LIBRARY NEW FACULTY HANDBOOK for FY 10/11

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MISSION

To collaborate actively in the teaching, research, and service endeavors of Texas A&M University-Corpus Christi, through the delivery of information resources. To achieve this purpose, the library:

- Selectively acquires, organizes, preserves and provides access to information resources using current technology
- Provides information literacy instruction within a scholarly environment, thus promoting in its users the ability for critical thinking
- Actively seeks and maintains unique collections that reflect the development and culture of Corpus Christi and South Texas
- Maintains a physical environment conducive to research, study and the pursuit of lifelong learning

VALUES

Imbued in this mission are the values held by Mary & Jeff Bell Library staff members who carry out their daily activities by practicing:

- A commitment to providing quality service to all
- Professionalism: honesty, sincerity, dependability and accountability
- Friendliness and helpfulness
- Teamwork
- Open communication
- Adaptability and flexibility
- Respect for all patrons and their information needs (As library staff we understand that we are both teachers and learners.)
- Respect for all staff
- Appreciation for the contribution of all staff members
- A commitment to diversity as it regards staff and collection development
- A commitment to forming partnerships with faculty, community organizations, libraries, and other constituencies to achieve the library’s mission
WELCOME TO THE MARY AND JEFF BELL LIBRARY
Texas A&M University-Corpus Christi
http://rattle.r.tamucc.edu

LIBRARY HOURS

Monday-Thursday: .......................... 7:30 a.m. - 1:30 a.m.
Friday: ........................................ 7:30 a.m. - 8:00 p.m.
Saturday: ................................. 10:00 a.m. - 8:00 p.m.
Sunday: ..................................... 12:00 p.m. - 1:30 a.m.

Note: Operating hours are different during the summer and interim periods.

PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>(361) 825-2643</td>
<td>(361) 825-5973</td>
</tr>
<tr>
<td>Circulation</td>
<td>(361) 825-2340</td>
<td></td>
</tr>
<tr>
<td>Government Documents</td>
<td>(361) 825-5702</td>
<td></td>
</tr>
<tr>
<td>Information Literacy</td>
<td>(361) 825-2588</td>
<td></td>
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<tr>
<td>Interlibrary Loan</td>
<td>(361) 825-6557</td>
<td>(361) 825-2623</td>
</tr>
<tr>
<td>Library Systems/Media Center</td>
<td>(361) 825-2311</td>
<td></td>
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<tr>
<td>Periodicals</td>
<td>(361) 825-5908</td>
<td></td>
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<tr>
<td>Reference/Information Desk</td>
<td>(361) 825-2609</td>
<td></td>
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<tr>
<td>Special Collections &amp; Archives</td>
<td>(361) 825-2301</td>
<td></td>
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<tr>
<td>Systems</td>
<td>(361) 825-5528</td>
<td></td>
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<tr>
<td>Technical Services</td>
<td>(361) 825-2354</td>
<td></td>
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</tbody>
</table>

Computer Labs in Library (Open when the library is open)

- The Library’s Instruction Center: Room 109
  Note: Room 109 (LIC) is the library’s designated instruction lab, but is a general access lab when it is not reserved by instructing Librarians.
- Systems/Media Center (Second floor of the Library Room 217)
Library Liaisons
CIRCULATION POLICIES FOR FACULTY

Circulating Materials
- Books
- Government Documents
- Curriculum Collection
- Juvenile Collection
- Systems/Media

Non-Circulating Materials
- Special Collections
- Archives
- Periodicals*
- Maps*
- Reference*

*Special checkouts to faculty are allowed on a limited basis

Check out Period: All circulating materials, with the exception of Systems/Media items (see below) and Curriculum item (3 week loan periods), can be checked out for 6 months, or 180 days. This check out period begins the day the item is checked out from the library.

Use of Graduate or Student Assistants: If you would like a Graduate or Student Assistant to check out materials in your name, you must first complete the Check-out Authorization Form and turn it in to any Library Service Desk. Once this form is received, only those listed will be authorized to borrow materials using your account. Students who wish to check out materials in a faculty member’s name and who present the faculty member’s card WILL NOT be permitted to check out the items without prior authorization. A copy of the Check-out Authorization Form is located on page 7 in this handbook, and additional copies are available at the Circulation Desk and the Systems/Media Center Desk.

Renewal Policy: Checked out materials may be renewed by telephone (ext. 2340) or online for an additional 180 days, after 90 days (½ of the loan period). Patrons may review the items currently on their record by going to the online catalog at http://rattler.tamucc.edu, and selecting “View your own record”. Patrons enter their name and identification number, and a list of items and due dates appears. Patrons may renew items if their record is not blocked. There is a limit of 3 renewals per item. If the item is not renewed and is overdue, the library reserves the right to recall the item for another patron.

