



# Porter Henderson Library Library Newsletter



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## Word from the Director .....Maurice Fortin, Library Director

Welcome to the ninth year of the *Library Newsletter*. Yes, you read correctly; there is a new title for the *Newsletter*. The new title reflects the Library's efforts to keep the entire ASU community informed on the resources, services and developments within the Library. The first issue of each year is the annual guide to services offered by and operations in the Library and a means to bring you up to date with some of the changes made during the previous academic year. If you have any comments or suggestions, please send them to me ([Maurice.Fortin@angelo.edu](mailto:Maurice.Fortin@angelo.edu)) or stop by the Library for a chat and a free cup of coffee.

## Improvements and Other Developments During FY 04

Construction **IS OVER**. In mid summer 2004, Lee Lewis Construction finished the majority of the construction project for the Library's Third Floor. Units began moving into their new areas during the first week of August. The parking lot opened officially on Tuesday, August 24. Hopefully everything will be ready for the start of the fall semester. A diagram of the new floor is available on page 11 and online at <http://www.angelo.edu/services/library/thirdfloorfacilities.htm>.

The Library's new neighbors include the Communications, Drama, and Journalism departmental and faculty offices. This academic department also has a television studio, production facilities, offices and workroom spaces for the *Ram Page*, and classrooms. The English Department's Writing Center moved from the Library's Basement to the Third Floor. Information Technology will operate a new computer lab with more stations than the lab in the MCS Building. The Center for Academic Excellence occupies the northwest corner of the floor. This area includes the office and lounge for the Honors Program. There are two large storage rooms for Library and Archival materials also located on this new floor. The Library extends a warm welcome to its new neighbors.

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Part of the benefits for the Library from the new floor is the gaining of over 10,000 square feet of space on the existing three floors of the Library. The Library Director submitted a three-phased plan for remodeling of these existing floors to the Provost in spring 2004. Hopefully, portions of or the entire proposal will be funded in the years to come.

Two small parts of the remodeling program are already underway. A new, small computer lab will be available on the Library's First Floor. The "Quick Lab" occupies the area formerly housing the current newspapers, new books, and best sellers. The lab has six to seven workstations, a printer, and a scanner. It is designed to be a self-service lab with no attendant on duty. Students can access basic software packages and e-mail from this lab. The new books and best seller shelves are now located in "Roscoe's Reading Den." This new comfortable seating area is located on the Second Floor by the big picture window.

The remaining articles in the *Newsletter* provide more details on other significant improvements and new services. Again let me welcome you back to another great year at Angelo State University.

## Reference Unit (Not Madame Librarian's Reference Desk!)

.....Mark Allan, Head Reference Librarian

Welcome to all returning students and faculty as well as all "Fish!" In my own way, I am also a "Fish," as this semester will mark my return to the classroom to teach a for-credit University class (USTD 1201). Although I have been spending a great deal of time in the classroom teaching "one-shot" library instruction classes to both graduate and undergraduate students, I am again looking forward to the teacher-student rapport that develops in a semester-long course, and the joys of being involved in students' intellectual development.

The Reference Unit at ASU's Porter Henderson Library is responsible for a variety of functions including:

- o educating University students, faculty, and staff in the use of information resources,
- o facilitating the University population's access to information resources,
- o providing assistance to Library users – in particular the University population – with regard to the use of these resources, and
- o helping to identify information resources relevant to the University's curriculum and population.

In addition, the Reference Unit encompasses Electronic Resources and Government Documents – the individual Reference Librarians most knowledgeable about these areas will address these specialties later in this *Newsletter*.

### Education – Information Literacy

The Reference Unit encourages faculty whose students are going to be performing research to schedule library instruction sessions. These sessions afford students the opportunity to learn about general or topic-specific resources available in the Library, research techniques applicable to these resources, as well as the evaluation and utilization of information. To schedule either a general lower-division session or a more specific, advanced session for upper-division or graduate students, please call Mark Allan at 942-2511 or e-mail me at Mark.Allan@angelo.edu.

Alternatively, the Library is increasingly making use of online tutorials in order to more flexibly meet the needs of ASU faculty, as well as both on and off-campus ASU students. Online library tutorials meeting the needs of several large populations of ASU students have been jointly developed by Mark Allan (Reference) and Hongxia Yang

(Media/Circulation) for subjects including English 1302 and Nursing (Undergraduate and Graduate), as well as Biology 1480. If your Department has a large student population that you feel may be benefited by a general or specialized online tutorial, please contact the Library Director, Maurice Fortin, at 942-2222, ext. 222, or Maurice.Fortin@angelo.edu.

