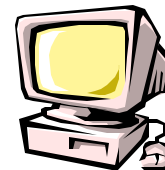




# Porter Henderson Library Faculty Newsletter



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## A Word from the Director

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

Welcome to the eighth year of the *Faculty 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 cup of coffee.

## Improvements and Other Developments During FY 03

Probably the biggest development in the previous academic year was the start of the construction process for the Library's new floor. During the fall semester, the planning group and architects finished the design for the new floor. The Board of Regents approved those plans and awarded the construction contract to Lee Lewis Construction, Inc., from Lubbock, Texas. Construction began in January 2003.

Gayland Hall is the site supervisor for the project. He is very cooperative and is doing all he can to minimize disruptions for users and staff. You will notice that it is harder to get to the Library as well as to several of the other buildings on campus. It is the price we pay for all the improvements underway on campus.

Probably the two worst periods for users and staff were the construction of the new elevator pit/shaft and the removal of the existing roof material. Needless to say, everyone grew tired of the constant jack hammering and clouds of dust drifting towards the Administration Building. There were the occasional water leak and a new "sky light" (unplanned) created on Second Floor.

During the coming fall semester, work will continue on the renovation of the public restrooms on the First and Second Floors. An additional disruption will be the installation of the fire suppression system on the existing three floors. That work will necessitate the closure of sections on each floor, as work is under way in a particular area. As more information becomes available, I will let the campus community know about these closures. The new elevator should be ready sometime during the first week in September. When it is ready, the existing elevator will be renovated and off-line for several weeks.

If progress continues at the present pace, the new floor will be finished in time for all parties to move in and be ready for the fall 2004 semester. I will keep everyone posted as new developments arise with the construction process.

FY 03 was the first year the Library enjoyed the benefits from a library fee (Library Improvement and Funding Enterprise or LIFE Fee). This was an initiative begun several years ago by the Student Senate.

Funds received from this new fee aided the Library in three areas. The majority of the funds went to supplement the Materials Budget to pay for existing and new on-line database services. The Library added



## Celebrating the 75th Anniversary of Angelo State University

Beginning in October, the West Texas Collection and the Porter Henderson Library will feature displays on the University from its beginnings as San Angelo Junior College in 1928 to the present.

Facts on File's *Issues and Controversies*, and the *JSTOR*, *Project MUSE*, and *Ulrichs* database services. A new library assistant position was added in the area of Interlibrary Loan, the first time the Library has had a position dedicated to this vital operation. Already in the first year of operation, this staff member has processed the greatest number of interlibrary loan requests since the Library began record keeping. Turn around times to acquire materials improved as well. The third area benefitting from LIFE Fee revenues was in helping the Library with increasing resources for maintenance and operations expenses.

During the first 2003 Summer Semester, the Library conducted an extensive user satisfaction

survey with students and faculty concerning Library services and operations. This was the first time the Library ever surveyed summer school users.

Generally all groups reported high satisfaction levels with all services and operations. It was interesting to note the higher percentage of non-traditional age students enrolled and responding to the survey. I am in the process of preparing the final report on the survey and will share additional details later in the fall semester.

The remaining sections in the *Newsletter* provide more details on other significant improvements and new services. Again let me welcome you back to another great year at Angelo State University.

## Reference, Interlibrary Loan/Document Delivery

..... Mark Allan, Head Reference Librarian (2511, ext. 235)

### It's a New, New, New, New, New Year!



Academic year, that is. There have been a few changes with regard to accessing the Library and its resources. The following are some of the more important ones.

#### Is 14,569 better than 1,577?

If we're referring to quantity, you bet!

The Library currently has access to 14,569 periodicals in a full text format online, as opposed to 1,577 current periodicals in print. Therefore, many of the articles available to you and your students will only be available in an electronic format.