Book Pick-Up Service: Circulation Department staff will be glad to pick up any checked-out material from your office on campus. Please call the Circulation Desk (ext. 2340).

Systems/Media and Audiovisual Items

Check out Period: All Systems/Media material can be checked out for 14 days. This check out period begins the day the item is checked out from the library.

Use of Graduate or Student Assistants: If you would like a Graduate or Student Assistant to check out materials in your name, you must first complete the Check-out
Authorization Form and turn it in to any Library Service Desk. Once this form is received, only those listed will be authorized to borrow materials using your account. Students who wish to check out materials in a faculty member’s name and who present the faculty member’s card WILL NOT be permitted to check out the items without prior authorization. A copy of the Check-out Authorization Form is located in this handbook, and additional copies are available at the Circulation Desk and the Systems/Media Center Desk.

Renewal Policy: Systems/Media/non-print materials may be renewed by telephone (ext. 2311) for an additional 14 days. If the item is not renewed and is overdue, the library reserves the right to recall the item for another person.

Item Limit: You may check out no more than 30 items at any time. If you should require a larger number of checked out items you may request a waiver of this limit from the Circulation Supervisor.
Instructor Name: ___________________________  Phone: ____________________
(Please Print Last, First)

Email Address: ____________________________________________________________

I authorize that the following individuals can borrow items or remove materials from the library under my name.

Name(s) of individuals authorized to borrow materials under my name:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

PLEASEx NOTE: Authorized borrowers must present their own $andDollar$ Identification Card in order to borrow materials for faculty members.

Please check which types of materials are authorized:

___ Systems/Media (videos, CDs, LDs, DVDs, etc.)
___ Print (Books, Government Documents, Periodicals, etc.)
___ Reserve materials owned by instructor
___ Inter-Library Loan material

Allow authorization until the end of:  Fall 20___  Spring 20___  Summer 20____

___ I have received a copy of the library fines policy.

___ I understand that this authorization is in effect only for the semester(s) indicated above.

___ I understand that the authorized borrowers MUST show a valid $andDollar$ Identification Card in order to borrow or remove materials.

I understand I bear full responsibility for the timely return of these materials. I agree to reimburse the library for any materials that are late, lost, or damaged according to the Library’s fines and replacement fees schedule.

_________________________  ______________________________
Signature of Faculty Member:  Date:

Rev.7/08
FINES POLICY FOR OVERDUE LIBRARY MATERIALS

General Fines Policy

- All library patrons (i.e., faculty, students, staff, and community members) will be charged fines for overdue materials.
- All fines must be paid in full at the library’s circulation desk or at the Bursar’s office. The library will accept cash, check, or SandDollar card for the charges. Patrons wishing to pay by credit card must pay at the Bursar’s office.
- When charges for overdue material reach $15.00, a block will be placed on the patron record to halt further borrowing until the Circulation Department removes the block.
- Students will be barred from receiving transcripts if overdue fines are not paid.
- The maximum late fee that can be accrued for each item is $50.00

Fine Rates

Books and Government Documents - $0.25 per book or government document, per day. When fines accumulate to $15.00 (60 days) a block will be placed on the patron’s borrowing privileges.

Systems/Media materials - $0.50 per item, per day. When fines accumulate to $15.00 (30 days) a block will be placed on the patron’s borrowing privileges.

Reserve materials (2 day and 7 day check out) - $0.50 per reserve item, per day. When fines accumulate to $15.00 (30 days) a block will be placed on the patron’s borrowing privileges.

Reserve materials (3-hour check out) - $3.00 per reserve item, per hour. When fines accumulate to $15.00 (5 hours) a block will be placed on the patron’s borrowing privileges.

Notification

Patrons with email accounts will be notified by email after the item is due and has not been returned. It is important that the library has an e-mail address that is checked frequently. Subsequent notices will be sent on a regular basis. These notices are sent as a courtesy, it is ultimately the patron’s responsibility to return items by the due date. Failure to receive or acknowledge overdue notices will not absolve the patron of accrued fines. Patrons, including faculty, may renew materials online, by phone or in person. Overdue materials may be renewed online, unless fines have reached $15.00. At that point, patrons may call the Circulation Desk to renew overdue items.

Patrons may check the items currently on their record by going to the online catalog at http://rattler.tamucc.edu, and selecting “My Account” in the find tab. Patrons enter their name and Student Identification Number, and a list of items and due dates appears.
Patrons may renew items if their record is not blocked and if the item has not been placed on hold by another patron.

Lost Items

- If an item is declared lost at the time it is due, the patrons will not accrue fines but the replacement cost and processing fee for replacement of the book must be paid or borrowing privileges will be blocked.