### Student and Faculty Assistance - Reference Desk

Students, faculty, and staff are encouraged to make use of the Reference Desk when "ready reference" services are needed. The Librarians who provide reference assistance consider the development of information literacy skills a priority for our students. To help inculcate these skills, the Librarians staffing the Desk are happy to instruct and assist patrons in the use of the Library's wide range of electronic and print services, as well as in the searching techniques required to utilize these resources effectively. Patrons are encouraged to ask for assistance at the Reference Desk, by calling the Desk at 942-2222, ext. 234, or by sending e-mail to Reference@angelo.edu.

### Interlibrary Loan/Document Delivery

Interlibrary Loan (ILL) services are available to Angelo State University students, faculty and staff for books, articles, and other resources that are not owned by the Library. These items can often be obtained from another library, subject to copyright restrictions. Usually there is no charge for ILL; a fee will only be passed on if the lending institution charges one. All **books** requested through ILL must be checked out at the Circulation Desk. Alternatively, faculty can designate a proxy to pick up their items. Complete the "Faculty Checkout Request Form" available at [http://www.angelo.edu/services/library/circ/index .htm](http://www.angelo.edu/services/library/circ/index.htm) and present it to the Circulation Desk staff, AS WELL AS the proxy's *activated ASU OneCard* AND the Faculty member's *activated OneCard*. Every one of these elements is required in order to protect against fraud and preserve the privacy and integrity of the Faculty member's Library account. All patrons (including faculty) with overdue ILL books will be assessed a one dollar per day overdue fee. Photocopied **articles** can be picked up at the Circulation Desk,

or will be delivered to Faculty offices by a Library Student Assistant or via Campus Mail.

- ILL requests can be submitted three ways:
- o ILL requests made through the various online bibliographic databases;
  - o web forms on the Library's website; or
  - o printed forms available at the Library.

The Library strongly encourages the use of online ILL requests if at all possible, as it facilitates interlibrary loans and permits the fastest filling of such requests. For more information contact Sharon Weber at 942-2154 or Sharon.Weber@angelo.edu.

## Make Your Life Easier With New RamCat Features

.....Antonella Ward, Electronic Resources/Reference Librarian

The Porter Henderson Library is pleased to announce the availability of several new patron empowerment features in RamCat, to allow for an easier and more efficient use of the Library's online catalog. Authorized users can access the following features by supplying their patron barcode, PIN, and last name on RamCat's Login screen:

**My Search Preferences:** You can change RamCat's default search settings to your favorite search parameters. Items such as the type of search and the number of records to display per page can be customized to your defaults. Your preselected search parameters will remain operative every time you search RamCat, until you decide to change them.

**My Bookbag:** You can save up to 1,000 bibliographic records of your choice, and retrieve, view, edit and print them at a later time. Entries in your personal "bookbag" remain available to you indefinitely, until you decide to delete them.

**My Saved Searches (+SDI):** You can configure RamCat to save up to 25 different search queries for reuse at another time. RamCat can also be set up (via SDI) to perform your saved search queries at specified intervals, and to notify you by e-mail when new items are added to the collection that meet your search criteria.

## Government Documents and Maps

.....Janetta Paschal, Government Documents/Reference Librarian

### Government Documents

The Porter Henderson Library has been a member of the Texas State Publications Depository Program since 1963, and a selective depository for the Federal Depository Library Program since 1964. The Library is one of forty-nine Texas libraries that receive a partial collection of State of Texas agency publications and also one of approximately 1,200 Federal depository libraries in the Federal Depository Library Program.

Governments, both state and federal, publish vast amounts of information in areas of interest to them. And governments, as we all know, are interested in many things: agriculture, business, health care, criminal justice, international relations, infrastructure, national security, and homeland defense, to name only a few. Governmental personnel are also very good at counting things. If you need statistics for almost anything imaginable some government agency has, no doubt, already

counted and compiled the data you require -- in some form or fashion.

