Library Services for Graduate Students

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Revised 1/2013
SOUTHERN UNIVERSITY AND A & M COLLEGE

Graduate Student Guide
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Library Assistance

Why ask a librarian? Librarians are experts at finding information or guiding you to the sources of information that will help you.

Reference Appointment Request

John B. Cade Library is pleased to offer a reference appointment service to graduate students.

Graduate students may set up individual appointments with librarians in order to receive in-depth research assistance in the selection and use of books, databases and other library resources and services.

Basic appointments will run 30 minutes to an hour. All meetings will be held in the Reference Area of John B. Cade Library.

We look forward to meeting with you personally.

Phone Appointment Request

Phone the Reference Department for research or reference assistance at (225) 771-2841. Librarians are available to answer your reference or research queries.

Instant Messaging Service

John B. Cade Library offers an instant messaging service from the library’s webpage. Patrons can utilize the service to chat with librarians. You do not need to be logged into an instant message service simply type in a question and a librarian will answer your question. This instant message service is available 7:30 a.m.-5:00 p.m., Monday-Friday.

Email

If you have any questions, you can email a Librarian at johnbelibrary@yahoo.com.
Library Research Resources

Online Catalog

The online catalog is an electronic index that helps patrons locate books, journals, magazines and other resources that the library owns.

How to Access Book

- Enter the library’s URL: http://www.lib.subr.edu
- Locate Find
- Click on Books and Journals

Search Results

subject "history" search found 101339 titles.

<table>
<thead>
<tr>
<th>Page</th>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>State's nursing guide to physical examination and history taking</td>
<td>Hogan-Quigley, Beth.</td>
<td>RC76 .H67 2012</td>
</tr>
</tbody>
</table>
Search fields and the online catalog

- **Word or Phrase** - searches the entire catalog for a search term.
- **Author** - searches for books by an author, editor, or corporate author.
- **Title** - searches for a specific title of a book.
- **Subject** - searches for a specific topic.
- **Series** - searches a group of separately published works related by subject.
- **Periodical Title** - searches titles of journals, magazines, newspapers and newsletter.
- **Call Number** - searches (LC) Library of Congress call numbers

**Call Number Location Chart**

**2nd Floor Books A-H**
- A - General Works
- B - Philosophy, Psychology, Religion
- C - Auxiliary Sciences of History
- D - World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.
- E - History of the Americas
- F - History of the Americas
- G - Geography, Anthropology, Recreation
- H - Social Sciences

**3rd Floor Books J-P**
- J - Political Science
- K - Law
- L - Education
- M - Music and Books on Music
- N - Fine Arts
- P - Language and Literature

**4th Floor Books Q-Z**
- Q - Science
- R - Medicine
- S - Agriculture
- T - Technology
- U - Military Science
- V - Naval Science
- Z - Bibliography, Library Science, Information Resources (General)

Locate the call number for the book you are researching. The Call Number Location Chart tells you what floor you can find the book.
Borrowing/Circulation for Graduate Students

SU Graduate Students can check-out library materials for 4 weeks/28 days.

Overdue Fines

Overdue fines begin on the day after the book is due. Fines are $.25 a day, per title, for standard checkout. The maximum amount charged will be $50.00 per item. Please note unpaid library fines will block your account and prevent you from accessing Databases remotely.

Overdue fines must be paid at the Comptroller's Office.

Lost/Damaged Books Policy
Lost book charges include:

- The cost of the book
- $20.00 replacement fee
- Accumulated fines on the book

If a lost book is found and returned to the library, the cost of the book minus the replacement fee is credited to the patron’s account by the Comptroller’s Office. Accumulated fines are non-refundable.

Recalls/Holds
Any library material may be recalled or have a hold placed on them. A recall is an official request for a book to be returned early. A hold is the reserving of an item, upon returning, for the next user. Library patrons can request a user hold on needed items currently charged out to another patron. When the material becomes available, the patron is notified and given three (3) days to pick up the items(s) at the Circulation Desk; after the 3-day hold, the items(s) will be returned to the shelf.

Renewals
Faculty and PhD students can renew materials at the end of the spring, summer, and fall semesters. Reserve materials cannot be renewed.

Library materials must be renewed on or before the due date. Borrowers are extended renewals loan periods up to 4 times. After the 4th renewal the items must be returned to the Circulation Department.
The following materials cannot be renewed:

- Overdue Materials
- Items held by a borrower whose student ID is blocked
- Items that have been renewed a maximum of 4 times

**DVD/VHS**
Students, faculty and staff can check-out videos for three (3) days. There is a $3.00 fine for overdue videos. Damaged and lost videos will be assessed (1) $25.00 replacement processing fee per item, plus the cost of the item.