- Depending on when the patron declares the item as lost, the following will be paid:
  1. Before fines accrue to $50.00, the patron will pay the following: Fine charges + replacement cost of book + $10.00 processing fee
  2. After fines accrue to $50.00, the patrons will pay the following: $50.00 dollars + replacement cost of book + $10.00 processing fee

Appeals Process

The Student Government Association (SGA) Judicial Board is responsible for adjudicating library fine appeals on all circulating library materials. Fines on materials designated as “Library Use Only,” including reserve items, may only be appealed in writing to the Library Director.

Forms to appeal library fines can be picked up at the Library’s Circulation Desk or from the Student Government Judicial Board at the Student Organization Center in the University Center, Room 204. This applies to both student and faculty fine appeals.

Circulations Services Contacts:

Robert Rios (Dept. Supervisor)  
Information Library Specialist  
(361)825-2341  
robert.rios@tamucc.edu

William Ransom  
Library Associate I  
(361)825-2815  
william.ransom@tamucc.edu

Pornuma Onnoum  
Business Coordinator  
(361)825-6557  
pornuma.onnoum@tamucc.edu
INTERLIBRARY LOAN POLICIES

What a Faculty Member Needs To Know

Interlibrary Loan (ILL) is a free service offered to Texas A&M - Corpus Christi faculty, staff, and students. Since no library can possibly acquire all works published, the purpose of ILL is to obtain from other libraries materials needed locally. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by the policies of individual lending libraries. The following are the ILL policies of the Mary & Jeff Bell Library.

Materials requested through ILL

The following materials can be requested:

- Books
- Government documents
- Theses
- publicly available documents
- Newspapers, newsletters
- Magazine and journal articles
- Conference proceedings and transactions
- Dissertations
- Microforms
- Audiovisual and other Systems/Media materials

Dissertations, theses, and material on microforms are available only at the discretion of the lending library. Requests for these materials may be denied. Rare books, reference books, archival materials, and audiovisual materials are usually not available for borrowing. With rare exception, materials located outside the U.S. can not be requested through ILL.

Submitting Requests

All requests must be submitted online through the Bell Library's ILLiad program (http://illiad.tamucc.edu). Print requests are not accepted.

If you are working with Graduate or Student Assistants and would like for them to place requests in your name, you must list the person as an Authorized User in your account information in ILLiad. List the full names of anyone you wish to be allowed to pick up your ILL items. A picture ID (SandDollar Card) is REQUIRED to obtain items.

Filling Requests – How many requests can be submitted?

An unlimited number of requests can be submitted at one time. However, during times of heavy department workload (from midterm to finals), a minimum of 7 requests will be processed per 7 day week. The remainder of the requests will be processed as quickly as possible. If several requests are made at one time, indicate the priority of each request in the "Notes" field. Many libraries will not process requests for articles exceeding fifty pages.
Faculty members are allowed to check out up to 7 pieces of audiovisual materials from ILL per week. Physical pieces of audiovisual materials will be counted toward the total number of materials checked out from ILL with a maximum of 25 pieces. Also, requests that exceed copyright restrictions may not be filled.

Copyright Policy – How many articles from one journal issue can be requested?

The Copyright Act requires that during one calendar year only 5 articles from any one journal and only one article from a single issue journal be provided to a requesting library without payment of copyright royalty fees.

Time – How long does it take for the material to arrive?

Articles usually arrive in 2 to 3 working days and books and other documents may take 5 working days or longer. Articles from libraries within the Coastal Bend Health Information Network, a network of hospital libraries, can be obtained within 24 hours. It is important that requests are submitted well in advance of the date they are needed. Faculty members are notified by email or telephone when the materials arrive. All requested print materials may be picked up at the Circulation Desk. Renewals for print items are granted at the discretion of the lending library; if a renewal is necessary it must be requested at least seven days prior to the due date of return. Articles received electronically are posted to your ILLiad account and remain available to you for 30 days.

Faculty Responsibility

With the exception of articles or items delivered electronically, all requested materials should be returned directly to the Circulation Desk so that your record is cleared. All loaned items are subject to imSystems/Mediate recall by the lending institution. You are financially responsible for books that are not returned, lost, or damaged.

For faster processing and better service, practice the ILL “Do’s”

- Provide accurate journal title and citation information on the form. (volume/issue, date, year, pages along with article author and title)
- Provide a specific date needed (not ASAP) and if submitting more than one, indicate the priority of the item in the “Notes” field. (i.e., Priority #1, etc.).
- Provide the full journal title and the ISSN (International Standard Serial Number), if possible.
- Check the status of requests in ILLiad in “View/Modify Outstanding Requests”.
- Call before the due date if a renewal of the material is needed.
- Report any problem or concerns with your request to the ILL office (ext. 6557).
Inter Library Loan (ILL) Contacts:

Robert Rios (Dept. Supervisor)
Information Library Specialist
(361)825-2341
robert.rios@tamucc.edu

Pornuma Onnum
Business Coordinator
(361)825-6557
pornuma.onnum@tamucc.edu

William Ransom
Library Associate I
(361)825-2815
william.ransom@tamucc.edu
FACULTY DOCUMENT DELIVERY SERVICES

How can I submit a Request?

