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Dean’s Welcome

The faculty and staff of the John B. Cade Library welcome student employees. Without assistance from student employees, provision of service to our patrons would be limited. This manual outlines the Library’s expectations of student employees. This handbook will explain Library policies and procedures for student employees.

About John B. Cade Library

John B. Cade Library provides materials to support the University’s research curriculum. The collection include: electronic books, electronic periodicals, The John B. Cade Library was built in 1984 with a total square footage of 154,240, and a seating capacity of 1,500. The library contains a collection of over 1,222,444 volumes which includes electronic books, print books, electronic journals, print journals, manuscripts, musical recordings, audiovisual materials, government documents, and computer software.

Library Student Employment Coordinator

A Student Employment Coordinator is available to handle all student employment within the Library. The Student Employment Coordinator keeps applications on file and makes them available to hiring departments. You are always welcome to visit with the Coordinator about any questions you may have regarding employment status, work rules, or situations that may arise while you are working in the Library.

The Student Employment Coordinator’s Office is located on the 2nd floor of the Library in Room 237. Stop by between 8:00 a.m. and 4:00 p.m. Monday through Friday.

Application Process

Application forms for the current school term, as well as the upcoming semester or summer session, are available at all times on the Student Employment website as well as in a holder located just outside the Student Employment Coordinator’s Office door.

This form should be completely filled out, signed, and returned to the Student Employment Coordinator.

Please indicate on the application form if you have received a work study award. For more information contact Vanissa Gosserand at (225)771-2643, or email vanissa_ely@subr.edu.
Website: http://subr.libguides.com/c.php?g=33401

Work Study

PURPOSE OF THE FEDERAL WORK STUDY PROGRAM

The purpose of the Federal Work Study (FWS) program is to provide part-time employment for undergraduate and/or graduate students who need extra income to help meet the costs of post-secondary education activities. To the maximum extent practicable, the Southern University will provide FWS jobs that complement and reinforce each student’s
educational program or career goals. As a Federally funded program, total compliance with regulations is essential for its continuation.

**Federal Work Study**

A student must be eligible for the Federal Work Study Program to qualify for a student employee position in the library. It is the student’s responsibility to turn in all required documents to the Financial Aid Office before applying for work. New student employees must show proof of work study eligibility provided by Financial Aid.

**Graduate Assistants**

The Library is approved to offer graduate assistantship positions. To qualify for a graduate assistantship, applicants must submit an application to the Library Student Employment Coordinator. The Student Employment Coordinator’s Office is located on the 2nd floor of the Library in Room 237. Stop by between 8:00 a.m. and 4:00 p.m. Monday through Friday.

For more information contact Vanissa Gosserand at (225)771-2643, or email vanissa_ely@subr.edu.

**Service Learning Students**

The Southern University Center for Service Learning is designed to provide an integrated service learning program into the academic curricula of all students. Undergraduates are required to complete 60 clock hours of community service as a prerequisite for graduation.

Service Learning Students are encouraged to complete community service hours at John B. Cade Library. Please submit an application to the Library Student Employment Coordinator for Service Learning placement at the library.

The Student Employment Coordinator’s Office is located on the 2nd floor of the Library in Room 237. Stop by between 8:00 a.m. and 4:00 p.m. Monday through Friday.

For more information contact Vanissa Gosserand at (225)771-2643, or email vanissa_ely@subr.edu.

**Library Student Employee Orientation**

All library student employees are required to complete orientation on or before their first day of work. This orientation will cover basic responsibilities as a library student employee. You are required to schedule Library orientation with the Library Student Employment Coordinator.

**Evaluations**

Evaluations may be conducted by the supervisor after 30-45 days of employment to review the students’ performance. Points of discussion may include: dependability, completion of job expectations, attitude, initiation, leadership, quality of work and other areas. A written evaluation is an important element of the employment experience and will become part of the student’s file.

**Termination**

Student employment may be terminated for any of the following reasons:
- No enrollment in credit classes during a term
- Unsatisfactory Academic Progress and termination of financial aid
- Maximum award in the student's financial aid package has been earned.
- The student decides to quit his/her job or does not show up for an extended period of time
  Supervisor decides to release the student from employment.
- Job performance is not satisfactory.
- Sharing confidential information without authorization.

