



Porter Henderson Library *Library Newsletter*



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Word from the Director

..... Maurice Fortin, Library Director

Welcome to the tenth year of the *Library Newsletter*. The first issue of each year is the annual guide to services offered by and operations in the Library and a means to bring you up to date with some of the 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 free cup of coffee.

Improvements and Other Developments during FY 05



The Library's new floor enjoyed its first year of operation. The Center for Academic Excellence, the Honors Program, the Writing Lab, the Computer Lab, and the Communications, Drama, and Journalism department moved in late August of 2004. The Library spent part of August and most of the fall semester transferring materials into the two storage rooms. Students quickly learned how to navigate around the floor and the quickest pathways to get there.

Over the course of the fall and spring semesters, Library staff members relocated offices, moved materials, and with the help of Facilities Management, filled some relocated book shelves to make more room available for materials on Second Floor. The old Second Floor Computer Lab transformed into a quiet study area. The Director's Office moved to the Second Floor. As funds become available, watch for more improvements in furniture, meeting spaces, and group study space.

In cooperation with Information Technology, the Library opened a "QuickLab" on the First Floor near the Reference Desk. This area is designed to be a self-service computer lab with seven stations, a page scanner, and a printer. Students used this space to check e-mails, class assignments, write short reports, and utilize Library materials that did not circulate but were needed to complete assignments, papers, and/or research. This lab proved to be very popular with students.

The Library is currently searching for a new media librarian. Hongxia Yang left in June to take an instructional technology position in Georgia. The Library did add one new position in the fall semester: a library assistant position to help with the cataloging of donated materials in the West Texas Collection.

The unveiling of RamPort on campus this fall will impact Library services as well. For more information on this topic see the Reference Services section on the use of RamPort to access those services formerly known as RamNet and RamCOPS. The remaining sections in the *Newsletter* provide more details on

other significant improvements.

Again, let me welcome you back to another great year at Angelo State University.

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Reference Services – *Buddy Can You Spare Some Change?*

.....Mark Allan, Head Reference Librarian

“Change” seems to be the mantra of the Reference Unit. Whether you are a returning student, a faculty member, or a new member of the ASU community, you will be experiencing change while using Library Resources.

Quote: *Why this reluctance to make the change? We fear the process of reeducation! – Isaac Asimov*

In the past the primary access point to our library was from the Library’s web site, but now the new focal point for library access is RamPort – the University Portal. Individuals can still connect to the Library web site at <http://www.angelo.edu/services/library/> but in order to access all Library resources available to ASU students and faculty, these individuals will need to log into RamPort from the *ASU Student and Faculty Resources* link. Alternatively, if students or faculty are already logged into RamPort, all that is necessary is to click on the Library tab within the portal. Guests who are not affiliated with ASU in a faculty or staff capacity will still be able to access *some* databases and services from the *Guest Resources* link on the Library’s home page, but will not have access to all the resources available from within RamPort.



Figure 1. The RamPort screen after a user has logged on and chosen the Library tab.

Quote: *To improve is to change; to be perfect is to change often. – Winston Churchill*

With the introduction of RamPort to the ASU community, the Library has decided to retire the names “RamNet” and “RamCOPS” which were used to describe the Library’s article databases and fulltext periodical finding aid. The prefix *Ram* seemed to be confusing when applied to so many online resources. Consequently, there are now only *two* online resources that use the “Ram” designation and are integral to the Library: *RamCat*, the Library’s online catalog, and the aforementioned *RamPort*. Library resources

previously considered to be a part of RamNet are now being described as “Online Resources,” and the RamCOPS finding aid is now known simply as “Fulltext Periodicals.”



Figure 2. The new graphics in the RamPort Library tab for RamCat (the online catalog), Online Resources (previously RamNet), and Fulltext Periodicals (previously RamCOPS).

Quote: Change is inevitable except from vending machines. – Author unknown

Due to vendor price changes and funding cuts by the Texas Legislature to the State Library and Archives Commission for the support of the TexShare Database Program, beginning July 1, 2005, there have been some changes to the resources available to Texas libraries through this Program.

One minor loss will be fulltext access to periodicals published by "Emerald" and not subscribed to by the Library. The Library will retain fulltext online access only to those titles for which it has a current print subscription.

The most significant change will consist in the consolidation of databases available through TexShare. For the most part, this is a loss of convenience rather than a loss of coverage. As per the TexShare web site, "TexShare will retain access to 15,944 fulltext publications with a minimal loss of 762 fulltext publications. TexShare will no longer have access to special subject specific collection interfaces such as Religion and Philosophy, Sociological Collection, etc. Access to all journal indexing and journal content will be retained, but the searching will be done through Academic Search Premier rather than the subject-specific interfaces."