• Faculty members must create an account online through ILLiad to access the Document Delivery service. This account will specify whether articles may be delivered electronically or in hard copy format. Faculty will also specify an e-mail account and/or phone number used for notification of delivery. Note: For faster communication, we urge that an email contact be preferred over phone contact.

What can be submitted through the FRS-Document Delivery?

• Books and articles may be from the Library’s own collection, including items held in Microform. It is anticipated that most articles will be delivered electronically to the faculty member’s Illiad account.
• Books: Books requested and held by the Bell Library will be pulled from the shelves and placed on hold for the faculty member to check out from the library. The Document Delivery Service will not deliver books to faculty members. Books will be held for 8 days before they are returned to the shelf. If a requested book is checked out from our Library, the item will be requested through the ILL department from another Library.
• Articles: Articles that are not available through our Library for any reason, will be requested through the ILL department from another library. If a faculty member requests a hard-copy of an article, the copy will be held at the library for pick-up. The faculty member may request delivery to his or her departmental mailroom. Departments will be charged for all hard copies requested by their faculty members. This charge will be the same as microform copies or copies printed from the faculty/staff copier.

Who is responsible for pickup?

• Faculty must authorize students or others if they would like them to pick up or check out items for them. Faculty may designate authorized persons by entering their names under “Authorized Users” upon registration. For those with current Illiad accounts, we can add authorized users to their accounts.
• Faculty members may check the status of items in their ILLiad account. The status will state whether the item is being provided from Bell Library’s collection (Document Delivery processing), or whether the item was requested from another library (Request Sent).

Exceptions

• Items in Special Collections & Archives do not leave the Special Collections & Archives Room, and must be used there.
• ILL items marked Library Use Only by the lending institution may not leave the library.
Reserve Materials

Materials Selected by Faculty

The Access Services Department and the Systems/Media Center of the library provide access to materials selected by faculty members to be placed on reserve for their students. These can include books owned by faculty members (such as copies of course textbooks), library books, articles from library periodicals, government documents, reference works, etc. Students may use these materials in the library for a period of three hours, or may borrow them for a period of 2 days or 7 days as designated by the instructor. Electronic reserves are accessible 24 hours/7 days a week. Faculty members are responsible for meeting copyright regulations for all items placed on Reserve.

Access

Access to both print and electronic reserve materials is provided through the online catalog, Portal (http://rattler.tamucc.edu/). Print reserve materials are housed in the Circulation Department. Systems/Media reserve materials are housed in the Systems/Media Center. Students can search in Portal (the library’s online catalog) for reserve materials by course name and/or instructor. All currently enrolled students may check out reserve materials using their SandDollarS campus identification card.

Placing Print Materials on Reserve

- Faculty member fills out the Reserve Request Form and turns it in with the materials to the Circulation staff member in the library.
- Circulation staff inventories, tags, and catalogs materials to be accessed through the library’s online system. This process usually takes no more than 3 business days, however, during peak periods, such as at the beginning of each semester, it may take longer. Items will be processed in the order in which they are received. Students should check at the Circulation Desk for materials that have not yet appeared in the online system.
- Faculty members may remove their materials from reserve at any time during or at the end of the semester. The Circulation staff will ask for a signature for receipt of materials returned. Materials can be picked up from the Circulation Desk or upon request materials may be delivered to faculty offices via campus mail.

Placing Materials on Electronic Reserve

- Faculty member fills out the Reserve Request Form and turns it in with the materials to a Circulation staff member in the library.
If the item is available digitally, the item may be submitted on a disc or CD, or the file or URL may be e-mailed to William Ransom, Library Associate 1, at William.Ransom@tamucc.edu.

If the item is not available digitally, clean copies should be submitted with a completed Reserve Request form. Copies needing to be scanned into electronic format will take longer to make available to students.

Submission should be made 5 business days in advance to allow adequate processing time. While this process usually takes no more than 3 business days, during peak periods, such as at the beginning of each semester, it may take longer. All items will be processed in the order in which they are received.

Students may access items from the “Course Reserves” link in Portal, the online catalog.

Faculty may place items on electronic reserve for one semester. Electronic reserves will be removed from the server at the end of each semester, and copies of the files are deleted.

Placing Materials on Reserve in the Library’s Systems/Media Center

Audio/Video Reserves

- Faculty member fills out the Video Reserve Request Form and turns it in with the materials to the Systems/Media staff member in the library.
- Systems/Media staff inventories, tags, and catalogs materials to be accessed through the library’s online system. This process usually takes no more than 3 business days, however, during peak periods at the beginning of each semester it may take longer. Items will be processed in the order in which they are received. Students should check at the Systems/Media Desk for materials that have not yet appeared in the online system.
- Faculty members may remove their materials from reserve at any time during or at the end of the semester. The Systems/Media staff will ask for a signature for receipt of materials returned. Materials can be picked up from the Systems/Media Desk or delivered to their office.

