



Library Guide for Faculty

**Mary and John Gray Library ~ Lamar University ~ Beaumont, Texas ~ 880-1898 ~
library.lamar.edu**

Welcome to the Mary & John Gray Library. The following information serves as a general guide to the library and its services. If you have questions, call the Reference Desk at 880-1898.

Hours

Normal operating hours are:

Monday - Thursday	7:30 a.m. - 12 midnight
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 7:00 p.m.
Sunday	2:00 p.m. - 12 midnight

Library hours may be different during finals, holidays, or intersession. The library produces a bookmark that details the current semester hours and dates of operation. These are available at the Circulation and Reference Desks. Signs will also be posted in the library to remind you of special hours. Hours can also be checked on the web page library.lamar.edu or by calling 880-8117.

Circulation Services

880-8134

Fay Sands, Supervisor 8133

Your Lamar ID card serves as your library card. Bring your ID card by the Circulation Desk for activation and your ID should be brought to the library whenever you visit. Spouses of faculty members may receive library cards at the Circulation Desk.

Circulating materials are loaned to faculty for ninety days. If another library user requests a book you have checked out, you will be notified and the due date for the item will be changed to twenty one days or the date of the request. Items may be renewed unless someone else has requested the material. Renewals may be made in person or by calling the Circulation Desk.

Other types of materials circulate as follows:

- Bound journals for one week.
- Unbound periodicals for two hours.
- Government documents for three weeks.
- Media materials for one to three days depending on the item.
- Reference or other non-circulating materials may be loaned after consultation with a reference librarian.

For any exceptions to the normal circulation periods, please confer with a reference librarian.

You are responsible for all material borrowed on your ID card. Lost ID cards should be reported promptly to the Circulation Desk and to Campus Police.

Faculty are not charged fines nor do you lose circulation privileges due to having overdue materials. A notice by telephone or mail will be sent when materials become overdue so that you may renew or return items. Notices can be sent to you by electronic mail. Faculty will be charged for the cost of lost materials plus a processing fee. Spouses are charged fines for overdue materials.

Book drops are located at the front and rear of the building and at the Circulation Desk. For questions about Circulation Services, stop by or call the Circulation Desk.

Reference Services

880-1898

Reference Faculty

<i>Karen Nichols, Interim Coordinator of Reference Services</i>	8131
<i>Rick Dyson, Reference Librarian</i>	8129
<i>Jeff Lacy, Electronic Reference Services Librarian</i>	8120
<i>Theresa Storey, Reference/Government Documents Librarian</i>	2135

The Reference Desk is located on the first floor and is staffed by Reference faculty and staff. The

Reference Desk hours are: Monday - Thursday	7:30 a.m. - 12:00 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	10:00 a.m. - 7:00 p.m.
Sunday	2:00 p.m. - 12:00 p.m.

For any questions about the library, call any of the Reference faculty or stop by the Reference Desk. We will be glad to assist you.

Library Web Page

<http://library.lamar.edu>

The library Web Page provides access to the library online catalog and many other resources available to the students, faculty, and staff of Lamar University.

Electronic Indexes & Full Text Databases

The Library subscribes to a wide variety of electronic indexes and databases. These databases and indexes are available via the Library Web Page by clicking on **Find Articles and More**. Most can be accessed from outside the library and some provide the actual articles that can be printed or downloaded. Contact one of the Reference faculty for a demonstration of what we offer in your subject area.

Books

From the Library Web Page, click on **Finding Books and More**. The Library Catalog helps you find books, periodical titles, government documents, and media materials in our library. You can search by author, title, subject, keyword, call number, and ISSN or ISBN. Materials are classified according to the Library of Congress classification system. The Catalog provides you with the call number and other bibliographic information about your particular item. The call number will help you locate the material on the shelves. The majority of the books are available on floors 3 - 6, also called the stacks floors. The floors are arranged alphabetically according to the Library of Congress Classification System. The first letter or letters of the call number tell you what floor a book will be found on. If you cannot locate the item, ask for assistance at the Circulation Desk.

