



# Porter Henderson Library Faculty Newsletter



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Angelo State University

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## A Word from the Director

Maurice G. Fortin; 942-2510

Welcome to the fifth year of the *Faculty Newsletter*. This issue of the *Newsletter* is the annual guide to services offered by the Library and a means to bring you up to date with a few changes made during the previous academic year. If you have any comments or suggestions, please send them to the Library Director, Maurice G. Fortin or to the Library's e-mail address (Library@angelo.edu).

The Porter Henderson Library at Angelo State University possesses an array of facilities to support the various degree programs offered by the University. The total library holdings surpass 1,400,000 items in a variety of formats, comprising a collection which compares favorably with the national average for Masters I colleges and universities. The holdings include numerous materials received through the Library's designation as a depository for United States government documents and Texas State government documents; an important reference collection; a large selection of journals and periodicals; significant quantities of microform materials; research collections available in the West Texas Collection, and tapes, videos, CD-ROMs, and other audio-visual materials. The Library provides an ever growing number of electronic databases and on-line services which increase the access to information.

The Porter Henderson Library contains 80,000 square feet of space. Library facilities include approximately 300 study carrels conducive to efficient study and research, large reading and reference rooms, open stacks, media collection, and a microform reading area. One of the campus microcomputer labs is located on the 2<sup>d</sup> floor of the Library. Through the Library's Interlibrary Loan service and cooperative agreements with other libraries, faculty and students may request additional resources for their personal research and classroom assignments.

## New This Year

The Library continues to add new services and resources to meet the information needs of the ASU community. Information concerning Science Direct, changes to the TexShare system, and plans for a new integrated library automation system and on-line catalog are included in this and future issues of the *Newsletter*.

The Library's Web page underwent a total revision earlier this year. It now includes new links to various Internet related services, forms to send Interlibrary loan requests, and a host of other Library related services.

The West Texas Collection is moving to a new facility in the renovated University Center. Along with the move, there will be a name change. At the request of the Harte family, who generously gave the University a substantial gift to help pay for the Collection's new facility, furniture, and equipment, the Collection will now be known as the Dr. Ralph R. Chase West Texas Collection. Also thanks to the long time support and gifts from Mrs. Eva Tucker, the Collection will house the Eva Camuñez Tucker Center for the Study of Southwestern History and Culture. The new area will have nearly twice as much

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space as the former facility within the Porter Henderson Library. (For additional information on the West Texas Collection, please see p. 5.)

During the coming year, the Library plans to investigate new arrangements for providing services and changes in furniture for users and staff. These planned changes will improve the appearance and comfort levels for all users of the Library.

### New Librarian

Wanda Green is the newest addition to the Library staff. She joins us as the Document Delivery Librarian (a.k.a. Interlibrary Loan) and will also be seen out at the Reference Desk and at library instruction sessions. A native of West Texas, Wanda worked as a cataloguer for the Tom Green County library prior to joining the PHL team. Before her brief stint in the county library, she taught research skills classes to at-risk high school students in the Upward Bound program at the University of North Texas, and taught Adult Basic Education classes for San Angelo Independent School District. She holds a Masters in Library Science from the University of North Texas and received a BA in History from ASU. Unable to face the idea of no longer being a student, she is currently working on her Masters in History at ASU.

Wanda and her husband Randall share a house with two very independent cats, Russell and Hazel. The cats do not allow dogs in their house.

### Reference

Mark Allan; 2511

Ding, ding, ding!!! In this corner...



Its time again for another academic year, and an issue of *Reference Raw*, to introduce you to changes as viewed by Mark “The Animal” Allan, Head of the Reference Department. Before we step into the “squared-circle” of the Reference Room, I’d like to make particular mention of some of the valuable tools available to academic researchers. And no, the implements of the trade are not chairs (other than to sit in), spandex or leather costumes (please, not in the library), or cages to brawl in; but rather computers and electronic databases, paper materials such as journals and books, and microform documents.

Much research can be done in the comfort of your own home or office (flashy outfits ok!). Your main point of access to this information will be through the **Porter Henderson Library Home Page**, either by way of the ASU home page, or directly at <<http://www.angelo.edu/services/library/>> Please note the change of URL from that of last year; the University’s Information Technology Department restructured the University web server, which resulted in the new Internet address.