Software Reserves

- Faculty member fills out the Software Reserve Request Form and turns it in with the software, and licensing agreement to the Systems/Media staff member in the library. The software must remain in the Systems/Media Center throughout the needed semester for necessary reinstallations.
- Systems/Media staff inventories, checks compatibility, and installs the software on a limited number of computers which is determined by class size. This process usually takes no more than 3 business days, however during peak periods such as at the
beginning of the semester it may take longer. Items will be processed in the order they are received. Students should request the software by name or course at the Systems/Media Center desk.

- Faculty members may pick up their software from Systems/Media at the end of the semester. The Systems/Media staff will ask for a signature for receipt of materials returned. Software will be wiped off all machines at the end of each fiscal year, so any items needing to be reinstalled must be requested each year.

Due to limited space, the Systems/Media Center staff will contact any faculty member that has not picked up or requested their items returned at the end of each semester. Systems/Media items are reserved and accessed in the Systems/Media Center, Room 217, 825-2311.
Reserve Request Form
VIDEO RESERVE REQUEST

PROFESSOR: ____________________________________________________________________________________________________________

Last Name ____________________________________________________________________________________________________________________________________________

First Name ____________________________________________________________________________________________________________________________________________

COURSE NUMBER (Example: ECON 1234): ____________________________________________________________________________________________________________

COURSE TITLE: _________________________________________________________________________________________________________________________________

OFFICE LOCATION: ____________________________________________________________ (Needed so that materials may be returned to their proper location)

TYPE OF RESERVE: ______ PERSONAL COPY, ROOM USE ONLY

_______ SYSTEMS/MEDIA COPY, ROOM USE ONLY

ITEM TO BE ON RESERVE UNTIL: ____________________________________________________________

(If no date is assigned, item will remain on reserve until end of current semester)

REPLACEMENT COST FOR PERSONAL COPIES: $__________________________

TITLES: Please use the space below to write the title(s) that you wish to be put on reserve. Titles allow the students to properly identify the requested material. Thank You.

<table>
<thead>
<tr>
<th>TITLES</th>
<th>BARCODES</th>
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<tbody>
<tr>
<td>__________________</td>
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<tr>
<td>__________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

Date __________________ Signature of Instructor or Deliverer

NOTE SECTION:

Item placed on reserve __________________ initials __________________

Item taken off reserve __________________ initials __________________

Item picked up __________________ signature __________________

*** NOTE: A SandDollar ID is strictly required for all checkouts***

Rev.8/08
Library Systems/Systems/Media Center
Mary and Jeff Bell Library

Request for Installation of Software

- The Bell Library staff will install software according to your specifications.
- Due to the number of software installation requests made, the Bell Library staff will contact you every semester to verify your usage needs.
- The Bell Library will install and maintain software but will not provide training.
- **Please remember that it is the professor’s responsibility to train students in the usage of software.**

Please provide the following information:

Software Title: _________________________________ Call No._______

Professor: ____________________________________________

  Last Name

  First Name

Course No: ____________________________________________

Course Title: ____________________________________________

Office Location: _________________ Telephone #: _________________

Number of Students: _________

Computer/System Requirements:

  OS: _________ Audio: _________ Minimum CPU Speed: _________

  RAM Minimum: _______________ Number of Licenses: _______________

License Location: ____________________________________________

Any Special instructions: ______________________________________

_______________________________________
Signature of Instructor/deliverer

_______________________________________
Date

Installed by (Initials): _________ Installation Date: _____________

Rev.8/09
LIBRARY MATERIALS ORDERING PROCESS

The Technical Services Department is responsible for acquiring and cataloging all materials added to the library’s collections. We encourage faculty to actively participate in building library collections. Each year, the library designates funds for each program to purchase books, audio-visual items, and serial back-runs. Each Fall semester, faculty representatives in each college receive notification regarding the amount of funding available for each program and the deadline for placing orders. All funds not encumbered by the ordering deadline revert to the library for collection development.

Ordering Procedures

Order cards are available in the Technical Services Department. Cards may be requested by calling the main Technical Services number, extension 2354.

To assist us in processing your orders in an efficient manner, when filling out order forms, please adhere to the following procedures as closely as possible:

- Check PORTAL (Library Catalog) to ensure that the library does not already own the title.
- Fill in all boxes as completely as possible and type or print legibly. The ISBN is especially important.
- Attach publishers’ addresses and other order information (blurbs, flyers, etc.) to order. This will assist us in ordering from small presses or associations.
- Have your department representative authorize your request by initialing the order form in the appropriate box.
- Insert appropriate program code in department code box. (These codes are recognized by our system).
- Orders must be submitted by the order deadline, which varies from year to year, but generally occurs between March 15th and April 15th. Liaisons are notified of the deadline each year when funds are allocated. Questions regarding order deadlines should be directed to Michele Hall (extension 2413). Orders received after the deadline may be held for order until the next fiscal year (September 1).
- Submit orders to: Bell Library, Technical Services Department, Mail Stop 5703.