State and federal agencies are also publishing more and more documents in electronic format than ever before. Last year the ratio of documents distributed in electronic format to paper format by the United States government, for instance, was 60 to 40, and increasing every year. Fewer publications are distributed in tangible formats. The Government Printing Office (GPO) makes more than 250,000 of these electronic publications available via *GPO Access*. GPO personnel may also assign persistent uniform resource locations (PURLs) to those items located on other departmental web sites, not in *GPO Access*.

But how do you locate these items, no matter what format? All current tangible government publications received by the Library are fully cataloged and appear in RamCat. If an online version of a document is available, too, there is a link included in the bibliographic information section

as well as the holdings display information in RamCat. You can access the title via this link, from anywhere on campus or at home. Records for electronic-only documents are being added to RamCat as well. These titles will have a "location" of either "Texas Document Online Resource" or "U.S. Document Online Resource." The majority of these electronic documents are in HTML, ASCII text, or PDF formats. Adobe Acrobat Reader, or other PDF viewer, is required to view the PDF versions.

Older publications from both the state and federal collections are being added to RamCat as time and resources permit. Although current federal publications appear in the online catalog, access to information on the majority of the older materials is available through various printed and online indexes. A series of printed indexes cover the years 1789-1995. Ask the Government Documents Librarian for assistance in locating older publications.

Online index versions cover more current time periods. For example, *GPO Monthly Catalog* in FirstSearch covers 1976 to the present, while the *Catalog of U.S. Government Publications* in *GPO Access* covers 1994 to the present. Links to electronic documents appear in both of these online indexes. *GPO Access* and *GPO Monthly Catalog* are accessible from the RamNet pages, from the "Government Documents and Maps" web page (<http://www.angelo.edu/services/library/govdocs/index.htm>), and from the "United States Government Information" web page (<http://www.angelo.edu/services/library/govdocs/us.htm>).

Unfortunately, there are no comparable indexes (online or in print) for Texas publications. Information on state publications received by the Library over the last ten years can be located in RamCat.

As new shipments of documents are processed some publications are included on a monthly "Selected New Government Documents" list. The Library's "New Books & Government Documents" page (<http://www.angelo.edu/services/library/newbooks/index.htm>) contains links to the past four lists. For links to the past twelve lists see the separate "Selected New Government Documents" page (<http://www.angelo.edu/services/library/govdocs/newdocs.htm>).

## Maps

The majority of the Porter Henderson Library's map collection consists of 4,800 maps of the USGS 7.5 minute and 15 minute series Texas topographic maps. An "index" map marked with the available

quadrangles is kept at the Reference Desk. Users will also find *National Geographic* maps, Central Intelligence Agency maps received through the Federal Depository Library Program, and highway maps received from the State of Texas in the Collection housed in the map cabinets in the Reference Room.

The forty topographic maps covering Tom Green County and many of the maps for the surrounding counties have been cataloged. Search RamCat for the subject "Texas—Maps, Topographic" to retrieve a list of those quadrangles which have been cataloged at this time. Finding lists for both the 7.5 minute series and 15 minute series are available online via the "Topographic Maps and Resources" page at <http://www.angelo.edu/services/library/govdocs/mapstopo.htm>. Maps received from the State of Texas, the CIA maps, and some of the other older maps are also cataloged and can be located in RamCat.

Government published maps can also be found elsewhere in the Reference Room. In the Texas Documents Collection the *Geologic Atlas of Texas* sheets are shelved alphabetically by sheet name at Z UA220.7 G292a. The *Geologic Quadrangle* maps of Texas are shelved by report number at Z UA 220.7 G292q. Soil survey maps of Texas counties are located with the *Soil surveys* in the United States Documents collection under the general call number of A 57.38. The surveys are then shelved alphabetically by county name.

Just as other types of publications are appearing on the Internet, many maps are now available online as well. For example, PDF versions of the CIA maps are available online via the electronic version of the Agency's *World Factbook* at <http://www.odci.gov/cia/publications/factbook/index.html>. (This link, and one to archived issues of the *Factbook*, appears in RamCat on the *World Factbook* record.) The "Maps, Aerial Photographs, and Satellite Images" page (<http://www.angelo.edu/services/library/govdocs/maps.htm>), organized by subject, includes links to a wealth of online information on maps, aerial photographs, and satellite images.

If you have any questions about government documents or maps and how they can provide additional resources for your classes and/or research, contact Janetta Paschal, Government Documents/Reference Librarian, by e-mail at [Janetta.Paschal@angelo.edu](mailto:Janetta.Paschal@angelo.edu), or by telephone at 942-2300, ext. 230.

