases, some information providers are removing such articles from the online services in order to avoid having to pay such royalties!

Although more rare, occasionally the content of digital journals contains more information than the print source. A few online publications contain preprints, actual experimental data or other supplemental material that is not available in the print source.

What does all this mean for the information consumer? Individuals may be required to cite online sources differently from print resources, as the online information may not utilize page numbers to facilitate data location. Researchers must also pay careful attention to whether the online or print format of a journal is cited, as the information content of each may differ; and bear in mind whether any omitted information in an article or publication is significant to their current needs.

Moreover, the choice of subscribing to either an online or a print format becomes even more complicated. Individuals must weigh the ease of access of the online format (when the technology is working!) as opposed to the potential content lost when the print resource is cancelled. Furthermore, the continued availability of an online resource may be in question, as a database’s content not individually subscribed to by an individual or department may subsequently become unavailable (as with the recent changes in the TexShare databases), leaving an information gap that may or may not be able to be filled.

To conclude, the aforementioned factors make information literacy even more important. Scholars can no longer take the content of even “peer-reviewed” journals for granted, as information may vary between the online and the print format. These researchers must ever more carefully evaluate the content of articles and journals on a case-by-case basis before relying upon it for specific research needs.

## Databases, they are a'changin'!

Students and faculty returning to campus from the summer break may notice that a few of the commercial information databases previously available through RamNet are no longer accessible, and that the net total number of these databases



has greatly increased. Without exception, all of these changes have occurred within the *TexShare*-sponsored databases.

TexShare is a statewide consortium of libraries led and in part financed by the Texas State Library. This consortium allows institutions to benefit from a large, collective membership base to negotiate lower database charges – *much lower database charges*. Angelo State University could not alone offer the quantity and diversity of these databases without such assistance. Decisions as to what databases should be accessible via TexShare are ultimately made by a consortium-wide committee of librarians appointed by the State Library, which considers input from member institutions.

While all may not agree with the changes that have occurred, the net result is much greater access to information; including *many more* online, fulltext information sources accessible from the classroom,

office, residence hall, computer laboratory, and home. Some of the effected databases and alternatives available are:

- CINAHL: now available through *EBSCOHost* via TexShare
- MLA: now available through *FirstSearch*
- ABI-Inform: no longer available, the Library suggests using *Business Source Premier*
- Nursing Collections: no longer available, the Library suggests using *Health Source: Nursing/Academic Edition*
- Periodical Abstracts: although now available in a **much diminished** format through *FirstSearch* (TexShare no longer subscribes to the fulltext service), the Library suggests using *Academic Search Premier* instead
- Ethnic Newswatch: no specific alternative available.

## Government Documents and Maps

Janetta Paschal; 2300 (2222, ext. 230)

### Government Documents

Governments, both state and federal, publish a vast of amount of information in many areas of interest to the government. 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 of the Superintendent of Documents, U.S. Government Printing Office. This depository serves the citizens of the 21<sup>st</sup> Congressional District.

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 still publishes a number of publications in print format but it is moving to a completely electronic “publishing” environment. Links from the “Government Documents and Maps” page provide users with a way to access hundreds of these publications available through the World Wide Web. Cataloging records entered into RamCat also contain links to online versions of documents, making them available to the user from within the online catalog.

Links to some government databases have been added to the new subject organized RamNet pages. Some of these databases include American FactFinder (Census Dept.), PubSCIENCE, PubMed Central, and STAT-USA/Internet.

As new shipments of documents are processed

some publications are included on a monthly "Selected New Government Documents" list. The document lists are organized by subject and include the URLs or PURLs, if available, for online versions of government publications. 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

In September 2000, the Porter Henderson Library obtained a collection of approximately 4,800 maps consisting of the USGS 7.5 minute and 15 minute



series Texas topographic maps. Maps in the 15 minute series have been processed and are available for use. They are housed in the maps cases in the Reference Room (Maps/Atlas section), now

located outside the Lecture Room. The maps are not yet cataloged, but there is a finding list available online at <http://www.angelo.edu/services/library/govdocs/62500.htm>. (This finding list is also linked from the "Maps, Aerial Photographs, and Satellite Images" page discussed below.)

The 7.5 minute maps also have been processed and are available for use, but they are currently in storage. Funding has been approved to purchase map cases to house this collection in the Reference Room. Finding lists for this large map collection are being prepared and will be available on the "Maps" page sometime in the near future.