Cataloging New Arrivals

The Technical Services Department makes every effort to catalog and shelve materials within two weeks of receipt and payment. Items that have arrived but have not yet been cataloged are noted in Portal (our online catalog) with the message “1 copy being processed for Main-2nd floor.” Rush cataloging may be requested on any item designated as in process by contacting the Technical Services Department at extension 2354 during
regular business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.) After business hours, requests may be left at the Reference Desk or Circulation Desk. Most items will be prepared for use within one business day. Items requested during a holiday or weekend period will be prepared for use on the next regular business day.

**Library Materials Ordering Process Contacts:**

Laura Martinez (Dept. Supervisor)
Technical Services Librarian
(361) 825-2864
laura.martinez@tamucc.edu

Michele Hall
Library Information Specialist
(361) 825-2413
michele.hall@tamucc.edu

Amanda Horne
Library Associate I
(361) 825-2354
amanda.horne@tamucc.edu

Jennifer Anderson
Catalog Librarian
(361) 825-3321
jennifer.anderson@tamucc.edu

Cynthia English
Library Associate I
(361) 825-2342
cynthia.english@tamucc.edu
REMOTE ACCESS TO ELECTRONIC RESOURCES & RESERVES

Remote access to the Mary and Jeff Bell Library electronic resources and reserves is only made available to Texas A&M University-Corpus Christi students, faculty, and staff. In order to access electronic resources and electronic reserve items from off campus you must have a valid account in our library system. All accounts are re-validated at the beginning of each semester. Students, faculty, and staff attempting to access electronic resources and electronic reserves from off campus will be prompted for a user name and id number. Authentication is processed via a secured site.

To verify your remote access user name and password:

1. Open any internet browser and in the address bar enter: http://rattler.tamucc.edu/find/Find_MyAccount.php
2. Click on MY Library Account
3. Type in your name and id number then click submit.
4. The displayed name must be used when accessing library electronic resources and electronic reserves from off campus.
5. If your name does not appear in our database, or if you are unable to determine your valid user name, please contact the Circulation Desk at (361) 825-2340.

Known issues:

1. AOL users: only version 8.0 or higher is compatible with our remote access program. If you are using a version of AOL Browser below 8.0 you must update to AOL 8.0 or higher before obtaining access to library electronic resources.
2. If your name is longer than 25 letters contact the Circulation desk at (361) 825-2340 for modifications.

For technical assistance with remote access to electronic resources & reserves please contact the Systems office using the general contact number at (361) 825-5528. The Systems department hours can be viewed online at http://rattler.tamucc.edu/info/hours.html. The hours are subject to change without notice.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abel Cantu</td>
<td>Dept. Supervisor</td>
<td>(361) 825-2348</td>
<td><a href="mailto:abel.cantu@tamucc.edu">abel.cantu@tamucc.edu</a></td>
</tr>
<tr>
<td>Deanna Solomon</td>
<td>Network Manager II</td>
<td>(361) 825-5972</td>
<td><a href="mailto:deanna.solomon@tamucc.edu">deanna.solomon@tamucc.edu</a></td>
</tr>
<tr>
<td>Josie Garcia</td>
<td>Systems Support Specialist II</td>
<td>(361) 825-2793</td>
<td><a href="mailto:josie.garcia@tamucc.edu">josie.garcia@tamucc.edu</a></td>
</tr>
<tr>
<td>Robert Roper</td>
<td>Systems Support Specialist II</td>
<td>(361) 825-2581</td>
<td><a href="mailto:robert.roper@tamucc.edu">robert.roper@tamucc.edu</a></td>
</tr>
<tr>
<td>Matthew Lansford</td>
<td>Systems Support Specialist I</td>
<td>(361) 825-2978</td>
<td><a href="mailto:matthew.lansford@tamucc.edu">matthew.lansford@tamucc.edu</a></td>
</tr>
<tr>
<td>Sylvia Sanchez</td>
<td>Library Associate II</td>
<td>(361) 825-2550</td>
<td><a href="mailto:sylvia.sanchez@tamucc.edu">sylvia.sanchez@tamucc.edu</a></td>
</tr>
</tbody>
</table>
LIBRARY INSTRUCTION SERVICES

The instructional mission of the Mary and Jeff Bell Library is to create, promote and evaluate programs and services that help the University community to:

- Identify and articulate information needs.
- Identify and select appropriate information sources.
- Develop and execute search strategies.
- Locate and retrieve information in a variety of formats from the global information environment.
- Analyze and critically evaluate information.
- Organize and synthesize information.
- Use/apply information.
- Understand the ethical issues relating to the access and use of information.