## Government Documents – Check Them Out!

After 40 years as a federal and state depository the Library began circulating its government documents housed in the United States and Texas Documents Collections at the beginning of the Summer I session. Prior to this policy change only those documents cataloged and shelved in the Stacks collection on the second floor could be checked out for use outside the Library.

### Borrowing Periods and Privileges

Regular circulating documents have the following loan periods:

- Undergraduate and Graduate Students and ASU Staff: 21-day loan period, 2 renewals, no limit on the number of items. (For Teaching Assistants, see ASU Faculty privileges listed below.)
- ASU Faculty: 21 day loan period, 5 renewals, and no limit on number of items. For the term of their appointments, graduate students serving as Teaching Assistants will have the same borrowing privileges as ASU faculty.
- All other authorized users: 21 day loan period, 1 renewal, and no limit on number of items.

Maps and CDs have differing loan periods:

- Undergraduate and Graduate Students and ASU Staff: 3 days, 1 renewal;
- ASU Faculty: 1 week, 2 renewals;
- All other authorized users: 3 days, no renewals.

Some documents cannot be checked out without approval. These include microfiche, designated CD titles, items published more than 30 years ago, items in fragile condition, and items considered to be rare.

For complete information on the circulation of Texas and United States documents see Policy and Procedure memorandum #13 (“Circulation of Government Documents (Texas and United States)”) at <http://www.angelo.edu/services/library/policies/ppm13.htm>.

### Friends of the Porter Henderson Library and West Texas Collection

The Friends organization helps promote the Library and the West Texas Collection in the community. Since their organization in 1998, the Friends have purchased furniture, furnished coffee for the students during finals, helped with displays, conducted an annual book sale, sponsored workshops, and have established the Joe Bill Lee Scholarship for a student assistant in either the Library or WTC. Faculty and staff are encouraged to support this worthwhile organization.

**Circulation**.....Angela Skaggs, Circulation Librarian

### Changes!

- Beginning August 30, the Library will be opening at 7:30 a.m., Monday through Friday.
- Your *activated* ASU OneCard is now your library card. *All former ASU ID cards are invalid, and can no longer be used in the Library.*
- The Library will no longer stamp the date due in your borrowed materials. Instead you will be given a printed receipt that indicates when the item is due. Lose your receipt? Just log onto RamCat (click on the red “Login” box at the top of the screen and follow the directions) and check online to see what you have checked out and when it is due. From the same screen, you can even do online renewals of materials that are renewable.

**Note:** So that staff may conduct closing procedures, the Circulation Desk closes 15 minutes before the doors of the Library are locked. You will need to conclude your Circulation business prior to this time. Bells are sounded approximately 30 minutes and 15 minutes prior to closing to alert users that closing time is approaching.

## Borrowing Periods and Privileges

Regular circulating books borrowed from the Porter Henderson Library have the following loan periods:

- Undergraduate Students: 21-day loan period, 3 renewals, no limit on number of items; maximum of 5 overdue items before blocking;
- Graduate Students: 42-day loan period, 1 renewal, no limit on number of items; maximum of 5 overdue items before blocking;
- ASU Faculty: semester loan period, 5 renewals, no limit on number of items; maximum of 5 overdue items before blocking;
- ASU Staff: 42-day loan period, 1 renewal, no limit on number of items; maximum of 5 overdue items before blocking;
- Family Members of ASU Faculty/Staff: 21-day loan period, 1 renewal, limited to 10 items; maximum of 5 overdue items before blocking;
- ASU Faculty/Staff Retirees and Their Spouses: 21-day loan period, 1 renewal, limited to 10 items; maximum of 5 overdue items before blocking.

Juvenile books circulate for a 7-day loan period to all borrowers except ASU faculty, who receive a semester loan period, subject to recall after the initial 21 days.

Audio-visual materials from the Media Collection circulate for a 7-day loan period to ASU faculty. Other borrowers are limited to a 3-day loan.

**A Word of Caution:** You are responsible for all library materials checked out on your OneCard. ASU Faculty/Staff and Retirees are also responsible for all items checked out to their dependents. Changes in family status should be reported to the Circulation Desk so that the database files can be kept current. Treat your ASU OneCard as you would a credit card. If your card is lost or stolen, report it immediately to the Circulation Desk so that your old card can be voided. A new OneCard can be obtained at the ASU OneCard Office (Room 100, Administration Bldg.).