Unless you tell students otherwise, expect plenty of references to these full text articles in students' research assignments. Of course, electronic periodicals are cited differently than their print counterparts. To assist your students with their footnotes and bibliographies, the Library has the very latest editions of both the *MLA Handbook* and the *APA Style Manual*!

### Looking Fabulous!

Check out the design for the Library's new web pages, which Antonella Ward has worked very hard at implementing. (Did you know that at this time there are approximately 250 Porter Henderson Library web pages?)

To begin your research, just click the link which says "ASU Student & Faculty Resources," and you will begin your quest at RamQuest (pun intended). For

Guest Users who do not have access to many of the proprietary databases that students, faculty, and staff do, Antonella has created GuestQuest, with all of the resources available to these individuals. (Beeeauuutiful!)

### Check Yourself Out! Your Library Account

The Library has now empowered all its patrons by allowing them to check to see what items they currently have checked out of the Library.

Just access RamCat and click on the Login button in the top menu bar. Use the drop-down menu to select your choice of Campus-Wide ID or Social Security Number, enter this number, and then your last name. (Don't worry, this IS a secure connection!) You can then click the Patron button to view your personal Library account (consisting of items checked out, items overdue, and even any fines (approximate figures only)). So check yourself out soon!

### Easy Interlibrary Loan!

Library patrons can now process their Interlibrary Loan requests directly through RamCat, should an item that they are interested in not be available either physically in the Library or through an online database. After accessing your library account as described above, simply click the ILL Requests button in the menu bar. You can then enter the bibliographic information regarding the item desired, and send it directly to the Library's Interlibrary Loan Unit.

Moreover, you can now Interlibrary Loan articles directly from within article databases accessed through

EBSCO. After you have conducted your search and pulled up an individual citation and abstract, you will see a link at the bottom of the record indicating Request via Interlibrary Loan. You can utilize this link to send a request directly to the Library, after filling out the pertinent personal information.

Finally, interlibrary loan is as easy as ever from FirstSearch databases. After pulling up a relevant citation simply click the ILL button on the upper left side of the record and enter your personal information.

Please Remember: The Library will not accept interlibrary loan requests for material available in the Library or in a full text format through its online databases, so make sure to check RamCat and RamCOPS before submitting your request! (Hint: Open a new Internet Explorer or Netscape Window to check these latter resources; if the item is not available select the original window wherein the citation and abstract record is displayed and process your request.)

### Faculty Fines & ILL Delivery

In order to continue being able to offer ASU students and faculty ILL timely service from lending institutions, the Library is now charging overdue fines at the rate of \$1 for each day past the due date of each item. This fine, approved by the Library Committee, is applicable to ALL patrons, including Faculty. (Note: The Head Reference Librarian has already acquired 4 dollars in fines from an overdue ILL item.) In order to implement this new policy, the Library is requiring Faculty to come to the Library to check out books or other items that are being loaned to them by other institutions.

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 University ID AND the Faculty member's University ID. All of these elements are required in order to protect against fraud and preserve the privacy and integrity of the Faculty member's Library account. Photocopied articles will still be delivered to Faculty offices via library student employees or through campus mail.

### TexShare Budget Cut

You may have heard that TexShare, a Texas library consortium which provides access to core information databases, had its budget cut during the last legislative session. Therefore, some databases are no longer available to ASU library patrons. These include *Electric Library*, the *Grolier Encyclopedias*, *Twayne's Author Series*, the *Scribner Writers Series*, and *Twentieth Century English Poetry*. Please also note that the Library's access to *MLA* and *PSYCInfo* is now available ONLY through EBSCO, not FirstSearch. The Library's access to *Sociology Abstracts* is now via Cambridge Scientific Abstracts (CSA).

### Emeralds are a Library's Best Friend?

The Porter Henderson Library now has full text access to the majority of journals (over one hundred) that are published by Emerald. This collection should be particularly useful for individuals researching management issues, as well as engineering, applied science, and technology.