Students must notify the supervisor if he/she chooses not to return to the position, a job Termination Form must be completed and forwarded to the Work-Study Coordinator. Email notifications will be sent to both the student and the supervisor when a student approaches his/her earnings limit or if a contract has been terminated by the Work-Study Coordinator.

**Library Hours (Fall & Spring)**

*summer hours will be posted at the appropriate time.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am-12:00 midnight</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am-5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>1:00 pm-5:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00 pm-12:00 midnight</td>
</tr>
</tbody>
</table>

**Library Departments Telephone Numbers**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean of Libraries</td>
<td>(225)771-4990</td>
</tr>
<tr>
<td>Ask Here Desk (Information)</td>
<td>(225)771-2841</td>
</tr>
<tr>
<td>Circulation/Interlibrary/Reserve</td>
<td>(225)771-2855</td>
</tr>
<tr>
<td>Systems &amp; Technology</td>
<td>(225)771-4934</td>
</tr>
<tr>
<td>Periodicals/Government &amp; Louisiana Documents</td>
<td>(225)771-2773</td>
</tr>
<tr>
<td>Archives</td>
<td>(225)771-2843</td>
</tr>
<tr>
<td>Music Listening</td>
<td>(225)771-2886</td>
</tr>
<tr>
<td>Black Heritage/Camille Shade</td>
<td>(225)771-2843</td>
</tr>
</tbody>
</table>
LIBRARY EXPECTATIONS/ STUDENT EMPLOYEE CONDUCT

Positions are an integral part of Library staffing and operations. Within that context, Student Library Employees are expected to conduct themselves in a businesslike and courteous manner, consistent with the high quality public service goals of the Library. Please remember that we are a service organization, assisting faculty, students and the public with their teaching and research needs. The Library has the right to expect you to display a positive regard for the duties and obligations assigned to you throughout your employment. A willful disregard for or deliberate violation of University, Campus, Library or department policies and expectations will result in formal corrective action, and/or termination.

Appearance
The Library provides service to the faculty, students and staff of the University and to the general public. We expect employees to maintain a neat and clean appearance and businesslike demeanor. The way we appear is an important form of non-verbal communication which creates in others an impression about the Library as a competent and professional academic resource. When on duty, you represent the Library. Your appearance and behavior directly affect our patron’s experiences.

Proper Attire
Part of the impression you make on others depends on your choice of dress, personal hygiene, and behavior. As a student employee of the John B. Cade Library, you are expected to exhibit an appropriate style of dress when you report to work each day.

Young Ladies- no shorts, loose fitting jeans and pants are acceptable, dresses and skirts no more than 3 inches above the knee. Blouses/Shirts should be long enough to tuck in pants or skirts if worn outside long enough not to expose flesh, no halter or tube tops.

Young Men- no rags, scarves, or hats are to be worn while working; hairstyle should be neat and combed. No shirts or t-shirts with profanity or shows disrespect. Trousers or jeans must be worn with a belt, no shorts; shirt should be worn inside pants at all times. Supervisors will discuss in detail these matters during your interview.

Phone Calls
In emergencies, calls may be made from library phones with the permission of your supervisor. Students are discouraged from receiving phone calls at work except in emergencies. Employees should not use cell phones at work except during break periods away from public areas.

Visitors
Friends, patrons, and/or classmates should not visit with student employees during assigned work hours. It is your responsibility to discourage these practices.

Library Equipment
All equipment, including computers (internet, email etc.), printers, photocopy and fax machines are for Library business use only.

Audio Equipment
Radios, CD players, iPods, etc. are not permitted for personal use in public areas of the Library. Use of these devices in non-public areas varies from one library to another. Please consult your supervisor regarding the use of personal audio equipment in your unit. Supervisors may deny use of personal audio devices if the work of the unit is negatively impacted.
Food and Drink

In keeping with the policy for library users, consumption of food or drink of any kind is not allowed in any public areas of the libraries. The Student Center located on the 1st floor of the library may be used for breaks and lunches, but should not be used as private study areas.