The Library has a collection of electronic books (AKA Netlibrary). These e-books can be accessed through the Library Catalog. You can do a keyword search for electronic books and your subject area to determine the e-books in your subject area. These can be browsed or accessed from off campus also. You will need to register using a computer connected to the campus network. Once you are registered you will be able to access these books from either on or off campus.

Location Directory

Reference	1 st Floor
Reserves	2 nd Floor
Documents	2 nd Floor
Media	7 th Floor
Special Collections	7 th Floor

Stacks Floor Directory

A – HD	3 rd Floor
HE – PN	4 th Floor
PQ – QD	5 th Floor
QE – Z	6 th Floor

For information on other locations, ask at the Reference Desk.

Ordering Library Materials

Sarah Tusa, Interim Coordinator of Acquisitions 8125

Each academic department has one faculty member who is appointed as departmental book representative. All requests for library materials, whether books, journals, or media, should be turned in to your departmental book representative. Orders will be forwarded to a librarian who has collection development expertise and responsibility in the appropriate discipline. The liaison librarian reviews all requests then forwards them to the Collection Development/Acquisitions Librarian or Media Services Librarian so that an order can be placed. If there is any question about your request, it will be returned to your departmental book representative for clarification.

Due to limited funding for library materials, requests should be limited to materials that support the curriculum. Faculty research needs are addressed through interlibrary loan.

Your requests should be typed on a book order card that is available from the library. Any information you have may be attached to the order card. Once your request reaches the Acquisitions Department, an order will be placed. After the order is placed, it will be one to six months before the material is received from the publisher. Please be certain to order books needed for a particular course well in advance as the library cannot guarantee receipt of materials within any time frame. Books on order show up in the Library Catalog with an indication that they are on order.

All requests for materials that cost over \$1,000.00 or one third of the departmental budget are presented to the Library Collection Development Committee for review and approval. Faculty may be requested to present a justification for expensive purchases.

Make a notation on your order card if you want to be notified when a book arrives. Once the book is received and cataloged, you will be notified to pick the book up at the Circulation Desk.

If you order a book that you want to go on reserve for a class, please indicate on the order card the class and the semester you wish the book placed on reserve. We cannot guarantee that requests will be delivered in time for class use if we receive the order after the class starts, so you should order reserve items well in advance.

When the Library receives a request for a journal subscription, a sample issue is requested from the publisher. If you have a sample issue, please send it along with the request. Once a sample is received, the Interim Coordinator of Acquisitions fills out a Serial Request Form, attaches it to the issue and forwards both items to the requestor for review and justification of the purchase. The Serial Request Form, signed by the requestor, the departmental book representative, and the Department Chair should be returned along with the sample issue to the Interim Coordinator of Acquisitions. No journal subscription will be entered without the cancellation of a title of like value from your departmental journal list.

Librarians and Collection Development

Virginia Allen	Computer Science
Mark Asteris	Educational Leadership; LIT: Supervision, Technology, & Workforce
Walter Bell	Sociology, Social Work & Criminal Justice; Psychology
David Carroll	Health & Kinesiology
Rick Dyson	Science & Engineering
Jeff Lacy	Nursing & Allied Health; Family & Consumer Sciences
Karen B. Nichols	Art; Music, Theatre & Dance; Communication; Communication Disorders
Theresa Storey	Business; Government Publications
Jon Tritsch	History; Political Science
Sarah Tusa	English & Foreign Language; Professional Pedagogy

Periodicals**880-8980***Annette Stanfield, Supervisor 8980*

The electronic indexes to periodicals and newspapers can be searched on the computers in Reference and from your office or home. Some of these indexes are full text and articles can be printed, downloaded, or emailed. The titles of both current and older journals and newspapers at the Gray Library can be searched through the Library Catalog. Each journal has its own call number. Current issues of periodicals and all microfilm are located at the Periodicals/Reserves Desk on the 2nd Floor. Microfilm readers/printers are available on the 2nd Floor for. Older volumes of periodicals are bound and are shelved on the floor that corresponds to its call number. For assistance with locating articles on any subject, ask at the Reference Desk. For help in locating and checking out journals, ask at the Periodicals/Reserves Desk.