The More Things Change, the More They Stay the Same ...

The Reference Unit at ASU's Porter Henderson Library is responsible for a variety of functions including:



- educating University students, faculty, and staff in the use of information resources,
- 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, and
- helping to identify information resources relevant to the University's curriculum and population.

In addition, the Reference Unit encompasses Electronic Resources and Government Documents – the individual Reference Librarians most knowledgeable about these areas will address these specialties later in the *Newsletter*. The Reference Unit also conducts the Interlibrary Loan function.

Education – Information Literacy

The Reference Unit 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 contact Mark Allan at 942-2511 or Mark.Allan@angelo.edu.

Alternatively, the Library is increasingly making use of online tutorials in order to more flexibly meet the needs of ASU faculty, as well as both on and off-campus ASU students. Online library tutorials meeting the needs of several large populations of ASU students have been developed for subjects including English 1302, Biology 1480, and Nursing (Undergraduate and Graduate), as well as Biology 1480. If your Department has a large student population that you feel may be benefited by a general or specialized online tutorial, please contact the Library Director, Maurice Fortin, at 942-2222, ext. 222, or Maurice.Fortin@angelo.edu.

Student and Faculty Assistance - Reference Desk

Students, faculty, and staff are encouraged to make use of the Reference Desk when "ready reference" services are needed. 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 instruct and 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 utilize these resources effectively. 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.

Interlibrary Loan/Document Delivery

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. Usually there is no charge for ILL; a fee will only be passed on if the lending institution charges one. All **books** requested through ILL must be checked out at the Circulation Desk. Alternatively, faculty can designate a proxy to pick up their items. Complete the Faculty Checkout Request Form and present it to the Circulation Desk staff, AS WELL AS the proxy's activated ASU OneCard AND the Faculty member's activated OneCard. Every one of these elements is required in order to protect against fraud and preserve the privacy and integrity of the Faculty member's Library account. All patrons (including faculty) with overdue ILL books will be assessed a one dollar per day overdue fee. Photocopied **articles** can be picked up at the Circulation Desk, or will be delivered to Faculty offices by a Library Student Assistant or via Campus Mail.

ILL requests can be submitted three ways:

- ILL requests made through the various online bibliographic databases;
- Through the Library's online catalog, RamCat;
- Web forms on the Library's web site.

For more information contact Sharon Weber at 942-2154, ext. 251, or Sharon.Weber@angelo.edu.

RamCat Personalized Features:

RamCat, the Library's online catalog, provides various personalized features for individuals who log in to their individual accounts by supplying their patron barcode, PIN, and last name on RamCat's Login screen (Logging in is not necessary for searching):

My Search Preferences: You can change RamCat's default search settings to your favorite search parameters. Items such as the type of search and the number of records to display per page can be customized to your defaults. Your preselected search parameters will remain operative every time you search RamCat, until you decide to change them.

My Bookbag: You can save up to 1,000 bibliographic records of your choice, and retrieve, view, edit and print them at a later time. Entries in your personal "bookbag" remain available to you indefinitely, until you decide to delete them.

My Saved Searches: You can configure RamCat to save up to 25 different search queries for reuse at another time. RamCat can also be set up to perform your saved search queries at specified intervals, and to notify you by e-mail when new items are added to the collection that meet your search criteria.

For more information on these and other features in RamCat contact Antonella Ward at 942-2300, ext. 231, or Antonella.Ward@angelo.edu.

Government Documents and Maps

.....Janetta Paschal, Government Documents/Reference Librarian

Government Documents



The Porter Henderson Library has been a member of the Texas State Publications Depository Program since 1963, and a selective depository for the Federal Depository Library Program since 1964. The Library is one of forty-nine Texas libraries that receive a partial collection of State of Texas agency publications and also one of approximately 1,200 Federal depository libraries in the Federal Depository Library Program.



Governments, both state and federal, publish vast amounts of information in areas of interest to them. And governments, as we all know, are interested in many things: agriculture, business, health care, criminal justice, international relations, infrastructure, national security, and homeland defense, to name only a few. Governmental personnel are also very good at counting things. If you need statistics for almost anything imaginable some government agency has, no doubt, already counted and compiled the data you require – in some form or fashion.