Smoking

Smoking is not permitted in any campus building.

READING AT PUBLIC DESKS

Personal reading, work on computers, and homework may be permitted with approval only and may be disallowed at designated public service desks. Students receiving approval must remember that the primary responsibility while working at a public service point is to assist patrons. Reading, work on computers, and homework may be allowed only if there are no patrons at the desk and all paperwork and projects have been completed. Reading materials/homework assignments should not be spread across the desk/counter. When a patron approaches the desk/counter, the patron must be helped immediately and given full attention.

Appropriate Behavior

Be respectful of your supervisors, your peers or other persons you work with. Your job assignment should be performed to your best and without hesitation. At the time of your interview make sure you understand what your job description will be. Appropriate behavior is important at all times. The University expects work-study students to conduct themselves in a courteous and professional manner when interacting with other department faculty, staff, or visitors.

Absentee

If you are unable to report to work as scheduled, you must notify your supervisor or the department head, preferable one hour before but no later than 30 minutes after that scheduled time. You must call in each day you will be absent unless you are granted authorized advance leave. If you are absent three or more days without calling in, you may be terminated from the department. Excessive unexcused absences and or tardiness (more than three) is grounds for termination.

Lateness

Being consistently late will result in several reprimands and eventual dismissal. Always call your immediate supervisor if you are running late. If you find it difficult to get to work on time, speak to your supervisor about a schedule change.

Confidentiality

You as a student employee must act in a professional manner in dealing with college records and other information that comes to a student by virtue of his/her work. Breaches of confidentiality and other acts of dishonesty are justifiable reasons for termination from the Federal/Institution Work Program.

Telephone Courtesy

Proper telephone etiquette is required of all employees. Telephone calls should be answered promptly and courteously. Students are prohibited from excessive use of the telephone for personal business. Unless it is an emergency, students, should not receive personal phone calls nor place personal phone calls while at work.
Telephone Etiquette for John B. Cade Library Service Desks

How you answer the telephone sets the stage for the rest of the conversation between you and your patron. Use the following guidelines in your quest to provide exceptional customer service:

Identify yourself to the caller: “John B. Cade Library _______ Desk, this is ______... how can I help you?”

Remember to smile, which will help keep your voice friendly.

Be sure to have paper and pen handy.

It may help to find out if the person is a student, faculty, or what affiliation they have with Southern University. Then write it down.

If you cannot assist the caller immediately, get their name, phone number and subr.edu email. Let them know when they can expect a reply, especially if you will be passing the question on to someone else.

Please use professional phrasing such as:

One moment please

Yes or All right

She’s / He’s not available now, can I take messages?

Good-bye

Not:

Hang on

Yeah or Uh-huh

I dunno

Transferring a call:

If you must transfer a caller, give the caller the number of the extension you are transferring to and alert them the call may not go through if the call has already been transferred once.

Press the transfer button; dial the extension you are transferring to. Once the other party answers, inform him/her of the transfer, press transfer again, and then hang up.

Designated Break Area & Student Employees

Library student employees should never eat in public areas. The Student Center located on the 1st floor of the library is designated for eating. The Student Center has comfortable seating and a microwave for your convenience.
Library Departments-What you should know!

1st Floor

**Ask Here Desk**
The Ask Here Desk provides information and reference services. Professional Librarians and staff are available to answer research questions and point visitors their correct destination in the library.

**Reference Reading Room**
The Reference Reading Room provides a comprehensive collection of encyclopedias, dictionaries, atlases, handbooks, and other resources. This collection is non-circulating (Students cannot check-out resources in this area).

**Group Study Rooms**
There are two group study rooms located in the Reference Reading Room. Students are required to sign-in at the Ask Here Desk, and must provide a valid SU ID.