By embedding the concepts of information literacy into the academic life of the university, a foundation is laid for lifelong learning. If students develop an appreciation for the utility of these skills during their time at university, then they are infinitely more likely to retain and utilize them in the future.

Not only should students be able to navigate the Bell Library’s resources (formats include print, electronic, and other), but students should likewise be able to evaluate, analyze, and synthesize information. Regardless of intended area of specialization, the critical analysis of information is the keystone to making conclusions and communicating one’s findings.

Instruction takes many different forms:

- **Library tours** are available throughout the semester.
- **Course-related instruction** is taught in all disciplines on demand.
- **One-on-one instruction** sessions occur at service points.
- **Consultations with librarians** are available through appointment for in-depth research assistance or curriculum development.
- **Instructional materials**, such as brochures, resource guides, webliographies, electronic database guides, and general handouts updated and made available in print and/or online.
If you would like to schedule a class for instruction in the use of Bell Library and its resources, please contact Kristen Davis (Kristen.Davis@tamucc.edu) in the Information Literacy Department at (361) 825-2588 or leave a voice mail message. For more information, see our Department of Information Literacy web page at: http://rattler.tamucc.edu/dept/ref/infolit/infoliteracy.html

If you need immediate assistance please call (361) 825-2609, the Reference Desk. You will be contacted to confirm the date and time of your class or to reschedule if there is a conflict. Classroom assignments are made on a first-come, first-served basis, so we recommend making appointments as far in advance as possible.

**No less than one week's notice (preferably two) is needed in order for the instructing librarian to adequately prepare.** Classes are usually held in the Library Instruction Center (http://rattler.tamucc.edu/dept/Systems/Media/lic.html), Room #109 Bell Library. However, we will be more than happy to visit your class. **We anticipate that faculty will be present during these instruction sessions.** Thank you for your assistance in this important effort.
Library Instruction Request Form

Help your students become information literate by scheduling a library instruction session. In our sessions, students learn how to:

- Access the library’s resources with hands-on practice in our Library Instruction Center (LIC)
- Differentiate between the Internet and the library’s periodical databases
- Evaluate websites using criteria such as credibility, authority, timeliness, etc.
- Differentiate between academic/scholarly journals and other kinds of periodical material
- Locate tools to cite references
- Develop search strategies to locate online resources such as government documents, books, journals, etc.

For more information, see our Department of Information Literacy web page at http://rattler.tamucc.edu/dept/ref/infolit/infoliteracy.html

To schedule a session, please return this form to Kristen Davis at the Bell Library, or call (x2588) or email Kristen.Davis@tamucc.edu

Instructor Name_________________________________________________________
Department_____________________________________________________________
Email________________________________ Phone___________________________
Best Times to Contact_____________________________________________________
Best Means for Contact (email, telephone, etc.)______________________________
Course Number & Title____________________________________________________
Class meeting days/times _________________________________________________
Estimated number of students: _______
Level of students (e.g., lower division undergrad): __________________________
Type of instruction (e.g., general orientation, research strategies for a particular topic, etc.):

Preferred Date and Time of Instruction:
1st Choice: ______________________
2nd Choice: ______________________
3rd Choice: ______________________

Please contact Kristen Davis, Information Literacy Coordinator, if you have any questions or requests.
Campus mail: Bell Library Office: Room 112F
Telephone Extension: 2588
Email: Kristen.Davis@tamucc.edu
CREATING EFFECTIVE LIBRARY ASSIGNMENTS

Purpose of Library Assignments

An effective library research assignment has a specific purpose. It should relate to course content and learning objectives, leading to an increased understanding of the subject and the process of locating information related to that assignment. As a teaching tool, the library assignment can enrich and enhance students' learning experiences by asking them to find relevant information and use it in a meaningful way.

Characteristics of Effective Assignments

**Clarity:** Providing a written explanation of the assignment helps students clearly understand what is expected of them and enables them to begin the research process.

**Use of Terminology:** The terminology used in library assignments can be confusing for students, who tend to take written assignments literally. It is important to define and clarify questionable terms. For example, some faculty members use the terms “magazine” and “journal” interchangeably, while others do not. Clearly define terminology and be specific when the assignment requires the use of certain information tools and resources.

**Currency:** The library is constantly adding new resources in a variety of formats. These changes can affect library assignments as new resources and research methods replace the old. Check with a librarian to assist you with designing and updating course assignments.

**Appropriate Time Frame:** Depending on the availability of library resources, some assignments may take a while to research. Remind students to begin the research process early. Giving them some idea of the length of time you expect them to spend on a project is also helpful.