State and federal agencies are also publishing more and more documents in electronic format than ever before. Fewer publications are distributed in tangible formats. The Government Printing Office (GPO) makes more than 250,000 of these electronic publications available via *GPO Access*. GPO personnel may also assign persistent uniform resource locations (PURLs) to those items located on other departmental web sites, not in *GPO Access*.

But how do you locate these items, no matter what format? All current tangible government publications received by the Library are fully cataloged and appear in RamCat. If an online version of a document is available, too, there is a link included in the bibliographic information section as well as the holdings display information in RamCat. You can access the title via this link, from anywhere on campus or at home. Records for electronic-only documents are being added to RamCat as well. These titles will have a “location” of either “Texas Document Online Resource” or “U.S. Document Online Resource.” The majority of these electronic documents are in HTML, ASCII text, or PDF formats. Adobe Acrobat Reader, or other PDF viewer, is required to view the PDF versions.



Older publications from both the state and federal collections are being added to RamCat as time and resources permit. Congressional hearings in paper from the mid-1970s, the Report of Investigations from the University of Texas Bureau of Economic Geology, and the Bulletins from the Texas Water Board are being cataloged and are now appearing in RamCat. (The Government Documents/Reference Librarian has dusted off her crystal ball to peer into the future as she decides which hearings will remain downstairs and which ones will be moved upstairs to the Third Floor storage room.) 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. Ask the Government Documents Librarian for assistance in locating older publications.

There are several online indexes available to help locate government publications. *WorldCat* in FirstSearch includes government publications since depository libraries and GPO use this service for cataloging purposes. *GPO Monthly Catalog*, also in FirstSearch, covers 1976 to the present; the *Catalog of U.S. Government Publications* in *GPO Access* covers 1994 to the present. Links to electronic documents appear in all of these online indexes. All three are accessible from the “Online Resources” pages accessed through RamPort.

Unfortunately, there are no comparable online indexes for Texas publications. Information on state publications received by the Library over the last ten years can be located in RamCat. Texas publications also appear in *WorldCat* and some can be located via TRAIL (Texas Records and Information Locator); access TRAIL at <http://www2.tsl.state.tx.us/trail/>. The link can be found on the main “Government Documents & Maps” web page and the three “Texas Government Information” web pages.

Maps

The majority of the Porter Henderson Library’s map collection consists of 4,800 maps of the USGS 7.5 minute and 15 minute series Texas topographic maps.

The forty topographic maps covering Tom Green County and many of the maps for the surrounding counties have been cataloged. Search RamCat for the subject "Texas—Maps, Topographic" to retrieve a list of those quadrangles that have been cataloged at this time. Finding lists for both the 7.5 minute series and the 15 minute series are available online via the "Topographic Maps and Resources" page at <http://www.angelo.edu/services/library/govdocs/mapstopo.htm>.

Maps published by both governments can also be found elsewhere in the Reference Room. Users can find the *Geologic Atlas of Texas* sheets and the *Geologic Quadrangle* maps of Texas in the Texas Documents Collection. Soil survey maps of Texas counties are located with the *Soil surveys* in the United States Documents collection under the general call number of A 57.38

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

Government Documents and Maps – Check Them Out

Government documents housed in the United States and Texas Documents Collections can be checked out. The borrowing periods and privileges differ from those for circulating items elsewhere in the Library. For more detailed information please see "Policy & Procedure Memorandum #4: Circulation" on the Library's web site at <http://www.angelo.edu/services/library/policies/ppm4.htm>.

Borrowing Periods and Privileges for Government Documents

Regular circulating documents (Texas & United States) borrowed from the Porter Henderson Library have the following loan periods:

- Undergraduate and Graduate Students, and ASU Staff: 21-day loan period, 2 renewals, no limit on the number of items.
- ASU Faculty: 21-day loan period, 5 renewals, and no limit on number of items. For the term of their appointments, graduate students serving as Teaching Assistants will have the same borrowing privileges as ASU faculty.

Maps and CD-ROMs from the government documents collections may also be checked out for use at home or in offices on campus. These items have the following loan periods:

- Undergraduate and Graduate Students, and ASU Staff: 3 days, 1 renewal.
- ASU Faculty: 1 week, 2 renewals.

Government documents, in many instances, are paperback in nature, and easily damaged when returned in the book drops. Therefore, users *must* return government documents to the Circulation Desk. The borrower will be responsible for any damage to said items.

