Distance Learner Handbook

John B. Cade Library
167 Roosevelt Steptoe Avenue
Baton Rouge, Louisiana 70813
(225)771-2841

Created by: Maletta Payne, Emerging Technologies Librarian 2014
Email: maletta_payne@subr.edu

Emma Bradford Perry, Dean of Libraries
Library Mission Statement

The John B. Cade Library is committed to providing, presenting, and preserving a wide range of information resources for the Southern University Community. Librarians utilize innovative approaches in working with faculty and students to help them discover, use, manage and share information that supports research, teaching, and learning.

Distance Learner Library Services

The goal of Distance Learning Library Services is to provide access to information resources for students who take classes through the Distance Learning programs at Southern University and A & M College.

Services include:

- Document Delivery & Interlibrary Loan
- Access to the library’s collections
- Research assistance
- Virtual tutorials for library instruction
- Electronic course reserves (Blackboard)
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The John B. Cade Library is committed to providing exceptional services and resources to all Southern University students, regardless of how you are receiving your education. As an online student, you perhaps don’t have the same campus access as other students. Therefore, every effort will be made to provide access in a seamless manner, irrespective of the format of the materials. The Library has a variety of services and resources of which we hope you will take full advantage as you pursue your education.

The Library is the “Heartbeat of the University,” as it is an indispensable component necessary in the operation of this institution. We strongly and supportively encourage you to use the Library as often as you need. The exceptional Library faculty and staff stand ready to assist you in whatever manner you need. Do not hesitate to contact us if you need help.

As Dean of Libraries, I have an “Open Door Policy” which allows you to contact me or stop by my office at any time. I will be happy to see and assist you – no appointment needed. Should you need to contact me about anything related to the Library, feel free to do so at your convenience. If we can’t assist with your concern in the Library, we will direct you to the appropriate source. It is our desire to have no one leave the Library disappointed.

Emma Bradford Perry
Dean of Libraries
Library Assistance

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

<table>
<thead>
<tr>
<th>Library Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FALL &amp; SPRING HOURS</strong></td>
</tr>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>7:30 am-12:00 am</td>
</tr>
<tr>
<td><strong>SUMMER HOURS</strong></td>
</tr>
<tr>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>7:30 am-8:00 pm</td>
</tr>
</tbody>
</table>

*Holiday and Special Events will be posted on the library’s website. http://www.lib.subr.edu*

Ask Here Desk
The Ask Here Desk is staffed with librarians who can help you brainstorm research topics, find sources, and answer any relative questions you have. Contact the Ask Here Desk at (225)771-2841.

Library Liaisons
John B. Cade Library Liaisons provide students, faculty, and staff specialized assistance in their areas of expertise, supporting academic programs at Southern University.
(See complete list of library liaisons on page 19-20 of the Distance Learner Handbook.)

Information Literacy Virtual Instruction
Virtual tutorials and instructional teaching modules developed by librarians are available on the library’s website. Students are introduced to the online catalog, electronic and print services, as well as basic reference services available.

Reference Appointment Request
John B. Cade Library is pleased to offer a reference appointment services to Distance Learner students. Distance Learner 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 can run 30 minutes to an hour. Appointments can be held via Skype, by phone, or email, however, look forward to meeting with you personally.

Skype Virtual Reference Appointment Request
Skype allows distance learners to schedule an appointment with librarians using a microphone, webcam and instant message over the internet. Skype is available to download at http://www.skype.com.

Phone Appointment Request
Phone the Ask Here Desk 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, by clicking on the bottom left of the library’s homepage.

Email
If you have any questions, you can email a librarian at library@subr.edu.

Off-Campus Access
The EZProxy system allows off-campus access to information resources that are restricted to Southern University students, staff, and faculty. If you use electronic resources from an on-campus computer, your computer is identified as being on the campus network and you can access resources seamlessly. EZProxy allows your off-campus computer to be identified as a part of the university network.