**Renewing books**
Material may be renewed from a computer workstation within the library or from a remote location with internet access.

To renew books:

Step 1: Enter the Library’s Website [http://www.lib.subr.edu](http://www.lib.subr.edu)
Step 2: Locate “Find”
Step 3: Click “Books and Journals”

Step 4: Locate My Account

- Click on “My Account”
- You will see “My Account”
- Select “Renew My Materials”
Review My Account

By clicking on “Review My Account” you will be able to view titles you have checked out, review items you have placed on hold, and view fines that have been added to your account. By clicking on the appropriate boxes, you can renew all items you have checked-out, or renew selected items as well as cancel selected holds. You cannot cancel a hold for an item with a status of available.

User Pin Change

User Pin Change will allow you to change the default pin CHANGEME to a Pin of your choice.

Renew My Materials

Renew My Materials will allow you to renew books you have checked-out online. This function will only work for books that are NOT overdue. Items with fines are blocked and cannot be renewed.
Databases

You can access databases on campus and from home! To access databases from your home please stop by the Circulation Desk to be placed in the library's system.

How to Access Databases

- Enter the library’s URL, http://www.lib.subr.edu
- Click on Articles and Databases
- Search options include:
  - Databases A to Z,
  - Databases by Subject
  - E-Journals by Title
- Select Databases A to Z

The A to Z List lists all of the databases JBC Library subscribes to.

Databases by Subject gives you the option to search databases according to subjects, i.e. Education, Business, and Psychology etc.

E-Journal by Title gives you the option to search electronic journals by title or subject.
Accessing Library Databases Remotely:

Stop at the Circulation Desk located on the first floor to be placed in the system. You will need a valid SU ID.

Enter the library’s URL: http://www.lib.subr.edu
Click on Articles and Databases
Click on Databases A to Z
Select a database
Click on “Off Campus”
Enter your User ID: Banner ID # proceeded by the letter “S”  
Example: S012345678
Enter Password: CHANGEME
Change Baton Rouge Community College to SUBR
❖ Please note unpaid library fines will block your account and prevent you from accessing Databases remotely.

To Find Print Copies of Journals:

Enter the library’s URL
Locate “Find”
Click on Books and Journals
Locate “Periodical Title”
Type in the name of the journal
Click on “Details” to view record
Locate “Holdings”
Write down call number
Call Numbers A-H  2nd Floor
Call Numbers J-P  3rd Floor
Call Numbers Q-Z  4th Floor

If you have any questions the online catalog and databases please contact the ASK HERE DESK at (225)771-2841.
Dissertations and Theses

Electronic Dissertation and Theses

Graduate students at Southern University may access dissertations and theses from Southern University and other institutions through Proquest Dissertations and Theses Full-Text Database.

Proquest Dissertations and Theses: Full-Text

Proquest Dissertations and Theses Full-Text has more than 2.4 million entries and is the most comprehensive collection of dissertations and theses in the world. Of the 2.4 million entries 930,000 titles are available in PDF format for immediate free download. An average of 2,000 new dissertations and theses are added each week.

To access full-text versions of dissertations and theses

1. Enter the library’s URL: [http://www.lib.subr.edu](http://www.lib.subr.edu)
2. Locate “Find”
3. Click on “Articles and Databases”
4. Select Databases “A to Z”
5. Click on letter “D”
6. Click on “Dissertation Abstracts Online (Proquest)”
7. Select “On Campus” OR “Off Campus”
8. **Deselect** Ethnic Newswatch, Nursing & Allied Health Source, Evidence Based Resources from the Joanna Briggs Institute, Proquest Nursing & Allied Health Source
9. Click on Continue
10. Enter the subject you are searching
Southern University Dissertations and Theses (Print)

- Search John B. Cade Online Catalog (http://www.lib.subr.edu)
- Click on Books and Journals
- Locate the words and phrase field
- Enter the area of study. Ex. Sociology
- Scroll down/locate the word Location
- Select “Archives-Southern University Thesis/Dissertation Collection

Dissertations and Theses Location

Dissertations and theses are located in the Archives Department located on the 3rd floor of the library. If you have any questions concerning dissertations and theses written in your discipline, please contact Ms. Angela Proctor at (225)771-2643.