**Circulation Desk**
The Circulation Desk is the primary location to check-out and return books. Circulation also services the following:
- Interlibrary Loan (Borrowing materials not owned by John B. Cade Library from other lending institutions.)
- Reserve (Materials i.e. books, articles, etc. placed in the library by SU faculty)
- LALINC (LALINC is a service for SU Graduate Students, Faculty, and Staff allowing them to borrow materials not available at John B. Cade Library from most academic libraries in Louisiana.)

**Copy Center**
The copy center provides access to the following:

<table>
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<tr>
<th>Print Jobs</th>
<th>3 Copier Machines</th>
<th>1 Fax Machine</th>
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**Technical Services Department**
The Technical Services Department is responsible for obtaining and processing all books and other resources for the Library. The department has four units: (1) Acquisitions ordering, receiving, claiming, and processing statistical reports) as well as gifts and exchange, (2) Serial and Library Binding, repairing or replacement of worn or damaged materials, (3) Cataloging -bibliographic control, cataloging, and database Management - monitoring and updating database information, (4) Physical End Processing – securing ownership to all library resources purchased.
Office of the Dean of Libraries
The Office of the Dean of Libraries is responsible for the overall management and administration of the John B. Cade Library. The Dean of Libraries for John B. Cade Library is Emma Bradford Perry.

Ask Here Desk
The 2nd floor Ask Here Desk provides information about library services. Staff and trained library student employees are available to answer research questions and point visitors their correct destination in the library.

Library Learning Resource Center (LLRC)
The Library Learning Resource Center (LLRC) services only SU students, faculty, and staff. The LLRC is equipped with over 50 computers, and provide access to Microsoft programs, SPSS, Adobe Photoshop, and more.

Information Technology Center (ITC)
The ITC services SU Students, Faculty, and staff. The Information Technology provides access to Microsoft programs, SPSS, Adobe Photoshop, and more.

Classroom 1 & 2
Classroom 1 & 2 are available for presentations, meetings, conferences, and workshops. Classroom 1 & 2 comes equipped with video and a digital projector.

Study Carrels
The library has 12 study carrels. Students must reserve a study carrels with a valid SU Identification card at the Ask Here Desk located on the 1st floor of the library. Each study carrel comes equipped with a computer.

Classroom 3
Classroom 3 is used for class meetings, presentations, conferences, workshops, and more.

Training Center
The Training Center is a fully equipped facility designed for training, interactive workshops, testing products, and demonstrations.
Archives
Archives are the official repository for all records of the university that have enduring historical, administrative, or community significance. The Archives Collection includes: printed volumes, manuscripts, and photographs, prints, and other visual media. The Rare Book Collections consist of works by 20th-century authors. It also includes records of the founding and growth of the university as well as an extensive collection documenting regional history.

Camille Shade/Black Heritage Collection
The Black Heritage Collection was renamed the Camille Shade Collection after the Southern University’s first professional librarian. The collection was established to enhance the research efforts in the study of African-Americans in multiple disciplines. The Camille Shade Collection has over 9,700 print titles, 1020 microform items, and over 193 audiovisual records.

Music Listening Center
The Music Listening Center provides an environment for students, faculty, and staff to listen to various musical selections. Music collections features: classical, music scores, jazz, easy listening, rap, gospel, reggae, and much more.

Library Faculty and Staff Departmental Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Archives</td>
<td>(225) 771-2854</td>
</tr>
<tr>
<td>• Charlotte Henderson-Manager</td>
<td></td>
</tr>
<tr>
<td>• Angela Proctor –Department Head</td>
<td></td>
</tr>
<tr>
<td>• Cheryl Dukes</td>
<td></td>
</tr>
<tr>
<td>Camille Shade/African American Collection</td>
<td>(225) 771-2636</td>
</tr>
<tr>
<td>• Charlotte Henderson-Manager</td>
<td></td>
</tr>
<tr>
<td>• Eddie Hughes - Department Head</td>
<td></td>
</tr>
<tr>
<td>Circulation</td>
<td>(225) 771-2855</td>
</tr>
<tr>
<td>• Dawn Kight-Manager</td>
<td></td>
</tr>
<tr>
<td>• Maya Banks-Department Head</td>
<td></td>
</tr>
<tr>
<td>• Linda Forsythe – Circulation Supervisor</td>
<td></td>
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<tr>
<td>• Rosalie Martin</td>
<td></td>
</tr>
<tr>
<td>• Rena Daresbourg</td>
<td></td>
</tr>
<tr>
<td>Library Administration</td>
<td>(225) 771-4990</td>
</tr>
<tr>
<td>• Emma Bradford Perry - Dean of Libraries</td>
<td></td>
</tr>
<tr>
<td>• Gail Hill, Director, Budget/Facilities</td>
<td></td>
</tr>
</tbody>
</table>
Music Listening Phone: (225) 771-2842
- JoAnne Jones