If you are not on-campus you will prompted by EZProxy to enter the following:

USER NAME = BANNER IDENTIFICATION NUMBER example: S0123456
PIN = CHANGEME

Technical Support
If you have any problems accessing databases remotely please contact the Ask Here Desk at (225)771-2841 or the Systems and Technology Office at (225)771-4934.

Library Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Website: <a href="http://www.lib.subr.edu">http://www.lib.subr.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean of Libraries</td>
<td>(225)771-4990</td>
</tr>
<tr>
<td>Ask Here Desk</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/Federal &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>

Southern University Campus Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Website: <a href="http://www.subr.edu">http://www.subr.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology and Network Services Help Desk</td>
<td>(225) 771-3935 Ext. 228</td>
</tr>
<tr>
<td>Blackboard Access/Email Access</td>
<td>(225)771-4397</td>
</tr>
<tr>
<td>SU Campus Information</td>
<td>(225)771-4500</td>
</tr>
<tr>
<td>SU Bookstore</td>
<td>(225)771-4330</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(225)771-2790</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>(225)771-3922</td>
</tr>
<tr>
<td>Comptrollers Office</td>
<td>(225)771-5600</td>
</tr>
<tr>
<td>Banner Website</td>
<td>banner.subr.edu</td>
</tr>
</tbody>
</table>
Electronic Library Resources

Library Website
Website: http://www.lib.subr.edu
John B. Cade Library’s website provides access to library resources and services as well as electronic indexes and databases.

Online Catalog
The online catalog is an electronic database that helps patrons locate books, journals, magazines and other resources in the library’s collection.

Complete list of resources found in the online catalog

| Southern University Archives/Manuscripts | Journals |
| Audio Visual (VHS, DVD) | Maps |
| Books | Microforms (microfilm, microfiche) |
| Electronic books | Music ensemble set |
| Electronic journals | Newspapers |
| Electronic media (CD-ROM, disk) | Posters, pictures, art work |
| Magazines | Reference Books |

To access the online catalog
- Enter the library’s URL http://www.lib.subr.edu
- Locate FIND
- Click on Books 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 on Search
- SEARCH RESULTS will list the number of titles found
- Each book record will include: Title of Book, Author, and Year of Publication, Number of copies available /Location. Click on the hyperlink title to get more information. (See example below)

If you have any questions concerning the online catalog please contact the Ask Here Desk at (225) 771-2841.
Requesting books in the library’s collection

Once you have identified materials in the library’s collection, Interlibrary Loan Services (ILL) will locate these items either in our library collection or from another library. Users must establish an account on ILLIAD, the electronic interlibrary loan system.

To access ILLIAD

- Go the library’s website: http://www.lib.subr.edu
- Locate Services
- Click on Interlibrary loan
- Enter your user name and password
- If you have not created an account click on First Time Users

Please indicate in the NOTE FIELD on the ILL form that you are a distance learner student (See example below). If you have any questions please contact Ms. Linda Forsythe (linda_forsythe@subr.edu), or phone the Circulation Desk at (225)771-2855.

Library materials will be charged out to your library account and forwarded to you via mail if you live outside of the Baton Rouge area. The borrower is responsible for return postage. Borrowed items may be renewed via the online catalog when you sign in to your account through the online catalog. (See renewing books)
Distance learners receiving materials through the mail from the library collections are subject to the same overdue fines, replacement cost for lost items, and charges for damaged or mutilated materials, as all borrowers.

Non-circulating Materials

Library materials are classified as non-circulating for a variety of reasons. High-use materials (e.g. reference and reserved works) are non-circulating to ensure availability to all students. Fragile and rare materials (e.g. manuscripts and rare books) are non-circulating to protect them from wear and theft. Non-circulating materials can only be used on-site. In some cases, the non-circulating material can be scanned or photocopied.

Circulation Policies for Distance Learners

<table>
<thead>
<tr>
<th>Loan Period for Distance Learner Students</th>
<th>28 Days</th>
</tr>
</thead>
</table>

There is a **28-day loan period** for Distance Learners. Books checked out to Distance Learners through John B. Cade Library General Collection are subject to the Circulation Department Policies on borrowing materials (See library website). Each book checked out to distance learners will have a due date stamped inside the book’s cover. Distance Learner Students can renew a book as long as there are no holds on the title and your library account is clear of fines.