Email address: angela_proctor@subr.edu
What is an eBook?
“e-Book” is short for “electronic book.” An eBook is an electronic version of a traditional print book that can be read using a personal computer.

The EBSCOhost e-Book Collection covers a wide variety of subjects and can be an excellent resource in your research.

System Requirements
In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 7.0, Firefox 3.0, and Safari 3.0 (for Macintosh). You must also have Adobe Reader installed to view the PDF Full Text files. We recommend Adobe Acrobat Reader version 8.2 or later.

Setting-up an eBook Account
To set-up an e-Book account, you will need to become a registered user.

Visit the Circulation Department located on the first floor of the library to set-up your account to access electronic books/electronic journals remotely. You can also phone Circulation at (225)771-2855.

*If you have registered to use JBC Library’s Databases, you will not need to register again.

To log-on enter:

User Name: Banner Identification Number
Password: CHANGEME

Remember! You will need a current SU Identification Card to be registered.

How do I access EBSCOhost e-Books?
e-Books can be accessed from our website. You will have two (2) options for retrieving e-Books.

Option #1 (On-campus): Enter the library’s URL: http://www.lib.subr.edu
Locate “FIND”
Click on “e-Books”

Option #2 (Remotely): Enter the library’s URL: http://www.lib.subr.edu
Locate “FIND”
Click on “Articles and Databases”
Select “Databases A to Z”
Click on Letter “E”
Select: “e-Books”
Select on-campus if you are researching on SU’s Campus.
Select off-campus if you are researching remotely.
User Name: **BANNER IDENTIFICATION NUMBER** (no spaces)
Example: S01234567
Password: **CHANGEME**

Remember! To access databases from home you will need to stop at the Circulation Desk to become a registered user.

**Searching EBSCOhost e-Book Collection**

To search for e-Books:

1. Enter your search terms in the **Find** field and click the **Search** button.
2. A Result List of eBooks related to your search terms is displayed. Click the **eBook Full Text** link to read the book in the eBook Viewer tool.
3. Click the **Table of Contents** link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.
4. To **print** locate **Tools** on the right side of the screen, Click on Print. **Please note** *EbscoHost e-Books will not allow you to print an entire book from the collection*. Specify pages to print, and click on **Print PDF**.

If you have any questions concerning e-Books please contact the Ask Here Desk (225)771-2841.
Library Services

Document Delivery Services

John B. Cade Library offers two options for obtaining resources the library has not purchased for the collection.

- Option #1: Interlibrary Loan
- Option #2: IngentaConnect

Interlibrary Loan

What is Interlibrary Loan?

Interlibrary Loan allows Southern University graduate students, faculty and staff to borrow materials not available in the John B. Cade Library from other libraries in the United States. Users should plan ahead as some items are more difficult to obtain. Borrowers are responsible for paying the replacement cost of lost or damaged materials and for the payment of overdue fines. Current faculty, staff, and students may choose to be notified by telephone or email when materials arrive. Those residing outside of the local calling area may choose to be notified by email when materials arrive. Lending libraries establish book and media loan periods. Those who wish to retain an item beyond the initial due date should notify interlibrary loan of this request at least three days prior to the due date. Articles become the property of the borrower. Upon request, interlibrary loan personnel can deliver articles electronically to students, faculty, and staff.

How long can I keep loans?

The lending library determines the loan period, which may range from two to four weeks. Materials may not be borrowed for class reserve, exhibit, or other long-term use.

It is important to return materials on the due date, since overdue material may jeopardize the library’s ability to borrow.

How long does it take to receive materials borrowed through interlibrary loan?

Allow at least two weeks from the date of the request. Remember to plan ahead when requesting materials.
What can I borrow?

Books, book chapters, dissertations, journal articles, and some microform can usually be borrowed through Interlibrary Loan; however, many libraries will not lend books less than six months old.

How to access Interlibrary Loan (ILLIAD)

- Enter the library’s URL: http://www.lib.subr.edu
- Locate Services
- Click on Interlibrary Loan

To create an account click on First Time Users

If you have registered with ILLiad previously, you may enter your username and password in to the appropriate text boxes to log on to the system. Once this information is successfully submitted, your personalized ILLiad Main Menu page should be displayed.
New User Registration

Choose a Request Type
There are several different types of materials that may be requested through ILLiad. The contents of the Main Menu page and the types of requests accepted by the system are easily customizable and may vary from institution to institution. The default request options are listed below. Choose the request type provided by your institution that is most appropriate to the item you wish to request. If you have any questions about which request type is most appropriate to your request, please contact the Interlibrary Loan Department at (225) 771-2855.