In order to find out what materials the Library owns *on premises*, access **RamCat** via the Library Home Page. RamCat may be utilized and searched a variety of different ways, either on-campus or off. Anyone can access this database to retrieve information about Library holdings.

To access online indexes and abstracts, choose the **RamNet** selection from the home page. A variety of different databases await your perusal on practically every subject area. Some databases even contain full-text articles online, often eliminating the need for a physical trip to the Library. And if you use the New FirstSearch databases, you can save time doing your interlibrary loan requests by requesting them directly through this service, thereby negating having to type in individual citations! (For more information, see the *Interlibrary Loan* portion of this newsletter). Note that off-campus access to RamNet requires individuals to either connect to the University’s computer services through Information Technology’s new “Dial-Up” access, or to utilize your own internet service provider and integrate the University’s proxy server into your computer’s system configuration. You *must* be a student, faculty or staff member to access RamNet from off-campus. For more information about either of the above remote-access methods, contact Information Technology at (915) 942-2911.

If you have a citation to a journal article, and want to see if it is available in an online and full-text format, check **RamCOPS** (Ram Current Online Periodical Subscriptions). This service will tell you what online database (if any) provides relatively *current* issues of the journal, magazine, or newspaper in an electronic format. It will also provide information as to whether the Library currently subscribes to a periodical. (RamCat will also provide this latter information, as well as information as to journal titles that the library owns but no longer subscribes to.)

A variety of other Library services can be utilized from the Library's web site. One can view **New Materials** that have been received by the Library (both book and selected government document titles), view **Library Hours**, or fill out **Electronic Interlibrary Loan Forms**. (This is an alternate method to either the aforementioned FirstSearch ILL request submissions or the paper request method, and also requires on-campus, dial-up, or proxy service access.) **Reference Questions via e-mail** can also be submitted from the Library web site.

On-campus services that the Reference department provides include: **Reference Desk** coverage to assist students, faculty, and staff with their research in-person, via telephone, or e-mail; arranging for **Bibliographic (Library) Instruction and Orientation** sessions for students that are conducted by a Librarian (which may be requested by any faculty member), and providing **Mediated Searching of Commercial Databases** via the *Dialog* and *STN* services to faculty and students. (Only the actual database charges are passed on to the individual and/or department.)

So don't beat your head against a turnbuckle! The Porter Henderson Library Reference Department tag team trio of **Janetta "the Joker" Paschal**, **Wanda "Warrior Woman" Green**, and **Mark "the Animal" Allan** are here to help you *take-down* those troublesome research questions and *body-slam* the academic year!

## Government Documents and Maps

Janetta Paschal; 2300

### Government Documents

Governments, both state and federal, publish a vast amount of information in many areas of interest to the government. As a depository for both United States and Texas government publications, Porter Henderson Library maintains collections of these materials. They are housed in separate areas at the back of the Reference Room.

Many of the Texas documents are fully cataloged and appear in RAMCAT. Although more and more current federal publications appear in the online catalog, access to the majority of these materials is still currently through various printed and online indexes. Several printed indexes cover through Jan. 1996. Online versions cover more current time

periods. For example, *GPO Monthly Catalog* in FirstSearch, available through RAMNET, covers 1976 to the present, while the *Catalog of U.S. Government Publications* in GPO Access, accessible through the Library's home page, covers 1994 to the present.

The federal government is attempting to move to a completely electronic "publishing" environment and is producing an increasing number of publications in this format. Links from the Library's home page provide users with a way to access hundreds of these publications available through the World Wide Web. Online versions of publications such as the *Code of Federal Regulations*, the *Federal Register*, the *Congressional Record*, and House and Senate hearings and reports are accessible through databases via GPO Access on the United States documents page <<http://www.angelo.edu/services/library/govdocs/us.htm>>. In addition to the links from the Library's web page, two workstations near the Reference Desk are dedicated to electronic information and publications (online and CD-ROM) from the government.

Meanwhile, the newly reorganized Texas documents page includes two new pages listing state agencies alphabetically and by subject and providing links to the official web sites. Go to the Texas government page for more information. <<http://www.angelo.edu/services/library/govdocs/tx.htm>>

A "Selected New Government Documents" page, organized by subject, is available on the "New Books" site <<http://www.angelo.edu/services/library/brandnewbooks.htm>> on the Library's home page. The list of new documents is updated monthly, or when the number of selected publications warrants an update.