If you have any questions about government documents or maps and how they can provide additional resources for your classes and/or research, contact Mark Allan, Head of Reference, at Mark.Allan@angelo.edu or by telephone at 942-2511. [*Janetta Paschal, Government Documents/Reference Librarian, is on temporary assignment this year evaluating the future use of and access to electronic resources in the Library's collection plans. She will still be available, though, to help with your questions about government information resources.*]

Friends of the Porter Henderson Library and West Texas Collection

The Friends organization helps promote the Library and the West Texas Collection in the community. Since their organization in 1998, the Friends have purchased furniture, furnished coffee for the students during finals, helped with displays, conducted an annual book sale, sponsored workshops, and have established the Joe Bill Lee Scholarship for a student assistant in either the Library or WTC. Faculty and staff are encouraged to support this worthwhile organization.

*... disconnecting from change does not recapture the past. It loses the future. --
Kathleen Norris.*

Circulation / Media Services

..... Angela Skaggs, Circulation Librarian

Some important points

- On August 29, the first day of class, the Library will resume opening at 7:30 a.m., Monday through Friday.
- Your *activated* ASU OneCard is now your library card.
- When you check material out, the Library will give you a printed receipt that indicates when the item is due. If you lose your receipt, just log onto RamCat (click on the red "Login" box at the top of the screen and follow the directions) and check online to see what you have checked out and when it is due. From the same screen, you can even do online renewals *of materials that are eligible for renewal*.
- **Please 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 OneCard. 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 OneCard 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 OneCard can be obtained at the ASU OneCard Office (Room 100, Administration Bldg.).

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 workload 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;
- 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.

Policies of TexShare libraries can be found under "TexShare Library Information" on the TexShare web site at <http://www.texshare.edu/generalinfo/about/programs.html>.

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

Media Services

Staff

Presently we have one full-time Media staff member, Irma Haney, Library Assistant. Should you have any questions or requests, please contact her at 942-2313.

Note: 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 for assistance.

Collection

The Media Collection contains the Library's non-print materials - VHS tapes, laserdiscs (LDs), DVDs, CDs, audiocassettes, LPs, 16mm films, slide collections, microfilm, and microfiche. Viewing and listening equipment is available for everyone's in-library use. Faculty and staff can check out some of the equipment for classroom use.

Major Services

- The regular checkout period for faculty is one week; students and other library users have a 3-day checkout period.
- Faculty may place reserves for 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."
- The Media Collection also has a small Viewing Room that can accommodate approximately 20 people. Please call ahead for reservations if you would like to use the Viewing Room for a class.

Other Services

- For a small fee, overhead transparencies and laminations (less than 50 pages) can be made for ASU students, faculty, and staff.
- Three coin-operated microform reader/printers are located outside of the Media Collection for patron use. We also provide custom printing service upon a patron's request.

- Should you need information in order to request a video purchase, catalogs from video vendors are kept on file in the Media Collection.
- Information Technology's Multimedia Production provides access to satellite teleconferences and channels such as the PBS Adult Learning Satellite Service. Contact Purnell Curtis or Elaine Beach (942-2911) to make arrangements.

Acquisitions

..... Javad Maher, Acquisitions Librarian



The primary responsibilities of the Acquisitions Department are to coordinate collection development activities, purchase library materials, and license access to electronic information resources. Members of the faculty have been assisting the Library in the selection of materials to satisfy their 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 by an appointed representative/liaison before materials can be ordered. Library materials may be ordered through the 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 heads of departments and library liaison officers. 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. Last year the average turnaround time was 17.6 days.

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 the item is "on order." Upon receipt, the status will change to "received" as the material is sent to Cataloging for processing for the collection.

The Serials Unit is responsible for ordering, receiving, claiming and preserving print serial titles and on-line databases. There are presently over 1,562 current print subscriptions [640 standing order titles] and over 12,400 unique online full-text journals, available to the ASU community.

The Financial Unit is responsible for accounting and record keeping of the Materials Budget. This Unit also handles standing orders/continuations. 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 Acquisitions' web page at <http://www.angelo.edu/services/library/acq/index.htm> on the Library's web site.

Dr. Ralph R. Chase West Texas Collection

..... Suzanne Campbell, Head of the West Texas Collection

The Dr. Ralph R. Chase West Texas Collection (WTC), located on the second floor of the Houston Harte University Center, collects, stores, preserves and makes accessible for scholarly research selected historical and genealogical manuscripts, records, books, pictorial, and other related materials. The WTC also serves as the primary depository for documents and records related to the history, development, and operations of Angelo State University.

Subjects covered by materials in the Collection include genealogy, Texas history, folklore, and farming and ranching. Manuscript holdings include personal and family papers, courthouse records, and records of organizations.