Since the 7.5 minute series collection includes all but a few of the 4,401 Texas topographic maps ask the Government Documents/Reference Librarian for assistance if you need a specific topographic map. An "index" map marked with the available quadrangles will be kept at the Reference Desk.

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 being cataloged at the time of this writing. Replacements for missing sheets from both of these collections were purchased this summer through the Excellence Fund.

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. For example, from this page users can access digital versions of the topographic maps produced by the US Geological Service, consult online atlases and gazetteers, or find historical maps of Texas from the Civil War, aerial photographs of "Area 51" (in Nevada), or outline maps of any country in the world.

There is even an online map resource now available through TexShare: 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. (Users from off-campus must use the University's proxy services or dial-up access.)

Ask at the Reference Desk or the Government Documents/Reference Librarian for assistance in locating any of the maps discussed above.

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](mailto:Janetta.Paschal@angelo.edu), or by telephone at 942-2300.

## Document Delivery (ILL)

Wanda Green; 2300 (2222, ext. 231)

When material needed for research is not available in the Library's collection, the Interlibrary Loan (ILL) section will borrow it for you from another library. ILL is available to ASU faculty, staff, graduate, and undergraduate students.

Usually there is no charge for ILL; you will pay only if a fee is charged by the



lending institution.

ILL requests can be submitted three ways: 1) ILL Direct; 2) web forms; or 3) printed forms.

1) ILL Direct lets you make requests via FirstSearch. Data is captured from any FirstSearch database record and submitted directly to the Library. All you do is fill in your name and personal 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 do you use ILL Direct? It's simple: when you find a book or article not owned by ASU in FirstSearch, click the "ILL" button (found along the top right hand corner of the screen). Fill in the required personal information, click on "submit," and your request is on its way.

A helpful hint about using ILL Direct from 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 your odds of receiving the item quickly and free of charge.

2) Request interlibrary loans electronically through forms available on the Library's Home Page (<http://www.angelo.edu/services/library/ill/illreq.html>). (Note: When using a computer off-campus, you will need to use the University's proxy server or dial-up access to utilize RamNet and the 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 received materials to departmental secretaries every weekday afternoon (except for holidays). Books should be returned to the Circulation Desk when you are finished.

Tips for faster ILL service:

- Provide complete citation.
- Include the Standard Number (ISBN or ISSN).
- *Don't guess* at abbreviations. If you aren't positive about the full title, write it as found in your source.
- Fill in the maximum amount you are willing to pay in case the item is not available at no charge.
- Write legibly.

## Media Collection

*Staff News:* Barb Bergman has resigned her position as Media Librarian and returned to her home state of Minnesota. We all wish her the best. With her



absence, faculty members should direct suggestions for media purchases and/or taping of programs using the satellite system to Javad Maher, Acquisitions Librarian. The Director hopes to add back the

Media Librarian position at some future date.

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 has a satellite dish, allowing access to satellite teleconferences and channels such as the PBS Adult Learning Satellite Service.

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.

## West Texas Collection

Suzanne Campbell; 2164

The West Texas Collection has been very busy since the move to the University Center. Since January 2001 the WTC has added 30 collections. Some are



only one item but many are quite large. Four of the largest are: the Houston Harte papers – a large collection concerning Mr. Harte's personal and business life (processed); the Ulmer Bird Collection –

large collection of material from Coke County and the Sanco area as well as World War II and other topics (partially processed); and the Fred Gibson Collection donated by Mike Cox (processed). Cox wrote the biography of Gibson, author of *Old Yeller*. The Rob Junell papers include 51 boxes of papers that were in storage in Austin. The Collection will be receiving additional material from the Junell papers (unprocessed and not available for research).

The WTC has also reactivated the Archives Room (*i.e.*, "the Vault") in the Porter Henderson Library to store several large collections received this past year.

Meanwhile, on September 10 the Collection will host a reception for the opening of the Hispanic Heritage display.

## University Archives

Tanya Norris; 2164

The University Archives (UA) has grown in the past year and received many new items 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.