### Maps

During the 2000 spring term a "Maps" page <<http://www.angelo.edu/services/library/govdocs/maps.htm>> became part of the Library's Home page. There is a wealth of online information on maps, aerial photographs, and satellite images available, organized by subject. For example, from this page users can access digital versions of the topographic maps produced by the US Geological Service, plan a driving trip using sites such as [excite.com](http://excite.com), find aerial photographs of San Angelo or Mars, consult online atlases and gazetteers, find historical maps of Texas



from the 1850s or from the Civil War, or find outline maps of any country in the world.

This summer the Library purchased the 40 USGS 7.5-minute topographic maps that cover Tom Green County. They will be available in a separate map file located in the Reference Room near the ERIC microfiche collection and the other maps and atlases. The Library also has a CD-ROM resource that provides seamless access to the Texas topographic maps. Maps can be viewed in two dimensions, or in three. *3-D TopoQuads* (North, South, and West regions) are available on Permanent Reserve at the Circulation Desk; they must be checked out and used in the Reference/Index area on the government documents workstation. (Watch future Library newsletters for more information on Texas topographic maps.)

If you have any questions about government documents and 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.

### Interlibrary Loan

Wanda Green; 2300



When material needed for research is not available in the Library's collection, the Interlibrary Loan (ILL) section will borrow it for you from another library. ILL is available to ASU faculty, staff, graduate, and undergraduate students. Usually there is no charge for ILL; you will pay only if a fee is charged by the lending institution.

ILL requests can be submitted three ways:

- 1) ILL Direct
- 2) web forms
- 3) printed forms

1) ILL Direct lets you make requests via the new *FirstSearch*. Data is captured from any *FirstSearch* database record and submitted directly to the Library. All you do is fill in your name. Since this eliminates the need for retyping bibliographic information and provides all needed information to the Library, ILL Direct will decrease the turnaround time between submitting and receiving your requests.

How do you use ILL Direct? It's simple: when you find a book or article not owned by ASU in *FirstSearch*, click the "ILL" button (found along the top right hand corner of the screen). Fill in the required personal information, click on "submit," and your request is on its way.

A word of warning about using ILL Direct from WorldCat: a single title will often have several entries in WorldCat. If so, make use of the "Libraries" button to find the record with the most Texas holdings. This will increase your odds of receiving the item quickly and free of charge.

2) Request interlibrary loans electronically through forms available on the Library's Home Page <<http://www.angelo.edu/services/library/ill/illreq.html>>. (Note: When using a computer off-campus, you will need to use the University's proxy server to access RamNet and the ILL web forms.)

3) Printed forms available at the Reference Desk.

ILL also has a document delivery service to all academic departments on campus. A student assistant will deliver received materials to departmental secretaries every weekday afternoon (except for holidays). Books should be returned to the Circulation Desk when you are finished.

Tips for faster ILL service:

- ?? Provide complete citation
- ?? Include the Standard Number (ISBN or ISSN)
- ?? Don't guess at abbreviations. If you aren't positive about the full title, write it as found in your source.
- ?? Fill in the maximum amount you are willing to pay in case the item is not available at no charge.
- ?? Write legibly

### Media Collection

Barbara Bergman; 2313



The Media Collection contains the Library's collection of videos, laser videodiscs, CDs, audio-cassettes, LPs, 16 mm films, and slide collections. Additionally, the Department also assists patrons with the microfilm reader/printers. Viewing and listening equipment is available for in-room or classroom use. The screening room can accommodate approximately 20 people.

Please note that 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.

### What's new: DVD

The Library has added a new format to its collection: DVDs. Titles include: *Cinema Paradiso*, *Daughters of the Dust*, *The Sixth Sense*, Richard Burton's *Hamlet*, Hitchcock's *The Birds*. To see the entire list, type "CO=DVD" in RamCat. A DVD player is available for checkout for classroom use.

### Media Reserves

The regular checkout period for faculty is one week; students and other library users are allowed to check items out for 24 hours. Therefore, you are encouraged to provide the Media Collection staff with a screening date so that a Classroom Use Reserve can be placed on the video (or other audio-visual) in order to guarantee availability. Additionally, you may bring in personal materials to be put on in-room reserve student use.

### Other Services

Overhead transparencies and laminations can be made for a small fee.