You can request: books, book chapters, conference papers, patents, reports, and theses.

Before placing an ILL request for library resources, remember to check the library’s online catalog to see if the library has a copy of the requested material(s).

If you have any questions concerning Interlibrary Loan, contact Ms. Linda Forsythe at (225) 771-2855.
Document Delivery Service

IngentaConnect

IngentaConnect offers one of the most comprehensive collections of academic and professional research articles online—some 4 million articles from 11,000 publications.

This service is provided free of charge for SU Students, Faculty and Staff.

How to place a request

To request an article through IngentaConnect complete the registration form from the library’s website http://www.lib.subr.edu. Locate “Services,” Click on/complete the IngentaConnect Registration Form.

If you have any questions please contact:

Maletta Payne, Reference Librarian
Email: maletta_payne@subr.edu
(225)771-2841

Linda Forsythe, Circulation Manager
Email: linda_forsythe@subr.edu
(225)771-2855

Please allow 24-48 hours for orders to be processed.
LALINC
(Louisiana Academic Library Information Network Consortium)

What is LALINC?

LALINC is the Louisiana Academic Library Information Network Consortium. LALINC is a service for graduate students, faculty and staff of Louisiana colleges and universities, allowing them to borrow materials not available in the John B. Cade Library from most academic libraries in Louisiana.

Reciprocal Borrowing (LALINC Cards)

- Reciprocal borrowing is an alternative to interlibrary loan.
- John B. Cade Library is a member of the Louisiana Academic Library Information Network Consortium [LALINC].
- The Reciprocal Borrowing Chart includes most academic libraries in Louisiana.
  
- This agreement allows faculty (and in some cases students) to borrow books directly from the other libraries

Once the card is issued, the patron will have borrowing privileges at most Louisiana academic libraries. However, policies differ from library to library, and the lending library has the option to honor the LALINC card based upon the status (graduate, faculty or staff) of the cardholder.

Possession of a LALINC card does not guarantee borrowing privileges from all Louisiana academic libraries.

To take advantage of this agreement:

1. Obtain a copy of the LALINC Request Letter from circulation
2. Have your department chair complete LALINC Request Letter
3. Return the completed LALINC Request Letter to circulation
4. Contact the Circulation Desk (225)771-2855 to arrange for a LALINC card.
5. Pick up your LALINC card at the John B. Cade Library Circulation Desk.

At the library you wish to borrow from:

1. Present your LALINC card and your Southern University ID card.
2. You must follow the policies of the lending library.
   - The rules for graduate students apply to LALINC borrowers.
   - The loan period is relatively brief.
   - Fines are assessed for overdue books.
   - Replacement cost for lost or damaged items are assessed
3. You are personally responsible for returning the books to the lending library.
4. You are personally responsible for overdue fines and for the replacement cost assessed by the library if the book is damaged or not returned.
5. LALINC cards are valid for one year from date of issue.

The LALINC Card/Reciprocity Borrowing Agreement is a privilege that can be withdrawn from patrons and libraries. The intent of the agreement is to facilitate patrons borrowing from institutional libraries if policies are not followed.

For more information on LALINC contact, Ms. Linda Forsythe at the Circulation Department (225)771-2855.
Southern University and A & M College

John B. Cade Library

(225)771-2855

LALINC Card Application

Name: ____________________________________________

Banner ID #: ________________________________

Address (street, city, state, zip):
________________________________________________

Phone #: (Area Code) _______ Phone Number______________

Email address _______________________________________

Classification:

___Faculty/Staff ___Graduate Student

Graduate School ____________________________________________

This signature verifies that the applicant is officially enrolled in the Graduate program at Southern University and A & M College.

“I agree to assume financial responsibility for all materials issued on the LALINC Card.”

Signature__________________________ Date:_____________

For LALINC Card usage see policy on page 22 of the Graduate School Manual, and the library’s website under Graduate Student Resources.