Interlibrary Loan**880-8987***Brenda Oliver, Supervisor 8987*

Materials not available in our library may be borrowed from another library. This free InterLibrary Loan service is available to faculty, staff and students. The Gray Library participates in a statewide courier service that results in quick turnaround from other participating libraries in the state. Forms for requesting materials are available at the Reference Desk and on the Library web page, library.lamar.edu. There are no limits on the number of requests you may make, but daily workloads of the ILL staff will limit the number of orders that can be placed. Please give a complete citation when you fill out a request and note if the item is needed by a certain time. Please include your campus box number on your request so you can be notified. For assistance in filling in the forms, ask at the Reference Desk. You will be notified through campus mail when book materials arrive. Books requested through ILL can be picked up at the Periodicals/Reserves Desk on the 2nd Floor. You will be notified if materials become overdue. You are responsible for any lost materials and will be charged for those items. Photocopies of articles will be sent directly to you through campus mail. The ILL staff can answer questions about any aspect of the process.

Faculty Photocopy**880-8987**

ILL will copy library materials needed by faculty. The cost for copying is 25 cents per page; copying costs must be charged to a departmental account. Photocopying request forms are available at the Reference Desk. Completed forms should be placed in the tray at the Reference Desk or mailed to the ILL office at Box 10021. Rush service is not available.

Self-service photocopy machines are available on the 1st and 2nd floors. The cost is 10 cents per copy. You may purchase a debit card at the Circulation Desk. The cost of the card is 50 cents and any amount of credit can be added to the card. Purchase of this card allows you to make copies at a reduced rate.

Reserves**880-8980***Annette Stanfield, Supervisor 8980*

Materials may be placed on reserve for any class you are teaching. Photocopies and your own materials as well as library materials may be placed on reserve. You should notify the Periodicals/Reserves staff several days in advance before assigning the materials to your class. Media software may be placed on reserve in the Media Services Department on the 7th Floor. You will determine circulation periods for your materials. Class material will be returned to the open shelves or to you at the end of each semester unless otherwise instructed. For more information, contact the Periodicals/Reserves Desk or Media Services.

Library Instruction**880-8131***Karen Nichols, Interim Coordinator of Reference Services 8131*

You are encouraged to request library instruction for your classes. Classes may range from general instruction in library use to specific research advice for upper-level or graduate courses. Instructional sessions are tailored to meet your specific needs. Handouts and other materials will be created for your class. It is a good idea to schedule your classes as soon as possible and at least two weeks in advance. Arrangements can be made by calling Karen, the Interim Coordinator, at 880-8131. Please call in advance if you plan to have your class meet in the library to use the facilities or materials. It will give us a chance to provide assistance and access to computers and space in the library. We can come to your classroom if it has a computer and access to the Internet. Throughout the year, various instructional sessions are available to faculty. These include new faculty orientation, opportunities to critique new indexes, and training in use of new library technology. You will be notified as these sessions are offered and any suggestions you may have for future sessions are welcomed.

Government Documents**880-8261***Theresa Storey, Reference/Government Documents Librarian 2135*

Gray Library is the federal depository library for the Texas U.S. 9th Congressional District and a Texas State depository. We are a selective (50%) federal depository and a full Texas depository. Patrons can use our collection to find census data, a wide variety of statistical information, and other primary documents relevant to their research or information needs. Instruction sessions emphasizing what is available through government documents can be arranged by contacting either Theresa Storey, Reference/Documents Librarian at 880-2135 or Jeff Lacy, Interim Coordinator of Instruction Services, at 880-8125. For more information visit the Government Documents link on the Library Home Page at <http://library.lamar.edu>. For assistance with Documents, ask on the 2nd floor in Documents or at the Reference Desk on the 1st floor.