Remember to let the Library's Circulation Desk know about changes in your current address and telephone number. This will enable the Library to send you:

- courtesy reminders about overdue books;
- notices concerning the availability of items on which you may have placed "holds" or "recalls;"
- recall notices alerting you that an item you have checked out has been recalled and now has a new due date;
- notices that an item you wanted which was "in processing" is now ready and waiting for you.

## Course Reserves

Faculty should make requests for placing materials on reserve **at least ONE working week prior to the date on which the materials are needed**. The time required to process reserve requests varies with the workload of the Circulation/Reserves unit, the availability of materials, and the accuracy of the information supplied with the request. **All requests are processed in the order received.**

Course Reserve materials circulate for one of the following loan periods, as designated by the requesting faculty member:

- *Closed Reserve* must be used in-house, must be returned within 2 hours, and cannot be renewed.
- *24 Hour Reserve* can be checked out whenever the Circulation Desk is open, and must be returned before the library closes the next day.
- *Three Day Reserve* can be checked out whenever the Circulation Desk is open, and must be returned any time prior to closing three days later.

To facilitate maximum access to these materials for all students, no renewals are permitted for the items placed on Course Reserve, and students are asked to limit themselves to only 2 Reserve items at a time.

## TexShare Library Card Program

TexShare is a state-wide cooperative program designed to improve library service to all Texans. The TexShare Library Card Program allows registered users of participating TexShare institutions to have direct, personal access to library materials that are not available at the home institution. Many Texas public and academic libraries participate in the Card Program. For ASU students, faculty, and staff to participate, a person must:

- Obtain a TexShare Card at the Porter Henderson Library's Circulation Desk,
- Present identification as required,
- Observe the policies of the lending library,
- Return the materials in person or by first-class mail to the lending library,
- Pay assessed charges for lost materials, or materials returned late or damaged,
- Surrender the TexShare card if requested by TexShare library staff.

Policies of TexShare libraries can be found on the TexShare web site at <http://www.texshare.edu/generalinfo/about/programs.html>

Circulation Desk personnel issue TexShare Library Cards. Library staff can also assist you in identifying participating libraries.

## **Media Services** ..... Hongxia Yang, Media Librarian

### **Staff**

There are two fulltime staff members in the Media Collection: Hongxia Yang, Media Librarian, and Irma Haney, Library Assistant. Should you have any questions or requests, please contact them at 942-2313.

**Note:** Although the Media Collection is not staffed during all Library hours, the collection can be accessed at all times by asking at the Circulation Desk for assistance.

### **Collection**

The Media Collection contains the Library's non-print materials – VHS tapes, laserdiscs (LDs), DVDs, CDs, audiocassettes, LPs, 16mm films, slide collections, microfilm, and microfiche. Viewing and listening equipment is available for everyone's in-library use. Faculty and staff can check out some of the equipment for classroom use.

### **Major Services**

- The regular checkout period for faculty is one week; students and other library users have a 3-day checkout period.
- Faculty may place reserves for 1 day or "In Room Use" on Media materials. Additionally, you may bring in personal materials for student use. All personal materials are limited to "In Room Use."
- The Media Collection also has a small Viewing Room that can accommodate approximately 20 people. Please call ahead for reservations if you would like to use the Viewing Room for a class.

### **Other Services**

- For a small fee, overhead transparencies and laminations (less than 50 pages) can be made for ASU students, faculty, and staff.
- Three coin-operated microform reader/printers are located outside of the Media Collection for patron use. We also provide custom printing service upon a patron's request.
- Should you need information in order to request a video purchase, catalogs from video vendors are kept on file in the Media Collection.
- With the "retirement" of the Library's satellite dish, Information Technology's Multimedia Production provides access to satellite teleconferences and channels such as the PBS Adult Learning Satellite Service. Contact Purnell Curtis or Elaine Beach (942-2911) to make arrangements.

### **Tips for Searching RamCat**

All media items can be searched by title, just as you would search for book titles. The Detailed Record includes a summary of the video contents. If you have a topic, but not a title, use a Relevance Search. To eliminate print materials from your search, choose "videorecording" or "sound recording" from the "Quick Limits" box. Use the "Limits" button to place more specific limits, such as a date range.