## Government Documents and Maps

..... Janetta Paschal, Government Documents/Reference Librarian (2300, ext. 230)

### Government Documents

During this 75<sup>th</sup> anniversary year for Angelo State University the Library is also "celebrating" other anniversary years: 2003 and 2004 are the 40<sup>th</sup> anniversaries of the Library's participation in two depository programs. The 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.

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. Governments 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.

They are also publishing more and more documents in electronic format than ever before. At this time the ratio of documents distributed in electronic format to paper format by the United States government, for

instance, is 60 to 40. Fewer publications are distributed in tangible formats. The Government Printing Office (GPO) makes many of these electronic publications available via *GPO Access*, currently more than 250,000 items. In fact, on August 12, 2003, the Archivist of the United States John W. Carlin, and the Public Printer Bruce R. James, announced an agreement whereby the GPO and the National Archives and Records Administration (NARA) will ensure the documents you see today on *GPO Access* will remain available permanently. GPO personnel may also assign Persistent Uniform Resource Locations (PURLs) to those items located on other departmental web sites, not in *GPO Access*.

All current government publications received by the Library are fully cataloged and appear in RamCat. If an online version of a paper document is also available there is a link included in the holdings display information in RamCat. More and more records for electronic-only documents are being added to RamCat as well. These titles will have a "location" in RamCat of "Electronic Resource – Online only" and a link in the holdings display. The majority of these electronic documents are in HTML, ASCII text, or PDF formats. Adobe Acrobat Reader is required to view the PDF versions.

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. Links to electronic documents appear in both of these online indexes. *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>).

## Maps

The majority of the Porter Henderson Library's map collection consists of 4,800 maps from both 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. Users will also find *National Geographic* maps, Central



Intelligence Agency (CIA) maps received through the Federal Depository Library Program, and highway maps received from the State of Texas in the map collection housed in the map cabinets in the Reference Room.

With the exception of the forty maps covering Tom Green County the topographic maps are not 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. The maps received from the State of Texas, the CIA maps, and some of the other older maps are cataloged and can be located via RamCat.

Maps can also be found elsewhere in the Reference Room. 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. 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. The surveys are then shelved alphabetically by county name.

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.

The list of TexShare databases 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](mailto:Janetta.Paschal@angelo.edu), or by telephone at 942-2300.

[Note: The West Texas Collection also has holdings of historical maps. Contact Suzanne Campbell at 942-2164 for more information on the maps in this special collection.]

## Circulation

..... Angela Skaggs, Circulation Librarian (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,
- 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 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

..... Hongxia Yang, Media Librarian (2313)

### Staff

There are two full-time staff in the Media Collection: Hongxia Yang, Media Librarian, and Irma Haney, Support Staff. Should you have any question(s) or request(s), please contact them 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.

### Collection

The Media Collection contains the Library's non-print materials – videos, laser videodiscs, DVDs, CDs, audiocassettes, LPs, 16mm films, slide collections, microfilms, and microfiche.



Viewing and listening equipment is available for everyone's in-room 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 - 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 screening room that can accommodate approximately 20

people. Please call ahead if you would like to use the viewing room for a class.

### Other Services

- Overhead transparencies and laminations can be made for a small fee.
- Three coin-operated microform reader/printers are located outside of the Media Collection for patron use. We also provide customer printing service upon patron's request.
- Catalogs from video vendors are kept on file in the Media Collection should you need information in order to request a video purchase.
- With the "retirement" of the Library's satellite dish, Information Technology's Multimedia Production has agreed to provide 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.

### Tips for Searching RamCat for Media 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.

## Acquisitions

..... Javad Maher, Acquisitions Librarian (2512/2312)

The primary responsibilities of the Acquisitions Department are to coordinate collection development activities, purchase 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 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 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 **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 16.5 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 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 1,577 current print subscriptions and more than 14,500 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

..... Suzanne Campbell, Head of the WTC (2164)

The West Texas Collection (WTC) 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 farm and ranch. Manuscript holdings include personal and

family papers, records of organizations, and courthouse records.