Reference Phone: (225) 771-2841
- Dawn Kight-Manager
- Jane Robinson - Department Head

Security and Facility Guard Phone: (225) 771-2841
- Dawn Kight- Manager
- Jane Robinson- Department Head
- Steven Alfred
- Major Saunders

Systems and Technology Office Phone: (225) 771-2604
- Dawn Kight-Manager
- Maletta Payne - Department Head
- Ramon Forbes
- Vanissa Gosserand
- Christopher Russell
- Eugene Williams

Technical Services Phone: (225) 771-2646
- Charlotte Henderson-Manager/Department Head
- Kathy Bowersox
- Kaye F. Coleman
- Elizabeth J. Singh

Library & Computers
Computer are located several places in John B. Cade Library to assist students with their research.

1st Floor Lobby houses 5 computer stations
1st Floor across from the Ask Here Desk houses 2 computers
1st Floor Reference Reading Room houses 10 computers stations
2nd Floor Library Learning Resource Center houses 65 computers, 4 scanners
2nd Floor Information Technology Center (ITC) houses 28 computers.

Periodicals (Bound, Microfilm, Electronic)
Bound periodicals consist of journals, magazines, newspapers, and newsletters. Once a volume is no longer current, the library retrieves the issues and bind the them together into a single book commonly referred to as a bound periodical. Bound periodicals are located on the 2nd, 3rd, and 4th floor of the library. The Camille Shade/Black Heritage Collection also contain bound periodicals that are
John B. Cade Website

The Library’s website is http://www.lib.subr.edu

Online Catalog

The online catalog is an electronic database that helps students locate books, journals, magazines and other resources in the library’s collection. The online catalog can be accessed from any computer as well as your mobile devices.

To Find Books

- Go to the library’s website: http://www.lib.subr.edu
- Locate FIND
- Click Book and Journals
- Enter your search under POWER SEARCH, i.e., WORD or PHRASE, AUTHOR, TITLE, SUBJECT, SERIES, PERIODICAL
- Locate TYPE and select Book from the list of options
- Click SEARCH
- Search Results will list the number of title
- Each record will include: Title of Book, Author, and Year of Publication, Number of Copies Available/Location. (See Example Below)

Libraries use classification systems to organize the books on the shelves. A classification system uses letters and/or numbers (call numbers) to arrange the books so that books on the same topic are together. This arrangement results in “serendipitous browsing” you can find one book in the catalog, go to the shelf, and an even better book is sitting right next to it. All books in the John B. Cade Library at Southern University are arranged according to the Library of Congress Classification (LC Classification) System.

What does the call number mean?

A call number is like an address; it tells you where the book is located on the shelf. Each book, and journal, etc. has its own unique call number which is attached to the book’s spine or upper left hand
corner of the cover (or envelope). A book’s call number also appears in the catalog entry in the library’s online catalog. The Library of Congress Classification arranges materials by subjects. The first sections of the call number represent the subject of the book. The letter-and-decimal section of the call number often represents the author’s last name. And, as you recall, the last section of a call number is often the date of publication. For a complete breakdown of call numbers visit the Library of Congress website at: http://www.loc.gov/catdir/cpso/lcco

1. First, look at Line 1:

Books are arranged in **alphabetical order**, by the letters on the first line of the call number.

**Example:** first come all the D call numbers, then all the DA call numbers, then DB, etc.

![Example of alphabetical order](image1)

2. Next, look at Line 2:

Within the DA call numbers, books are arranged in **number order**.