## Acquisitions

Javad Maher; 2312 (2222, ext. 227)

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](mailto: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 **March 31st** of each year so that the Library is able to meet its deadline for the commitment of its budget. After March 31, 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 currently over 1,700 print and more than 7,000 current online full-text journals available to the ASU community. RamCat includes information on print journals and holdings data for those titles held by the Library. For a complete list of current print and online journals please select (RamCOPS) from the Library web site. *(At the time of this writing RamCOPS is unavailable due to a major updating of the information. It should be available sometime in the near future.)*

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/>.

## Cataloging

Shirley Richardson; 2221 (2222, 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 requires 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.

### Library Telephone Numbers

Director .....	Dr. Maurice Fortin
.....	(915) 942-2222, ext. 222
Acquisitions .....	Javad Maher; 2512
Cataloging .....	Shirley Richardson; 2221
Circulation .....	Angela Skaggs; 2051
Gov't Docs .....	Janetta Paschal; 2300
Document Delivery (ILL) ..	Wanda Green; 2300
Media .....	2313
Reference .....	Mark Allan; 2511
University Archives .....	Tanya Norris; 2164
West Texas Collection .	Suzanne Campbell; 2164
Fax .....	(915) 942-2198

### General E-mail Addresses

[Library@angelo.edu](mailto:Library@angelo.edu)  
[Reference@angelo.edu](mailto:Reference@angelo.edu)  
[Acquisitions@angelo.edu](mailto:Acquisitions@angelo.edu)  
[ILL@angelo.edu](mailto:ILL@angelo.edu)



## Circulation

Angela Skaggs; 2051 (or 2222, ext. 224)

**Please Note:** So that staff may conduct closing procedures, the Circulation Desk closes **15 minutes** before the doors of the Library are locked. *Please 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.

Please treat your ASU RamCard as you would a credit card. If your card is lost or stolen, please 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.

Please 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: <http://www.texshare.edu/programs/card/circpol/>)
- 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.

**Schedule of Hours  
(when school is in session):**

<b>Library</b>	
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

<b>West Texas Collection*</b> (Located on the UC's 2 <sup>nd</sup> Floor)	
Sunday	Closed
Monday-Wednesday	10:00 am-noon & 1:00 pm-6:00 pm
Thursday	10:00 am-noon & 1:00 pm-9:00 pm
Friday	10:00 am-5:00 pm
Saturday	Closed

**Porter Henderson Library Calendar  
2001-2002\*\***

Aug. 27-Sept. 2	Regular Fall Schedule
Sept. 3	Closed (Labor Day)
Sept. 4-Nov. 20	Regular Fall Schedule
Nov. 21	7:45 am to 5:00 pm
Nov. 22-24	Closed (Thanksgiving Holidays)
Nov. 25-Dec. 14	Regular Fall Schedule
Dec. 15-16	Closed
Dec. 17-21	8:00 am to 5:00 pm
Dec. 22-Jan. 1	Closed (Christmas Holidays)
Jan. 2-4	8:00 am to 5:00 pm
Jan. 5-6	Closed
Jan. 7-11	8:00 am to 5:00 pm
Jan. 12-13	Closed
Jan. 14-20	Regular Spring Schedule
Jan. 21	Closed (Martin Luther King, Jr. Day)
Jan. 22-Mar. 8	Regular Spring Schedule
Mar. 9-10	Closed
Mar. 11-15	8:00 am to 6:00 pm (Spring Break)
Mar. 16	Closed
Mar. 17-27	Regular Spring Schedule
Mar. 28	7:45 am to 6:00 pm
Mar. 29-30	Closed (Spring Holiday)
Mar. 31- May 10	Regular Spring Schedule
May 11-12	Closed
May 13-17	8:00 am to 5:00 pm
May 15	(Closed on the 15 <sup>th</sup> for staff training)
May 18-19	Closed
May 20-24	8:00 am to 5:00 pm
May 25-26	Closed
May 27	8:00 am to 5:00 pm
May 28-July 2	Regular Summer Schedule
July 3	7:45 am to 6:00 pm
July 4	Closed (Independence Day)
July 5-Aug. 9	Regular Summer Schedule
Aug. 10-11	Closed
Aug. 12-16	8:00 am to 5:00 pm
Aug. 14	(Closed on the 14 <sup>th</sup> for staff workday)
Aug. 17-18	Closed
Aug. 19-23	8:00 am to 5:00 pm
Aug. 24-25	Closed
Aug. 26	2002-2003 Schedule Begins

\*WTC also open by appointment.

\*\* Note: Calendar subject to change due to weather or other unforeseen circumstances.