The Collection houses photographs and negatives in various collections, including 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.

Contact Suzanne Campbell at 942-2164 for more information.

### University Archives

On September 1, 2003, Alexander Cano will assume his new duties as the University Archivist. See the next issue of the *Newsletter* for more information.

### Cataloging

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

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.

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

**Library**  
 Sunday ..... 1:00 p.m.-10:00 p.m.  
 Monday-Thursday ..... 7:45 a.m.-Midnight  
 Friday ..... 7:45 a.m.-6:00 p.m.  
 Saturday ..... 9:00 a.m.-6:00 p.m.

#### West Texas Collection

(Located on the University Center's 2<sup>nd</sup> Floor)  
 See hours posted on the Library Web site.  
 Also open by appointment (325-942-2164).

### Porter Henderson Library Calendar 2003-2004\*

Aug. 25-29 ..... 8:00 a.m. to 5:00 p.m.  
 Aug. 30-Sept. 1 ..... Closed (Labor Day)  
 Sept. 2-Nov. 25 ..... Regular Fall Schedule  
 Nov. 26 ..... 7:45 a.m. to 5:00 p.m.  
 Nov. 27-29 ..... Closed (Thanksgiving Holidays)  
 Nov. 30-Dec. 13 ..... Regular Fall Schedule  
 Dec. 14-16 ..... Extended hours for final exams  
 Dec. 17-19 ..... Regular Fall Schedule  
 Dec. 20-21 ..... Closed  
 Dec. 22 ..... 8:00 a.m. to 5:00 p.m.  
 Dec. 22 ..... West Texas Collection Closed  
 Dec. 23-Jan. 4 ..... Closed (Christmas Holidays)  
 Jan. 5-9 ..... 8:00 a.m. to 5:00 p.m.  
 Jan. 5-9 ..... West Texas Collection Closed  
 Jan. 10-11 ..... Closed  
 Jan. 12-16 ..... 8:00 a.m. to 5:00 p.m.  
 Jan. 17-19 ..... Closed (Martin Luther King, Jr. Day)  
 Jan. 20-Mar. 12 ..... Regular Spring Schedule  
 Mar. 13-14 ..... Closed  
 Mar. 15-19 ..... 8:00 a.m. to 6:00 p.m. (Spring Break)  
 Mar. 20 ..... Closed  
 Mar. 21-Apr. 7 ..... Regular Spring Schedule  
 Apr. 8 ..... 7:45 a.m. to 6:00 p.m.  
 Apr. 9-11 ..... Closed (Spring Holiday)  
 Apr. 12-May 8 ..... Regular Spring Schedule  
 May 9-11 ..... Extended hours for final exams  
 May 12-14 ..... Regular Spring Schedule  
 May 15-16 ..... Closed  
 May 17-18 ..... 8:00 a.m. to 5:00 p.m.  
 May 19 ..... Closed for staff training  
 May 20-21 ..... 8:00 a.m. to 5:00 p.m.  
 May 22-23 ..... Closed  
 May 24-28 ..... 8:00 a.m. to 5:00 p.m.  
 May 24-28 ..... West Texas Collection Closed  
 May 29-31 ..... Closed (Memorial Day)  
 June 1-July 5 ..... Regular Summer Schedule  
 July 6-8 ..... 7:45 a.m. to 6 p.m.  
 July 9-Aug. 13 ..... Regular Summer Schedule  
 Aug. 14-15 ..... Closed  
 Aug. 16-20 ..... 8:00 a.m. to 5:00 p.m.  
 Aug. 21-22 ..... Closed  
 Aug. 23-27 ..... 8:00 a.m. to 5:00 p.m.  
 Aug. 28-29 ..... Closed  
 Aug. 30 ..... 2004-2005 Schedule begins

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