Please note an overdue fine will prevent students from accessing the library electronic resources (databases) remotely. All library fines can be paid through Banner Accounts. For more information, please contact the Circulation Department at (225)771-2855.

Special Collections: Camille Shade/Black Heritage Collection

<table>
<thead>
<tr>
<th>Loan Period for Distance Learner Students</th>
<th>14 Days</th>
</tr>
</thead>
</table>

Non-circulating items
- Reference collection
- Archives, manuscripts
- Special collections

How to renew books electronically

- Go to the Library’s Website
  [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Under FIND click on Books and Journals
- Locate MY ACCOUNT
- Click on RENEW MY MATERIALS
  *Circulating materials may be renewed ___.

- USER ID=BANNER IDENTIFICATION NUMBER (Example: S01234567)
- PIN=CHANGEME
- Click on LIST OF CHARGED ITEMS
- Renew your books
Accessing Electronic Books

To access EBSCOhost eBook Collection off campus

- Enter http://www.lib.subr.edu
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Locate LETTER E
- Select eBook
- Select OFF CAMPUS
- You will be prompted to login to LOUIS Licensed Databases
- Enter your USRERID (or ALTID)= Banner Identification Number (example:S012233456)
- Pin=CHANGEME
- Select Southern University from the drop down menu
- Click on Authenticate

If you experience any problems accessing EBSCOhost eBooks please contact the Ask Here Desk at (225)771-2841 or contact Systems and Technology at (225)771-4934.

Electronic Book Database Search

To search for eBooks:

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 Download (Offline) link to check out the book and read it on your computer using Adobe Digital Editions.
4. 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. Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.
Electronic Book Detailed Record

A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

Directory of Open Access Books

Open access (OA) is the practice of providing unrestricted access via the Internet to peer-reviewed scholarly journal articles.

Open Access Website

- Directory of Open Access Books
  Website: [http://www.doabooks.org](http://www.doabooks.org)
  Description:

Electronic Periodical Databases

The library subscribes to over 100 databases covering specialized and multiple disciplines. Electronic periodicals databases are accessible by:

- Alphabetical title list
- Subject
- Title

To access electronic periodicals

- Go to the library’s website (http://www.lib.subr.edu)
- Locate FIND
- Click on Articles and Databases
- Scroll down and locate the alphabet bar
- Select the appropriate database
- Click on OFF-CAMPUS
- You will be prompted to login to LOUIS Licensed Databases
- Enter your USER NAME=
  BANNER IDENTIFICATION NUMBER
  (example: S0123456)
- PIN=CHANGEME
- Authenticate
- Enter your search

*The minimum browser requirements for EBSCO Interfaces are as follows:

<table>
<thead>
<tr>
<th>Browser</th>
<th>Minimum Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>7.0 or later</td>
</tr>
<tr>
<td>Fire Fox</td>
<td>8.0 or later</td>
</tr>
<tr>
<td>Safari</td>
<td>5.1 or later</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>16 or later</td>
</tr>
<tr>
<td>Other</td>
<td>Java Script, Cookies Enabled</td>
</tr>
</tbody>
</table>

The recommended screen resolution for EBSCOhost is 1024x768
DOAJ (Directory of Open Access Journals)

DOAJ offers over 2,500 scholarly electronic full-text periodicals covering different subject areas. Subjects include:

- Agriculture and Food Sciences
- Arts and Architecture
- Biology and Life Sciences
- Business and Economics
- Chemistry
- Earth and Environmental Sciences
- General Works
- Health Sciences
- History and Archaeology
- Languages and Literatures
- Law and Political Science
- Mathematics and Statistics
- Naval Science
- Philosophy and Religion
- Physics and Astronomy
- Science General
- Social Sciences
- Technology and Engineering

Accessing DOAJ

- Go to http://www.doaj.org
- Click on Search
- Enter your Subject

LibGuides

LibGuides is a content management and publishing tool used by librarians to create subject guides, training modules, and information portals for library resources available at John B. Cade Library. (See the LIBGUIDE website http://subr.libguides.com/)