The numbers are arranged in numerical order, from low to high.

**Example:**

![Example of number order](image2)

3. Then look at Line 3:

**Line 3** of the call number has a letter **and** a number. The **letters** are in **alphabetical** order.

![Example of alphabetical order with number](image3)
Then read the numbers— but BEWARE!

The numbers are not WHOLE numbers, they are DECIMAL numbers!

Example: A55 is read as A .55—this is why A55 comes before A6 (A .55, A .6, A .65, etc.)

**How to locate a book on the shelf**

**Lower Level (1st Floor)**

The main level of the John B. Cade Library is comprised of the reference collection. Please note that these materials circulate only within the library.

**Upper Levels (Floors 2-4)**

The upper level of the library is comprised exclusively of the circulating collection; all books located here may be checked out. Please ask for assistance if you are having difficulty locating material. Books are checked out at the Circulation Desk located on the 1st Floor of the library.
Book Location Guide

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

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)

Library’s Databases

John B. Cade Library subscribes to over 100 databases that are specialized and cover multiple disciplines. The Southern University community (students, faculty, and staff) can access databases on-campus and off-campus. Off-campus access is restricted to current students only.

How to Locate Periodicals

E-Journals by Title gives you the option to search electronic journals by title or subject.
Databases A to Z gives you a complete list of databases to which the library subscribes.
Databases by Subject gives you the option to search databases according to subjects i.e., Education, Business, Psychology, Nursing, etc.
Finding E-Journals on-campus

- Enter the library's website [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click Articles and Databases
- Select Databases A to Z
- Scroll down and locate the alphabet bar
- Select the database of your choice
- Click on Off-Campus
- Enter your search

Finding E-Journals off-campus

- Enter the library's website [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click Articles and Databases
- Select Databases A to Z
- Scroll down and locate the alphabet bar
- Select the database of your choice
- Click on Off-Campus
- You will be prompted to login to LOUIS Licensed Databases
- Enter your USERID (or ALTID) = BANNER IDENTIFICATION NUMBER (Example: S0123456)
- PIN=CHANGEME
- Select Southern University from the drop down menu/Click Authenticate
- Enter your search
Photocopier Machines

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

*Students will need a current SU Identification Card to utilize photocopier machines.

Microfilm Readers

Microforms are reduced photographs of newspapers, journals, books, magazines, government documents. Microfilm readers are available in the following areas in the library.

| 3rd Floor | Camille Shade | 2 microfilm/microfiche reader/printer |

Computer Labs and Equipment

Printing

Print jobs from computer research can be retrieved from the following areas in the library.

| 1st Floor Copy Center | 2nd Floor Learning Resource Center (Computer Lab) |
Library Student Employee Job Descriptions

**JOB TITLE: ARCHIVAL ASSISTANT**

**JOB SUMMARY:** Provides clerical support to the SU Archives Department

**REPORTS TO:** Archivist

**SCHEDULE:** Works 15-20 hours per week, Monday-Thursday 8:00 am-4:45 pm (No nights or weekends)

**DUTIES:**
1. Promote the timely transfer of non-current records of enduring value to archives
2. Assist the Archivist in setting processing priorities
3. Review finding aids using local and national standards.
4. Plan for the addition of archival records in electronic format.
5. Provide administrative reference to university administrators, faculty, and staff making special request.
6. Transfer paper documents from file cabinets to archival acid-free folders.
7. Store archival acid-free folders into storage boxes.
8. Remove paper clips and staples from paper collections.
9. Answer patron request via phone, walk-ins, fax, and email.