The library maintains a subscription to the PBS Adult Learning Satellite Service. The program schedule can be accessed at <http://www.pbs.org/learn/als/programs/index.html> The printed schedule is available upon request in the Media Collection. Programs may be ordered through Acquisitions.

All holdings are listed in RAMCAT. Tips for searching RAMCAT for audio-visual materials:

All items can be title searched, the same as you would for books. Use the Long View to see a summary of the video contents. If you have a topic but not a title, keyword searching can be used to limit a search to audio-visual formats, eliminating print items from the results. Adding "F.FMT." (meaning "film format") to a keyword topic will bring up videos, 16mm films, and filmstrips. The format code for audio formats is "m.fmt." (M for music) but "sound" also works.

- Ex: K=Othello and f.fmt.  
K=Shakespeare and m.fmt.  
K=Mozart and sound

## West Texas Collection

Suzanne Campbell; 2164



The WTC is currently close to the public in preparation for the move to the University Center. During this time the WTC is boxing and marking items for the move.

The new location for the Collection will be on the 2<sup>nd</sup> floor of the UC, in the space once occupied by the ballroom. This move allows the WTC to have almost twice as much space as before. The new area includes a display room, a reception area, a seminar room, the office of the WTU Resident Scholar, a large archival storage room, a microform room, the Elmer Kelton Reading Room and a workroom. The WTC will also display a new name—the Dr. Ralph R. Chase West Texas Collection. A part of the WTC will be the newly established Eva Camuñez Tucker Center for the Study of Southwestern History and Culture.

Due to the ongoing construction, an official re-opening date has not been set. Please watch for news regarding our grand opening.

### New Hours for WTC (when re-opened)

Mon. – Thurs. 10:00am-6:00pm  
Fri. 10:00am-5:00pm  
Sat. 10:00am-3:00pm  
Sun. Closed

### Friends of the Library

Thanks to the success of the Friends of the Library & West Texas Collection book sale, the Friends group has purchased several new sofas and chairs for the Library lobby. Make yourself comfortable!

### Acquisitions

Javad Maher; 2312



The primary responsibility of the Acquisitions Department is to coordinate the collection development activities, purchase the library materials, and provide access to electronic information resources. Members of the faculty have been assisting the Library in the selection of materials to satisfy their research needs, those of their students, and to build the collection for future scholars. Funds for 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 by using order request cards or other methods (*i.e.*, marking trade catalogs, bibliographies, Choice Cards, etc.). Order request cards are available from this Department (2312) or at the Circulation and Reference Desks. Rush orders may be submitted via e-mail to Acquisitions@angelo.edu, by filling out the online order request form on the Acquisitions Web Page <[http://www.angelo.edu/services/library/acq\\_ord\\_form.HTM](http://www.angelo.edu/services/library/acq_ord_form.HTM)>, or by faxing to the Library (942-2198). 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 afford to buy. A subcommittee from the University Library Committee will then approve expenditures from the Excellence Fund.

Quarterly reports of the academic department's library budget status are sent to library liaison officers and heads of departments, and monthly reports 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 as to the format of the materials ordered and ranges from two to twelve weeks. The arrival time can, also, vary with the date of publication/production.

### Acquisition Units

The **Monographs Unit** is responsible for ordering and processing monographs. As orders are placed, a record is entered into NOTIS (RAMCAT) so that patrons will be aware of "on order" status. Upon receipt, this status is changed to "in process" as the material is passed to Cataloging.

The **Serials Unit** is responsible for ordering, receiving, claiming and preserving serial titles. There

are currently over 1,900 print and more than 7,000 current online full-text journals available to the ASU community. RAMCAT includes list of print journals and holdings data. For a complete list of current print and online journals please select (RAMCOPS) from the Library web site.

The **Financial Unit** is responsible for accounting and record keeping of the Materials Budget. Standing orders/ continuations are also handled by this unit. General questions and specific inquiries about the status of orders should be directed to the main department number (942-2312). For additional information please visit our Web site on the Library's home page.

### Cataloging

Shirley Richardson; 2221

The Catalog 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, any sort of media, and 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 our local library database and revised as necessary. Some materials for which no cataloging record exists are cataloged originally by our staff and added to the OCLC database for other libraries around the world to use. After having been cataloged, the materials are then processed and sent to the shelves for patron use.