Google Scholar

Google Scholar searches scholarly literature covering many disciplines and sources including: articles, theses, books, abstracts, etc. To access Google Scholar go to: http://scholar.google.com

Electronic Newspaper Databases

Access electronic newspaper databases through the library’s A to Z list. Electronic newspaper databases include:

- African American Newspaper Databases 1827-1998
- AP News
- Ethnic Newswatch
- Regional Business News
- Lexis Nexis Academic
- Newspaper Source
- Southern Digest (Campus Newspaper) http://www.southerndigest.com/

Reference Databases available at John B. Cade Library

- To access reference databases go to the library’s website at http://www.lib.subr.edu
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Select a reference database
The John B. Cade Library is a selective depository for U.S. government publications, as a partner in the Federal Depository Library Program of the U.S. Government Printing Office; the library provides free public access to its collections. GPO’s Federal System (FDsys) provides free online access to official publications from all three branches of the Federal Government. Through FDsys you are able to:

- Search for documents and publications
- Browse for documents and publications
- Access metadata about documents and publications
- Download documents and publications in multiple renditions or file documents

Website:
- http://www.gpo.gov/fdsys/

If you have any questions or need assistance please contact Dr. Charlotte Henderson at (225)771-2646.
Louisiana Public Document Depository Program

Louisiana government agencies publish many documents that are of interest to the general public.

Louisiana Public Document Depository Links
- State Library Catalog  (Website: http://ipac.state.lib.la.us/ipac20/ipac.jsp?profile=sll#focus)
- Louisiana State Documents Digital Archive  (Website: http://louisdl.louislibraries.org/cdm/landingpage/collection/p267101coll4)

If you have any questions or need assistance please contact Dr. Charlotte Henderson at (225)771-0071.

Document Delivery Services

Interlibrary Loan
What is Interlibrary Loan?
Interlibrary Loan allows Southern University students, faculty and staff to borrow materials not available at John B. Cade Library from other libraries in the United States. All requested materials from Interlibrary Loan take 2-4 weeks from the date of request. Southern University students can request books, book chapters, journal articles, and magazine articles through Interlibrary Loan. Student must create an Interlibrary Loan Account from the library’s website (http://www.lib.subr.edu) to utilize this service.

How to submit an interlibrary loan request
- Go the library’s website: http://www.lib.subr.edu
- Locate Services
- Click on Interlibrary loan
- Enter your user name and password

If you have not created an account click on First Time Users
Ingentaconnect

Ingentaconnect is a pay-per-view service that host scholarly books and journals from a range of different publishers. Ingentaconnect offers one of the most comprehensive collections of academic and professional research articles online. Patrons can submit an article request by completing the Ingentaconnect Registration Form from the library’s website.

How to submit an Ingentaconnect request

- Go to the library’s website (http://www.lib.subr.edu)
- Locate Services
- Click on Ingentaconnect Registration Form

LALINC

LALINC is the Louisiana Academic Library Information Network Consortium. LALINC is a service for graduate students, distance learner students, faculty, and staff of Louisiana Colleges and Universities allowing patrons to borrow materials from academic libraries other than their own.

Criteria for utilizing LALINC

- Currently enrolled student (graduate, distance learner students), or an active faculty or staff member of a Louisiana College, or university
- In good standing with the library (no fines)

LALINC POLICIES and PROCEDURES

A. General Guidelines: The undersigned libraries agree to permit borrowing of materials by designated levels of users at participating institutions. All users will present a valid LALINC [Louisiana Academic Library Information Network Consortium] Borrowing Card issued by their home library and provide a picture ID. The “home library” is that of the institution in which the student is duly registered or the faculty/staff member employed. The process and policy for authorization of users and issuance of the identification card will be assumed by the home library. Issuance of the LALINC Borrowing card indicates that the issuee is a member in good standing with the home library and that the home library will be responsible for the use of materials of other libraries by that individual.

