

**Subject Specialists Librarians  
For  
Research Instruction  
(936) 261-1535**

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**Reserves Coordinator  
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The John B. Coleman Library Reference & Information Services Department:  
from left to right - Bob Grundy, Kimberly Gay, Steve Shaw,  
Yubao Li, and Chieko Sato.

12/07 rta

**Instruction Sessions  
Available for Your Class**

- How to use the Library Catalog. How to find books, journals and other resources that the library owns.
- Library Use policies, physical layout of the library
- General interest databases. Like ProQuest, EbscoHost, JStor etc. Searching basics.
- Subject specific databases: Math Review, ChemVillage, Science Direct, Avery Index, etc.
- Citation styles APA, MLA, and other citation styles
- Newspaper, magazines vs. journals. Differences between primary and secondary sources.
- Evaluating resources: Online resources and traditional resources evaluation.
- Locating full-text when you only have a citation: E-Journals searching and locating a particular item through a citation
- Building a search strategy: Broadening or narrowing a search through building search blocks; identifying keywords. Boolean logic.
- Copyright and Plagiarism: Ethical use of information

**Make Time for Research @ The Library**

Drop in and stop by the John B. Coleman Library, Room 108 every Thursday at 4 p.m.. There will be a live librarian to help on common topics you may encounter in doing your research here at the university, including (but certainly not limited to) how to find a book in the online catalog, how to find an article in the database and website evaluation.



No appointment is needed; classes are welcome as are interested individuals.

Question? (936) 261-1535  
Askalibrarian@pvamu.edu

**Dr. Rosie L. Albritton, Director of Library Services**

**John B. Coleman Library  
Prairie View A&M University**

**Information Services (936) 261-1535  
Askalibrarian@pvamu.edu**

**<http://www.pvamu.edu/Library>**



**ERes**

**Electronic Reserves**

**@**

**John B. Coleman Library**



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Prairie View A&M University**

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## What is ERes ...

ERes is the library's new electronic reserves system where material including articles and multimedia can be retrieved 24/7 from anywhere in the world.



## ... For Students ...



Besides the library, students and faculty can access reserves material from the dorm room, office, from home and from anywhere in the world 24/7. The readings are now always available; you no longer need to wait for the item to be returned, no more time limits, and late fee charges no longer apply. Student surveys have shown increased late night study habits. Many students are attending remote campuses where material access has been an issue in the past. ERes meets all these needs.

## Getting Started Viewing an E-Reserve Document

From the top navigation bar on any of the library's web pages (<http://www.tamu.edu/pvamu/library/>), **click** on Electronic Reserves. Click on Start here and then select either **Course Pages**, **Department** or by **Instructor**.

**Password**

When prompted for a password, enter the course code and number all together for example in this case enter **mis5203** in lowercase.

The password is unique for each course and is displayed on the top of each course page

## ... For Faculty

### How to post documents and multi-media on ERes

1. Fill out the Reserve Submit form.
2. Turn in the form along with the supporting documents (or email) to a Reserve Coordinator or to your subject liaison.
3. Done!

**Submit Form** - <http://www.tamu.edu/pvamu/library/Circulation/>

**Access** - All materials are available 24/7 any where in the world

**ADA** - Documents on ERes are American Disability Act compliant

**Availability** - The dates for any document to become live or suppressed can be set

**Class notes** - Can be posted

**Copyright/Fair Use** - ERes manages the usage. The library will request permission to post materials for you

**Course Packs** - ERes is a companion not alternative

**Email** - [Askalibrarian@pvamu.edu](mailto:Askalibrarian@pvamu.edu)

**Exam Examples and Study Guides** - Can be posted

**Fax Line** - (936) 261-1546 - Dedicated fax line for ERes

**Format** - Word processing documents are converted in PDF format files

**Last Minute Reads** - can be posted

**Multimedia files** can be hosted such as video, graphics, PowerPoint and more on ERes

**Password** - All reserves are password protected at the course level (Fair use requirement)

**Quality control** - Library staff will double check each document posted

**Statistics** - Use statistics is automatically maintained

**Submit Form** - <http://www.tamu.edu/pvamu/library/Circulation/>

**Who can help you** - The Reserves Coordinators or your subject liaison Librarian