## The Book Drop Returns!

With the new Third Floor construction completed, the Library's free-standing book drop has been repositioned on the back porch of the Library. Please use this receptacle to return books, but not government documents or non-print materials such as CDs or videorecordings. These items should be returned to the Circulation Desk inside the Library.

### Acquisitions.....Javad Maher, Acquisitions Librarian

The primary responsibilities of the Acquisitions Department are to coordinate collection development activities, purchase library materials, and license access to electronic information resources. Members of the faculty have been assisting the Library in the selection of materials to satisfy their and their students' research needs and to build the collection for future scholars. Funds covering the purchase of library materials and access charges are allocated annually to each department of instruction based on a formula devised by the University Library Committee.

### Ordering Library Materials

Faculty requests to purchase materials for the Library are generally made through the head of each academic department. Orders must be approved by the head of the department or an appointed representative/liaison before materials can be ordered. Library materials may be ordered through Acquisitions on-line order form at <http://www.angelo.edu/forms/cgi/acquisitions.html> or by using printed order request cards or other methods (*i.e.*, marking trade catalogs, bibliographies, *Choice* cards, etc.). Order request cards are available from this Department and at the Circulation or Reference Desks.

Rush orders may be submitted via e-mail to [Acquisitions@angelo.edu](mailto:Acquisitions@angelo.edu), by filling out the on-line order form, or by faxing to the Library (942-2198). Rush orders must be clearly marked "RUSH" to be processed as such.

All order requests need to be submitted before April 15th of each year so that the Library is able to meet its deadline for the commitment of its budget. After April 15th, any remaining funds in academic accounts will be placed in the "Excellence Fund." Each academic department may submit requests for expensive library materials that normal allocations cannot cover. A subcommittee from the University Library Committee will then approve expenditures from the Excellence Fund.

Quarterly reports of the academic departments' library budget status are sent to heads of departments and library liaison officers. Monthly reports are sent to academic deans. Please do not hesitate to inquire about your budgetary situation at any time. Members of the faculty or requesting departments are notified by the Library of any canceled orders and the reason for the cancellation. Turnaround time varies according to the format of the materials ordered and ranges from two to twelve weeks. The arrival time can also vary due to the date of publication/production. Last year the average turnaround time was 18.5 days.

### Acquisition Units

The Monographs Unit is responsible for ordering and processing monographs. As orders are placed, a record is entered into Voyager (RamCat) so that patrons will be aware that the item is "on order." Upon receipt, the status will change to "received" as the material is sent to Cataloging.

The Serials Unit is responsible for ordering, receiving, claiming and preserving print serial titles and on-line databases. There are presently over 1,562 current print subscriptions and over 12,000 unique online full-text journals, available to the ASU community.

The Financial Unit is responsible for accounting and record keeping of the Materials Budget. This Unit also handles standing orders/continuations. General questions and specific inquiries about the status of orders should be directed to the main department number (942-2312). For additional information and many useful links to the publishing world please visit Acquisitions' web page at <http://www.angelo.edu/services/library/acq/index.htm> on the Library's web site.



## West Texas Collection

..... Suzanne Campbell,  
Head of the West Texas Collection

The West Texas Collection (WTC), located on the second floor of the Houston Harte University Center, collects, stores, preserves and makes accessible for scholarly research selected historical and genealogical manuscripts, records, books, pictorial, and other related materials. The WTC also serves as the primary depository for documents and records related to the history, development, and operations of Angelo State University.

Subjects covered by materials in the Collection include genealogy, Texas history, folklore, and farming and ranching. Manuscript holdings include personal and family papers, courthouse records, and records of organizations.

The Collection houses photographs and negatives in various collections, including a large number of photographs from the *San Angelo Standard-Times* which detail the evolution of San Angelo and the surrounding areas. The microform holdings include census records (complete for Texas), tax rolls, death indexes, and many area newspapers.

## University Archives

..... Alexander Cano, University Archivist

The University Archives are located in the West Texas Collection. Materials within the archives cover a wide range of topics and sources relating to the history of Angelo State University. Some documents date back to 1928 and the founding of San Angelo Junior College. Included among the holdings are yearbooks, student newspapers, catalogs, course schedules, photographs, reports, and administrative files. These resources are stored in a temperature and humidity controlled environment.

The staff welcomes the addition of new materials to the archives. A guide is available upon request to help departments decide if their files are suitable for transfer. The University Archives are available to students, faculty, staff, and the general

public. Patrons can view documents in the reading room of the Dr. Ralph R. Chase West Texas Collection. For further information please contact Suzanne Campbell or Alex Cano at 942-2164.