**QUALIFICATIONS:**
1. Reliable
2. Attention to detail
3. Familiarity with office procedures
4. Able to work independently with minimal supervision

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**JOB TITLE: ASK HERE DESK ASSISTANT**

**JOB SUMMARY:** Assists in processing and re-shelving materials in the reference collection.

**REPORTS TO:** Head of Reference

**SCHEDULE:** 2 hours per day, 2-3 days per week, weekdays, between 8:30 a.m.-4:30 p.m.

**DUTIES:**
2. Assist with special projects.
3. Shelf-read the reference collection on a regular basis.
4. Answer directional questions
5. Assist students with photocopiers, and fax
6. Answer telephone

**QUALIFICATIONS:**
1. Dependable
2. Accurate
3. Attention to detail
4. Able to work independently with minimal supervision
5. Familiar with the Library of Congress Classification System
JOB TITLE: ASK HERE DESK ASSISTANT  SECOND & THIRD FLOORS

JOB SUMMARY: Maintain the Information Desk on the assigned floor; other duties as assigned.
REPORTS TO: Information Resources Librarian
SCHEDULE: 2 hours per day, 2 or 3 days per week, weekdays, between 8:30 am and 4:30 pm.
DUTIES:
1. Answer directional questions.
2. Assist computer users with kiosk work stations
3. Assist library users in locating books through the online catalog
4. Assist library users in locating books on the shelves.
5. Answer telephone
6. Assist with special projects as needed

QUALIFICATIONS:
1. Dependable.
2. Detail-oriented.
3. Able to work independently with minimal supervision.

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JOB TITLE: CAMILLE SHADE/SPECIAL COLLECTIONS ASSISTANT

JOB SUMMARY: Assists in the Camille Shade/ Special Collections Department.
REPORTS TO: Head of Special Collections
SCHEDULE: Varies: approximately 10-20 hours per week, between 8:00 am-4:30 pm.
DUTIES:
1. Answer directional questions
2. Assist library users in locating books through the online catalog
3. Assist library users in locating books on the shelves
4. Assist with re-shelving materials
5. Assist library users utilizing the microfilm reader machine
6. Answer telephone
7. Assist with special projects as needed

QUALIFICATIONS:
1. Dependable
2. Have working knowledge of computers, scanners, and copy machine
3. Good communications skills
4. Excellent customer service skills
JOB TITLE: CIRCULATION ASSISTANT

JOB SUMMARY: Assist patrons with the use of library facilities and provides general and directional information.

REPORTS TO: Circulation Supervisor
SCHEDULE: Hours vary; days, evenings, and/or weekends.

DUTIES:
1. Checks library materials in and out from the library’s circulation collection
2. Answer the telephone, directing calls to the proper department/staff member or by taking messages.
3. Answer general and directional questions for patrons
4. Answer patron inquiries regarding John B. Cade Library holdings through the use of the catalog
5. Monitors the incoming and outgoing security gates, investigating each alarm
6. Serves all library patrons courteously and promptly
7. Shelf read book stacks for accuracy of shelving
8. Gather un-shelved books and return them to the Circulation Desk for check-in
9. Work on shifting projects as assigned

QUALIFICATIONS:
1. Must be able to provide service to library users (in person or on the telephone) in a courteous, efficient manner
2. Dependable
3. Knowledgeable of library policies and procedures
4. Pays attention to detail
5. Possesses excellent communication skills both verbal and written
6. Able to work independently with minimal supervision

JOB TITLE: COLLECTIONS AND RESOURCE DEVELOPMENT ASSISTANT

JOB SUMMARY: Assists in the Collections and Resource Development Department in the processing of new books and government documents in print.

REPORTS TO: Assistant University Librarian for Collections & Resource Development
SCHEDULE: 4 to 8 hours per week, weekdays between 8:30 am-12:00 pm or 1:00 pm-4:30 pm.

DUTIES:
1. Search for duplicate resources.
2. List gift books in Excel folder.
3. Assist with shelving and shifting books in stacks.
4. Other duties as needed.

QUALIFICATIONS:
1. Dependable
2. Detail-oriented
3. Able to work independently with minimal supervision
JOB TITLE: COMPUTER LAB ASSISTANT

JOB SUMMARY: Provides support to library technical operations.

REPORT TO: Computer Lab Supervisor

SCHEDULE: Varies: approximately
10-20 hours per week,
between 7:30 am-10:00 pm

DUTIES:
1. Monitor computer lab to ensure proper operation of equipment.
2. Assist students with the use of Microsoft Office Suite.
3. Assist with maintaining effective operation of the lab equipment such as computer, printer, scanner and copy machine.
4. Make sure all printers and copy machines have proper supplies to operate properly.