Please return the LALINC Card Application to Ms. Forsythe at the Circulation Desk located on the 1st Floor of the library in the Student Center.
<table>
<thead>
<tr>
<th>Library</th>
<th>Level of Reciprocity</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baton Rouge Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Bossier Parish Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Centenary College</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Delgado Community College</td>
<td>1</td>
<td>CALL*</td>
</tr>
<tr>
<td>Dillard University</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Grambling State University</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>L. E. Fletcher Technical Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Law Library of Louisiana</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Louisiana College</td>
<td>2</td>
<td>LSUA 4</td>
</tr>
<tr>
<td>Louisiana Delta Community College</td>
<td>0</td>
<td>Served by ULM</td>
</tr>
<tr>
<td>Louisiana State University</td>
<td>2</td>
<td>See Note below</td>
</tr>
<tr>
<td>LSU - Alexandria</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>LSU - Eunice</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>LSU - Shreveport</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>LSU Health Sciences Center - New Orleans</td>
<td>2</td>
<td>CALL*</td>
</tr>
<tr>
<td>LSU Health Sciences Center - Shreveport</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>LSU Law Center</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>LSU Veterinary Medicine</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Louisiana Tech University</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Louisiana Universities Marine Consortium</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Loyola University</td>
<td>3</td>
<td>CALL*, Xavier/Tulane 4</td>
</tr>
<tr>
<td>McNeese State University</td>
<td>4</td>
<td></td>
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<tr>
<td>New Orleans Baptist Theological Seminary</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Nicholls State University</td>
<td></td>
<td></td>
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<tr>
<td>Northwestern State University</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Notre Dame Seminary</td>
<td>2</td>
<td>CALL*</td>
</tr>
<tr>
<td>Nunez Community College</td>
<td>4</td>
<td>CALL*</td>
</tr>
<tr>
<td>Our Lady of Holy Cross College</td>
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<td>CALL*</td>
</tr>
<tr>
<td>Our Lady of the Lake College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Pennington Biomedical Research Center</td>
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</tr>
<tr>
<td>River Parishes Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Saint Joseph Seminary</td>
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<td></td>
</tr>
<tr>
<td>South Louisiana Community College</td>
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<td></td>
</tr>
<tr>
<td>Southeastern Louisiana University</td>
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<td></td>
</tr>
<tr>
<td>Southern University - Baton Rouge</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Southern University Law Center</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Southern University - New Orleans</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Southern University - Shreveport</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SOWELA Technical Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Tulane University - Howard-Tilton</td>
<td>2</td>
<td>CALL*, Loyola 4</td>
</tr>
<tr>
<td>Tulane University - Turchin (Business)</td>
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<td></td>
</tr>
<tr>
<td>Tulane Law School</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>University of Louisiana at Lafayette</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>University of Louisiana at Monroe</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>University of New Orleans</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Xavier University</td>
<td>3</td>
<td>CALL*, Loyola 4</td>
</tr>
</tbody>
</table>

*CALL (Council on Academic Libraries Liaison) is a consortium of libraries in New Orleans
Level 0 = Does not participate in reciprocal borrowing within LALINC
Level 1 = Faculty/Staff only
Level 2 = Faculty/Staff and Graduate Students
Level 3 = Faculty/Staff, Graduate Students, and Undergraduate Restricted
Level 4 = Faculty/Staff, Graduate Students, and Undergraduates
NOTE: LSU requires presentation of a valid Visa or Mastercard account in order to obtain LALINC borrowing privilege.

1/20/2009
Distance Learning Service

The goal of the Library Distance Learning Service is to provide students with quality library service that will promote lifelong learning. The Library will provide immediate access to resources through an online environment that supports curriculum-related teaching, research, and scholarly communication to our off-campus students.

John B. Cade Library strive to offer students enrolled at Southern University and A & M College, distance education courses services equivalent to those available to students on the SUBR Campus.

Available Services

- Remote access to the library’s databases and electronic collections
- Direct delivery of books and article copies
- Reference and Research Assistance

Eligible Students

Students currently enrolled in an off-campus course program administered by the Southern University and A & M College Campus is eligible for distance education services.

For help contact the Ask Here Desk at (225) 771-2841, or email the library at johnbclibrary@yahoo.com

For more information contact the following departments:

Ask Here Desk (Reference and Research Assistance)
Telephone: (225) 771-2841

Document Delivery and Interlibrary Loan
Contact: Linda Forsythe, Head of Circulation/Interlibrary Loan
Telephone: (225) 771-2855

Remote Access to Library Databases
Contact: Ask Here Desk
Telephone: (225) 771-2841

Contact: Dawn Kight, Manager: Systems and Technology
Telephone: (225)771-4934

Borrowing Privileges and Library Account

Contact: Linda Forsythe, Head of Circulation/Interlibrary Loan
Telephone: (225) 771-2855
Library Hours- Fall & Spring Semesters

Monday-Thursday  7:30 a.m. – 12:00 a.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday  1:00 p.m.- 5:00 p.m.