The Collection houses photographs and negatives in various collections, including a large number of photographs from the *San Angelo Standard-Times* which detail the evolution of San Angelo and the surrounding areas. The microform holdings include census records (complete for Texas), tax rolls, death indexes, and many area newspapers.

University Archives

..... Alexander Cano, University Archivist



The University Archives (UA) are located in the West Texas Collection on the second floor of the Houston Harte University Center. Materials within the archives cover a wide range of topics and sources relating to the history of Angelo State University. Some documents date back to 1928 and the founding of San Angelo Junior College. Included among the holdings are yearbooks, student newspapers, catalogs, course schedules, photographs, reports, and administrative files. These resources are stored in a temperature and humidity controlled environment.

The staff welcomes the addition of new materials to the archives. In particular the UA aims to collect copies of all faculty publications: copies or bibliographic information can be sent via departmental mail (attention Alex Cano) or email (Alexander.Cano@angelo.edu). A guide is available upon request to help departments decide if their files are suitable for transfer. The University Archives are available to students, faculty, staff, and the general public. Patrons can view documents in the reading room of the Dr. Ralph R. Chase West Texas Collection. For further information please contact Suzanne Campbell or Alex Cano at 942-2164.

Cataloging

..... Shirley Richardson, Cataloger

The Cataloging 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.

Our dilemma is that we hate change and love it at the same time; what we really want is for things to remain the same but get better. – Sydney J. Harris.

Porter Henderson Library Calendar, 2005-2006

August 29-September 3	Regular Fall Schedule
September 4-5	CLOSED (Labor Day)
September 6-November 22	Regular Fall Schedule
November 23.....	7:30 a.m. - 5:00 p.m.
November 24-26	CLOSED (Thanksgiving Holidays)
November 27-December 10.....	Regular Fall Schedule
December 11-14	Extended hours for final exams
December 15-16	Regular Fall Schedule
December 17-18	CLOSED
December 19-22	8:00 a.m. - 5:00 p.m.
(The West Texas Collection will be CLOSED December 19-January 6)	
December 23-January 1.....	CLOSED (Christmas Holidays)
January 2-6	8:00 a.m. - 5:00 p.m.
January 7-8	CLOSED
January 9-13	8:00 a.m. - 5:00 p.m.
January 14-16	CLOSED (Martin Luther King, Jr. Day)
January 17-March 10	Regular Spring Schedule
March 11-12	CLOSED
March 13-17	8:00 a.m. - 6:00 p.m. (Spring Break)
March 18	CLOSED
March 19-April 12.....	Regular Spring Schedule
April 13.....	7:30 a.m. - 6:00 p.m.
April 14-16.....	CLOSED (Spring Holiday)
April 17-May 6	Regular Spring Schedule
May 7-10	Extended hours for final exams
May 11-12	Regular Spring Schedule
May 13-14	CLOSED
May 15-16	8:00 a.m. - 5:00 p.m.
May 17	CLOSED (Staff training)
May 18-19	8:00 a.m. - 5:00 p.m.
May 20-21	CLOSED
May 22-26	8:00 a.m. - 5:00 p.m.
(The West Texas Collection will be CLOSED May 22-26)	
May 27-28	CLOSED
May 29	CLOSED (Memorial Day)
May 30 - July 3.....	Regular Summer Schedule
(The Library and the WTC will be CLOSED July 4, for Independence Day)	
July 5.....	Regular Summer Schedule
July 6.....	8:00 a.m. - 6:00 p.m.
July 7-August 11	Regular Summer Schedule
August 12-13.....	CLOSED
August 14-18.....	8:00 a.m. - 5:00 p.m.
August 19-20.....	CLOSED
August 21-25.....	8:00 a.m. - 5:00 p.m.
August 26-27.....	CLOSED
August 28	2006-2007 Schedule begins

Holiday and Special Hours will be posted at the entrance of the Library and on the Library's Web Page.

*NOTE: Calendar subject to changes due to weather, construction, or other unforeseen circumstances.

Schedule of Hours (when school is in session)

Library

Sunday	1:00 p.m.-10:00 p.m.
Monday-Thursday.....	7:30 a.m.-Midnight
Friday.....	7:30 a.m.-6:00 p.m.
Saturday	9:00 a.m.-6:00 p.m.

West Texas Collection

Monday-Wednesday.....	10:00 a.m.-5:00 p.m.
Thursday	10:00 a.m.-8:00 p.m.
Friday.....	10:00 a.m.-5:00 p.m.
Also open by appointment (325-942-2164)	
(Located on the University Center's 2 nd Floor)	