### Circulation

Angela Skaggs; 2051 x224

**Please Note:** So that staff may conduct closing procedures, the Circulation Desk closes **15 minutes** before the doors of the Library are locked. *On Sundays, the Circulation Desk and all terminals will close 30 minutes prior to closing to allow the Computer Center to perform necessary system backups.* Please 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 24-hour loan.

**A Word of Caution:** You are responsible for all library materials checked out on your RamCard. 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. Please treat your ASU RamCard as you would a credit card. If your card is lost or stolen, please report it immediately to the Circulation Desk so that your old card can be voided. A new RamCard can be obtained at the Residence Life Office.

Please 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:

- 1) courtesy reminders about overdue books;
- 2) notices concerning the availability of items on which you may have placed "holds" or "recalls;"
- 3) recall notices alerting you that an item you have checked out has been recalled and now has a new due date;
- 4) 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 work load 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 within 24 hours or as soon after that time as the library opens (if the 24 hour due time falls when the library is closed).

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:

- 1) Obtain a TEXSHARE Card at the Porter Henderson Library's Circulation Desk
- 2) Present identification as required
- 3) Observe the policies of the lending library (these policies can be found on the TEXSHARE Web Page: <<http://www.texshare.edu/>>)
- 4) Return the materials in person or by first-class mail to the lending library
- 5) Pay assessed charges for lost materials, or materials returned late or damaged
- 6) Surrender the TEXSHARE card if requested by TEXSHARE library staff

TEXSHARE Library Cards are issued at the Circulation Desk. Library staff can also assist you in identifying participating libraries.



### Library Staff

Director	Maurice G. Fortin	(915) 942-2222
Acquisitions	Javad Maher	2512
Cataloging	Shirley Richardson	2221
Circulation	Angela Skaggs	2051
Gov Docs	Janetta Paschal	2300
ILL	Wanda Green	2300
Media	Barb Bergman	2313
Reference	Mark Allan	2141
West Texas	Suzanne Campbell	2164

FAX (915) 942-2198

Library@angelo.edu  
 Reference@angelo.edu  
 Acquisitions@angelo.edu  
 ILL@angelo.edu

### Library Hours

Mon-Thur.	7:45am-Midnight (Fall/Spring) 7:45am-10:00pm (Summer)
Fri.	7:45am-6:00pm
Sat	9:00am-6:00pm
Sun	1:00pm-10:00pm

## PORTER HENDERSON LIBRARY CALENDAR 2000-2001

Aug. 28-Sept. 3	Regular Fall Schedule
Sept. 4	Closed (Labor Day)
Sept. 5-Nov. 21	Regular Fall Schedule
Nov. 22	7:45am to 5:00pm
Nov. 23-25	Closed (Thanksgiving)
Nov. 26-Dec. 15	Regular Fall Schedule
Dec. 16-17	Closed
Dec. 18-21	8:00am to 5:00pm
Dec. 22-Jan. 1	Closed (Christmas Holidays)
Jan. 2-5	8:00am to 5:00pm
Jan. 6-7	Closed
Jan. 8-12	8:00 am to 5:00pm
Jan. 13-15	Closed (Martin Luther King, Jr. Day)
Jan. 16-March 9	Regular Spring Schedule
March 10-11	Closed
March 12-16	8:00am to 6:00pm (Spring Break)
March 17	Closed
March 18-April 11	Regular Spring Schedule
April 12	7:45am to 6:00pm
April 13-14	Closed (Spring Holiday)
April 15-May 11	Regular Spring Schedule
May 12-13	Closed
May 14-18	8:00am to 5:00pm (Closed on the 16 <sup>th</sup> for staff training)
May 19-20	Closed
May 21-25	8:00am to 5:00pm
May 26-28	Closed (Memorial Day)
May 29-July 2	Regular Summer Schedule
July 3	7:45am to 6:00pm
July 4	Closed (Independence Day)
July 5	7:45am to 6:00pm
July 6-Aug. 10	Regular Summer Schedule
Aug. 11-12	Closed
Aug. 13-17	8:00am to 5:00pm
Aug. 18-19	Closed
Aug. 20-24	8:00am to 5:00pm
Aug. 25-26	Closed
Aug. 27	2001-2002 Schedule Begins

**Holiday Hours will be posted at the entrance of the Library and on the Library's Web Page.**