

2 – SUGGEST MATERIALS FOR PURCHASE

All students, faculty, and staff are urged to make suggestions for library materials acquisitions. Materials generally are limited to books, periodicals, databases, videos (VHS and DVD), sound recordings, and other basic formats. Faculty should contact their departmental library liaison, who in turn will work with a designated librarian for collection development in that field. Students and staff may make suggestions directly to our Collection Manager (936.261.1537) or by contacting any member of the professional staff. The Collection Manager can also provide more detailed information as to collection development policy and procedures.

3 – DISTANCE LIBRARY SERVICES

<http://www.pvamu.edu/pages/3664.asp>

The J.B. Coleman library in support of the American Library Association guidelines for Distance Library Services provides a wide range of library services to the distance learning community including satellite campuses, distance education students and faculty, researchers and staff.

The goals of the Distance Library Services are to:

- Develop a virtual library presence which complements the library's educational goals and mission
- Interact with the teaching faculty to incorporate library components into their courses
- Develop ways to provide support to "remote users" and "distance learners", off-campus students enrolled in distance education, blended or hybrid courses, also students or faculty who may occasionally use remote library services

Distance education students and faculty have access to library materials and resources through the online catalog and the research databases. Library services include a Distance Services webpage link located on the J.B. Coleman Library webpage where students can access pertinent information specific to their location, including announcements of special event at the satellite campuses.

In addition to the above, the following is a list of other services available to distance education students:

- Reference assistance (face-to-face at the Northwest campus and through the "Ask a Librarian" on the library website)
- Access to reserves and document delivery in accordance with copyright and fair use policies (through the interlibrary loan)
- Bibliographic and research instruction through on-line tutorials and face-to-face instruction

- Promotion of library services to the distance learning community and local and national organizations, universities and educational institutions

A student must be enrolled in an online course, a TV course, or an off-campus learning course administered by PVAMU in order to receive Distance Education services. If the student is also enrolled in on-campus courses, s/he must visit the library in person rather than request materials by mail.

When requesting research help or materials as a distance education learner, the student must submit the course and location information. The forms submitted online must be filled out completely.

It is not necessary to have a library card to take advantage of these services. However, a student may apply for TexShare and HARLiC cards to check out books from other libraries in the area. Further information is located on our Interlibrary Loan help page: <http://www.pvamu.edu/pages/3663.asp>

In order to see if the Coleman Library has the desired materials, the student must search the PVAMU catalog: <https://voyager-pv.tamu.edu/> For help with searching within the online catalog see <https://voyager-pv.tamu.edu/help/combinedsearch.htm> or *Section II Researching in the John B. Coleman Library- Part 1- How to Find Books in the JBC Library* of this library handbook for further instructions

Patrons must fill out the Distance Education Materials Request Form completely. If the book is available for check-out, we will check it out to the patron and mail it free of charge. Books must be returned at the patron's expense by the due data. Articles and other photocopies do not have to be returned. Patrons must send materials to the library via return post so that it gets to us by the due date in order to avoid overdue charges.

Some materials may not be checked out. Reference books, rare books and a/v materials may not leave the library. We are happy to photocopy chapters or pages from these books for patrons. We may not under any circumstances photocopy more than a chapter of a book, however.

If the patron knows the title, journal, and issue of the article, s/he may send a Distance Education Materials Request Form and we will either email or surface mail the article free of charge.

If the patron hasn't found an article yet, s/he will need to use a paper, CD-ROM, or online indexes first. Some indexes are freely available on the Web. Patrons can send the library citation information (author, article title, journal title and date, page numbers) via the Distance Education Materials Request Form.

The Library will email articles if they are in electronic format already. Patrons must complete a Distance Education Materials Request Form in order to receive articles. Please note, however, that we will not do research for patrons.

The loan period for distance education learners is three weeks. Returned books must be received by the library on the due date in order to avoid overdue charges. Books may be renewed by telephoning the JBCL Circulation Dept. at 936.261.1542 by the due date.

If desired materials are not located at the Coleman Library, they will be requested from another library and sent to the student free of charge.

4 - TexShare and HARLiC CARDS

<http://www.pvamu.edu/pages/3693.asp> (Online Application Form)

PVAMU students, faculty, and staff are eligible for **TexShare** library cards, which give onsite borrowing privileges at public academic libraries throughout Texas. For more information on the TexShare card, inquire at the Circulation Desk.

Graduate students, faculty, and staff of PVAMU are eligible for **HARLiC** (Houston Area Research Library Consortium) cards, which give onsite borrowing privileges at any of the seven other member libraries: Houston Public Library, Rice University, Texas A&M University, Texas Southern University, University of Houston, HAM-TMC, and UTMB Galveston. For more information about the HARLiC card, inquire at the Circulation Desk.

5 – REMOTE ACCESS TO DATABASES

The John B. Coleman Library has many databases which due to licensing restrictions limit access to campus IP addresses only. The Library currently has a “proxy server” to provide Prairie View A&M University students and staff with remote access to these resources. This machine authenticates users against a database, forwards requests for web resources, and serves as a “proxy” between your machine and the resource server.

To use this service, you must have a valid PVAMU ID and a library barcode number. Barcodes are available at the Library’s Circulation Desk. **STUDENTS MUST UPDATE THEIR PERSONAL INFORMATION EVERY SEMESTER, INCLUDING SUMMER SESSIONS, AT THE CIRCULATION DESK TO STAY VALID!** Faculty and staff remain in the system and do not need re-verification. If you already have an updated ID and barcode number, you are ready to configure your browser. Distance Education students should work with their professors to ensure they have access to the system.

a. ACCESS FROM HOME

<http://www.pvamu.edu/pages/3622.asp>