Qualifications:
1. Dependable
2. Having working knowledge of Microsoft Office Suite, Blackboard, Live Text, computers, printers, scanners, copy machine, and fax machine
3. Good communications skills
4. Excellent customer service skills

JOB TITLE: MUSIC LISTENING STUDENT ASSISTANT

JOB SUMMARY: Assist in the Music Listening Department in the processing of new music and serving all visitors.

REPORT TO: Head of Music Listening

SCHEDULE: 10 to 20 hours per week, weekdays between 8:30 am-12:00 pm or 1:00 pm-4:30 pm. No nights or weekends.

DUTIES:
1. Search for resource material
2. Photocopying
3. Word Processing
4. Knowledge of the library’s online catalog
5. Filing Skills
6. Assist with shelving material resource in the department
7. Keeping up with students identification cards and head phones
8. Other duties as needed

Qualifications
1. Courteous
2. Dependable
3. Able to work independently with minimal supervision
JOB TITLE: STACKS MAINTENANCE ASSISTANT

JOB SUMMARY: Assist with the Stacks Maintenance Supervisor in maintaining the circulating collection of more than 1 million volumes located in the John B. Cade Library stacks.
REPORTS TO: Circulation Supervisor

Schedule: One weekly 2 hour shift; weekdays 8:30 am -4:30 pm. No weekends/nights

DUTIES:
1. Re-Shelve books
2. Shelf read call numbers
3. Maintain assigned section-face, edge, & straighten books
4. Miscellaneous tasks

QUALIFICATIONS
1. Dependable
2. Familiar with the Library of Congress Classification Scheme
3. Detail oriented
4. Accurate and conscientious
5. Able to work independently with minimal supervision

JOB TITLE: STUDENT WORKER, OFFICE OF THE DEAN

JOB SUMMARY: Provides assistance in the Office of the Dean of Libraries
REPORT TO: Assistant to the Dean

SCHEDULE: Varies: approximately 10-20 hours a week, between 8:30 am-4:30 pm

DUTIES:
1. Answering telephone
2. Serving as a receptionist
3. Filing
4. Delivering packages and letters to various places on campus
5. Help with supplies
6. Other duties as assigned

QUALIFICATIONS:
1. Great interpersonal and communication skills
2. Dependable
3. Knowledge of computers
4. Previous office experience helpful

NOTE: Must be interviewed by the Dean before being hired in the office.
## Library Student Employee Training Checklist

### General Overview:
- **Yes/No** Student received training packet
- **Yes/No** Library hours explained
- **Yes/No** Student completed Library Virtual Tour
- **Yes/No** Library expectations and student conduct explained

### Physical Layout:
- **Yes/No** Floor Directory explained
- **Yes/No** Designated Break Area explained
- **Yes/No** Departments explained
- **Yes/No** Computer Labs explained
- **Yes/No** Periodicals (Bound, Microform, Electronic) explained

### Library’s Website:
- **Yes/No** John B. Cade Library’s Webpage
- **Yes/No** Online catalog search commands
- **Yes/No** Holdings
- **Yes/No** Locations
- **Yes/No** Call Numbers
- **Yes/No** Student shown how to locate a book on the shelf
- **Yes/No** Library’s Databases explained
- **Yes/No** Student shown how to locate a periodical (all formats)

### Equipment:
- **Yes/No** Photocopier machines
- **Yes/No** Computer workstations
- **Yes/No** Location of microfilm readers
- **Yes/No** Computer Labs and equipment
- **Yes/No** Printing

### Expectations:
- **Yes/No** Punctuality
- **Yes/No** Attendance
- **Yes/No** Communication
- **Yes/No** Team Work

### Ongoing evaluation procedure explained:
- **Yes/No** Library Student Employee Policy and Procedure explained
- **Yes/No** Library Student Employee Job Description explained
- **Yes/No** Student Employee Absence/Tardiness formed explained
- **Yes/No** Student Employee Evaluation explained
- **Yes/No** Post Test administered