Special Collections and Archives**880-8660***Mona Hutchinson, University Archivist 8110*

Special Collections, located on the 7th Floor, contains rare and special materials, primarily Texana, and is open from 9 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. Fridays. The University Archives, containing materials related to Lamar University and its history, is located on the 5th Floor and is open by special arrangement.

Media Services/Computer Lab**880-8537***Mark Asteris, Coordinator of Media Services 8064*

Media equipment for classroom use can be scheduled through this area. All equipment should be scheduled as much in advance as possible. The loan period for equipment will depend upon availability. Any equipment needed by a student in your class must be checked out through you. The faculty member checking out the equipment is responsible for any loss or damage while in departmental custody. Never leave the equipment unattended in a classroom, lab, or office due to the high risk of theft or damage. Equipment should be scheduled for pick up immediately after use in the classroom or moved to a secure location until pick up by media staff can be made. Missing equipment should be reported to the Media Services Department and Campus Police as soon as possible.

The Media Center on the 7th Floor has facilities for viewing videotapes, films and filmstrips. You or your students will need your Lamar ID to use materials in this area. Use of the computers in the Computer Lab is open to anyone on a first come basis. Laser and color laser printers are available. Some services have a fee so check with Media Services for those charges.

Media can also provide video/audio tape production, editing, and duplication, photography/slide production, computer graphics for multi-media, slide or overhead transparencies, desktop publishing,

signs, forms, invitations, multi-image production, and equipment staging of media events. To request any of these services or to find out about other services available, contact the Media Services Department or their page on the Library web page, library.lamar.edu.

Library Administration

880-8118

Christina Baum, Dean of Library Services 8118

Library administration is located on the 7th Floor. The hours for this office are 8:00 a.m. to 5 p.m. Monday through Friday. Please feel free to contact us for any questions or issues you may have about the library.

Study Areas

The 5th Floor is designated a quiet study floor. Any problems with noise on this floor should be reported to the Reference Desk on the 1st Floor. Group study rooms are available on 3rd, 4th and 6th Floor. Keys to the rooms are obtained from the Periodicals/Reserves Desk on the 2nd Floor and are available on a first come basis.

Photocopiers

Black and white copiers are located on the 1st and 2nd Floors. Copies are 10 cents per page. Most machines will give change for \$1s or \$5s. A bill changer is located on the 2nd Floor and will change bills from \$1 to \$10. A CopyCard may be purchased for 50 cents at the Circulation Desk. Additional money can be deposited to the card and copies are 9 cents per page. Color copies can be made in Media Services on the 7th Floor.

Telephones

A pay phone with TTY capabilities and a campus phone is located on the 1st Floor. Emergency phones are located on floors two through six and are connected directly to Campus Police. There is also Reference assistance phones on each of the stacks floors that ring at the Reference Desk.

Elevators

Elevators are located at the front of each floor.

Restrooms

Public restrooms are located on floors two through seven.

Smoking, Eating, Drinking

Smoking and eating are not allowed in the building. Drinks are allowed in the building as long as they are in a covered, insulated container. Drinks are not allowed in the Computer Lab or around any computer equipment.

Audio Equipment/Cellular Phones/Pagers

Personal audio equipment is allowed if your neighbor cannot hear it. Cellular phones should not be used in the library. Pagers should be set to vibrate.

Reciprocal Borrowing

The Gray Library is a member of several consortiums. Reciprocal borrowing is available at these libraries. A TexShare card is available at the Circulation Desk and allows you to borrow materials from participating TexShare libraries. Request a TexShare card at the Circulation Desk.

Eighth Floor Reception Center

880-8136 or 880-7334

The Reception Center is located on the 8th Floor and is available for meetings, receptions, dinners, or parties. Reservations may be made by calling either number listed above.