## Cataloging

..... Shirley Richardson, Cataloger

The Cataloging Department receives new materials from the Acquisitions Department and prepares them for use by the Library's patrons. The materials, which may include books, serials, media, or computer software, are cataloged using the Library of Congress classification system and national standards for descriptive and subject cataloging. Most of the cataloging records are obtained from an international cooperative network of libraries, OCLC. They are downloaded from the OCLC database into Voyager (RamCat) and revised as necessary. Some materials for which no cataloging record exists require original cataloging by our staff. These original records are added to the OCLC database for other libraries around the world to use. After cataloging, the materials are processed and sent to the shelves for patron use.

### Schedule of Hours (when school is in session)

#### Library

Sunday ..... 1:00 p.m.-10:00 p.m.  
Monday-Thursday ..... 7:30 a.m.-Midnight  
Friday ..... 7:30 a.m.-6:00 p.m.  
Saturday ..... 9:00 a.m.-6:00 p.m.

#### West Texas Collection

(Located on the University Center's 2<sup>nd</sup> Floor)  
Monday-Wednesday ..... 10:00 a.m.-5:00 p.m.  
Thursday ..... 10:00 a.m.-8:00 p.m.  
Friday ..... 10:00 a.m.-5:00 p.m.  
Also open by appointment (325-942-2164)

## Porter Henderson Library Calendar, 2004-2005

August 30-Sept. 4 .....	Regular Fall Schedule
September 5-6 .....	<b>CLOSED (Labor Day)</b>
September 7-Nov. 23.....	Regular Fall Schedule
November 24.....	7:30 a.m. - 5:00 p.m.
November 25-27.....	<b>CLOSED (Thanksgiving Holidays)</b>
November 28-Dec. 11.....	Regular Fall Schedule
December 12-15.....	Extended hours for final exams
December 16-17.....	Regular Fall Schedule
December 18-19.....	<b>CLOSED</b>
December 20-23.....	8:00 a.m. - 5:00 p.m.
<b>(The West Texas Collection will be CLOSED December 20-January 10)</b>	
December 24-January 2.....	<b>CLOSED (Christmas Holidays)</b>
January 3-7 .....	8:00 a.m. - 5:00 p.m.
January 8-9 .....	<b>CLOSED</b>
January 10-14.....	8:00 a.m. - 5:00 p.m.
January 15-17.....	<b>CLOSED (Martin Luther King, Jr. Day)</b>
January 18-Mar. 11.....	Regular Spring Schedule
March 12-13.....	<b>CLOSED</b>
March 14-18.....	8:00 a.m. - 6:00 p.m. (Spring Break)
March 19.....	<b>CLOSED</b>
March 20-23.....	Regular Spring Schedule
March 24.....	7:30 a.m. - 6:00 p.m.
March 25-27.....	<b>CLOSED (Spring Holiday)</b>
March 28-May 7 .....	Regular Spring Schedule
May 8-11 .....	Extended hours for final exams
May 12-13.....	Regular Spring Schedule
May 14-15.....	<b>CLOSED</b>
May 16-17.....	8:00 a.m. - 5:00 p.m.
May 18.....	<b>CLOSED (Staff training)</b>
May 19-20.....	8:00 a.m. - 5:00 p.m.
May 21-22.....	<b>CLOSED</b>
May 23-27 .....	8:00 a.m. - 5:00 p.m.
<b>(The West Texas Collection will be CLOSED May 21-29)</b>	
May 28-29.....	<b>CLOSED (Memorial Day)</b>
May 30 - July 6 .....	Regular Summer Schedule
<b>(The Library and the WTC will be CLOSED July 4, for Independence Day)</b>	
July 7 .....	8:00 a.m. - 6:00 p.m.
July 8-Aug. 12.....	Regular Summer Schedule
August 13-14.....	<b>CLOSED</b>
August 15-19.....	8:00 a.m. - 5:00 p.m.
August 20-21.....	<b>CLOSED</b>
August 22-26.....	8:00 a.m. - 5:00 p.m.
August 27-28.....	<b>CLOSED</b>
August 29.....	2005-2006 Schedule begins

**\*NOTE: Calendar subject to changes due to weather, construction, or other unforeseen circumstances.**