B. Circulation Policies: All patrons must abide by the host library's circulation policies and procedures that usually apply to undergraduate students. This includes length of loan period, fines and fees for overdue and lost materials, and other special restrictions such as copyright.

C. Overdue and Fines: Since the card is issued by the home library, the home library has the final responsibility for insuring that the books checked out from the host library are returned to the host library. Each library should notify patrons from other institutions and the “home library” about overdue materials and fines in the manner described by its own procedures. At an appropriate time, the home library will issue a check to the host library for books not returned,
regardless of the fact that fees may not have been collected from the patron by the home institution.

D. Levels of Reciprocity: Levels range from 1-4 with (one) as the most restricted reciprocity. Each institution selects one level at which they will reciprocate with any other reciprocating LALINC institution. The level selected reflects the maximum level at which an institution agrees to reciprocate for borrowing and lending.

- Level 1 - Faculty/Staff only
- Level 2 - Faculty/Staff and Graduate Students
- Level 3 - Faculty/Staff, Graduate Students, and Undergraduate Restricted [2]
- Level 4 - Faculty/Staff, Graduate Students, and Undergraduates

The lowest common level of reciprocity between any two institutions is the level at which the institutions will reciprocate (example: Institution A is Level 2 and Institution B is Level 3 - these two institutions would reciprocate at Level 2). Reciprocity selected by each institution will be provided on a chart annually.

E. Statement of Responsibility: As stated in A. General Guidelines, Issuance of the LALINC Borrowing Card indicates that the issuee is a member in good standing with the home library and that the home library will be responsible for the use of materials of other libraries by that individual. As in interlibrary loan agreements, the home library is ultimately responsible for its patrons, and the home library is required to assist in the recovery of materials and fines from uncooperative/unresponsive/difficult patrons for host libraries. The LALINC Card/Reciprocity Borrowing Agreement is a privilege and not an entitlement. This privilege can be withdrawn from uncooperative patrons as well as uncooperative libraries.

*F. Distance Education: Distance Education students including undergraduates are extended the reciprocal borrowing privilege. Distance Education supercedes a library’s designated level of reciprocity (example: A library is Level 2 but it will extend privileges to a properly identified undergraduate distance education student). The library at the institution where the distance education course is originating will be responsible for authenticating distance education patrons and issuing LALINC Reciprocal Borrowing Cards. The reciprocating library may provide additional services through arrangements made between institutions. A staff member at each institution will be designated the distance education liaison/contact point for questions from distance education students.

Please note that possession of a LALINC card does not guarantee borrowing privileges from all Louisiana academic libraries. Policies differ from library to library, and the lending library has the option to honor the LALINC card based upon the status (undergraduate, graduate, faculty or staff) of the cardholder.

When borrowing materials from other academic libraries please present your LALINC Card issued by John B. Cade Library and a Southern University Identification Card. All LALINC patrons must abide by the lending library’s circulation policies and procedures. If you have, any questions Ask a Librarian at (225)771-2841.
## LALINC LENDING INSTITUTIONS

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Faculty/Staff</th>
<th>Graduate Students</th>
<th>Undergraduate Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baton Rouge CC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bossier Parish CC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Centenary College</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes*</td>
</tr>
<tr>
<td>Delgado CC</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Dillard University</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Grambling</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>L.E. Fletcher Technical CC</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Louisiana College</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>LSU</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes*</td>
</tr>
<tr>
<td>LSU Law Center</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LSU HSC New Orleans</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LSU HSC Shreveport</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>LSUA</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>LSUE</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Undergraduate students who request borrowing privileges from Centenary must present a signed letter of introduction from the director of their home library indicating a specific expiration date for borrowing privileges.

*LSU requires presentation of a valid Visa or MasterCard account in order to obtain LALINC borrowing privileges.
<table>
<thead>
<tr>
<th>Institution</th>
<th>Yes</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSUS</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes*</td>
</tr>
<tr>
<td>*Centenary students who request borrowing privileges from LSUS must present a signed letter of introduction from their library director indicating a specific expiration date for borrowing privileges.</td>
<td></td>
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