Sunday  2:00 pm -12:00 a.m.

Holiday, summer, and intercession hours will be posted in the library at the appropriate time.

IF YOU HAVE ANY QUESTIONS CONCERNING THE HOURS
PLEASE CALL (225)771-2841

Library Faculty and Staff Departmental Directory

<table>
<thead>
<tr>
<th>Architecture Library</th>
<th>Phone: (225) 771-2863</th>
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<tbody>
<tr>
<td>• Vanissa Gosserand</td>
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<thead>
<tr>
<th>Archives</th>
<th>Phone: (225) 771-2854</th>
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<tr>
<td>• Angela Proctor</td>
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<thead>
<tr>
<th>Camille Shade/African American Collection</th>
<th>Phone: (225) 771-2636</th>
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<tbody>
<tr>
<td>• Eddie Hughes - Department Head</td>
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<thead>
<tr>
<th>Circulation</th>
<th>Phone: (225) 771-2855</th>
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<tbody>
<tr>
<td>• Linda Forsythe – Circulation Supervisor</td>
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<tr>
<td>• Rosalie Martin</td>
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<tr>
<th>Library Administration</th>
<th>Phone: (225) 771-4990</th>
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<tbody>
<tr>
<td>• Emma Bradford Perry - Dean of Libraries</td>
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<td>• Gail Hill</td>
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<tr>
<th></th>
<th>Phone:(225) 771-2842</th>
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<tr>
<td>Department</td>
<td>Phone: (225) 771-2773</td>
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<td>------------------------------------------------</td>
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<tr>
<td>Music Listening</td>
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<tr>
<td>• JoAnne Jones</td>
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</tr>
<tr>
<td>Periodicals/Government Documents</td>
<td>Phone: (225) 771-2773</td>
</tr>
<tr>
<td>• Charlotte Henderson - Department Head</td>
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<tr>
<td>• Maya Banks</td>
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<tr>
<td>• Rena Darenbourg</td>
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<tr>
<td>Reference</td>
<td>Phone: (225) 771-2841</td>
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<tr>
<td>• Jane Robinson - Department Head</td>
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<tr>
<td>• Cheryl Dukes</td>
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<td>• Maletta Payne</td>
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<tr>
<td>Security and Facility Guard</td>
<td>Phone: (225) 771-2841</td>
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<tr>
<td>• Steven Alfred</td>
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<td>• Major Saunders</td>
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<tr>
<td>Systems and Technology Office</td>
<td>Phone: (225) 771-2111</td>
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<tr>
<td>• Dawn Kight - Department Head</td>
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<tr>
<td>• Ramon Forbes</td>
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<td>• Christopher Russell</td>
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<td>Technical Services</td>
<td>Phone: (225) 771-2646</td>
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<tr>
<td>• Mildred Brown - Department Head</td>
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<tr>
<td>• Kathy Bowersox</td>
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<tr>
<td>• Kaye F. Coleman</td>
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<td>• Elizabeth J. Singh</td>
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Collaborative Study Rooms

The Student Collaboration Rooms are available during normal library hours for brainstorming, group work, presentation preparation, etc. Space is available on a first come, first serve basis. You will need to sign in at the ASK HERE DESK. * Valid student SU ID is required.

If you have any question concerning the Collaborative Study Rooms, please contact the Ask Here Desk at (225)771-2841.
Computer Labs/Printing/Copiers

Computer Labs are located on the 2nd floor of the library.

Information Technology Center

The information technology Center (ITC) has 2 plasma televisions, 2 group study rooms and over 30 computers equipped with:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- SPSS

Learning Resource Center

The Library Learning Resource Center (LLRC) has over 50 computers and 1 scan station available for use, LLRC is equipped with:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- SPSS

Printing

Printing computing workstations are available throughout the Library. All print jobs from computer research will available for students to retrieve only in the Learning Resource Center (Computer Lab) on the 2nd floor of the library. In order to utilize printing services students must have a valid Southern University Identification Card.

Photocopiers

<table>
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<tr>
<th>FLOOR</th>
<th>LOCATION</th>
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<tr>
<td>1st</td>
<td>Copy Center</td>
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</tr>
<tr>
<td>2nd</td>
<td>Computer Lab</td>
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</tr>
<tr>
<td>3rd</td>
<td>Camille Shade Collection Department</td>
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