What You Can Do to Ensure a Successful Assignment

- Involve the librarian early in assignment development and scheduling of an instruction session to teach students how to access, retrieve and evaluate resources.
- Provide the librarian with a copy of the assignment and if possible, your syllabus.
- Design the assignment to support course learning objectives.
- Clearly communicate the assignment objective to students and the librarian.
- Incorporate the use of electronic resources when possible.
- If specific sources are required, check with the librarian in advance to verify access and availability.
- Support the assignment with an instruction session from a librarian, if possible.
• Schedule the assignment appropriately within the context of your syllabus.
• Plan for prompt assessment and evaluation. Involve both students and librarians.
• Encourage students to stop by the Reference Desk should they need help.

Pitfalls to Avoid

• Don’t insert a library assignment as syllabus filler. It is important that students understand how the assignment supports course objectives and that it is appropriately scheduled in the syllabus.

• Don’t assume students already know how to do library research or have basic online searching skills. Students may not know how a library is organized or where resources are located; in fact, many may have never used a library before in their lives. In addition, many students incorrectly assume that all information can easily be found free and online. Call Kristen Davis (ext. 2588) to arrange a customized orientation for your course.

• Don’t assume the library has—or does not have—all the resources needed for your assignment. Resources change from semester to semester, and this library may or may not have resources similar to those you have used in other institutions. Check with a librarian to make sure we have access to resources for your assignment.

• Don’t assume the students have the same access to information resources as you do. You may be accustomed to using online resources to which the library does not subscribe. Again, check with a librarian to make sure we have access to resources for your assignment.

• Don’t give the entire class identical assignments. If an entire class has exactly the same assignment, resources may become scarce. Historically, resources have been vandalized or have disappeared altogether when classes have received a blanket library assignment. If necessary, put materials to be used for the assignment on Reserve.

• Use caution when assigning a scavenger hunt. Scavenger hunts are successful in limited applications, usually in fields such as tax and law, when students are required to find information from standard professional sources that they will use in their career. General scavenger hunts are often unsuccessful due to students’ perception of them as busy work, and in most cases, the librarian ends up locating the random facts for the assignment. Ask a librarian for help in determining the best application for a scavenger hunt.

• Avoid arbitrary restrictions on sources students can use. Telling students to consult journals - but not to use the Internet – often discourages them from using full-text, online scholarly journals to which the library subscribes. If you are concerned about your students’ abilities to evaluate the quality of information found online, please schedule an instruction session with a librarian.
How Can We Help You?

When you are designing a library assignment, librarians are an excellent resource. Library instruction offers customized, course specific instruction sessions to assist students in the access, retrieval, and evaluation of information resources. We can design presentations and practice sessions to help your student complete the research assignment successfully. Call Kristen Davis (ext. 2588) or the Reference Desk (ext. 2609) to arrange a customized session for your course.
SPECIAL COLLECTIONS & ARCHIVES

Description & Purpose

Located on the second floor of the Library, Special Collections & Archives has as its primary focus to locate, acquire, preserve, and make available to researchers materials that document the development of Corpus Christi and its South Texas environs. Special Collections includes items dealing with history, urban and ethnic studies, literature, folklore, government, anthropology, sociology, art, photography, the sciences, and other disciplines.

Special Collections works closely with faculty and students to provide local research topics to enrich the classroom experience. Its staff members offer students guidance on research methods, use of primary documents, and the study of public, urban, Mexican American, Texas, and local history as well as archival management and oral history technique.

Holdings

Special Collections contains approximately 20,000 books, periodicals, and other printed primary and secondary items dealing with Texas, South Texas and Corpus Christi. The core of these materials is the Kilgore Collection, a seminal holding of Texas books and documents assembled by Dan E. Kilgore, longtime Corpus Christi resident and renowned Texana collector. The unit also has a growing body of primary papers of individuals, organizations, and institutions that reflect the development of our urban area and surrounding region. Chief among its manuscript holdings are the papers of Dr. Hector Perez Garcia, Corpus Christi physician and legendary community civil rights leader. Special Collections houses select archival records of the University and a growing oral history component.

Hours: Monday – Friday 8:00 am – 5:00 pm, and by appointment.

Special Collections & Archives offers customized tours, lectures, and demonstrations of its resources to faculty and University classes. Advanced requests and scheduling for classes are necessary.

Special Collections & Archives Contacts:

Thomas H. Kreneck,  
Director for Special Collections & Archives  
(361) 825-2301  
thomas.kreneck@tamucc.edu

Grace G. Charles  
Library Associate I  
(361) 825-5771  
grace.charles@tamucc.edu

Cecilia Venable  
Library Associate I  
(361)825-2300  
cecilia.venable@tamucc.edu
PERIODICALS DEPARTMENT

Introduction

The Periodicals Department of the Mary and Jeff Bell Library at Texas A&M University - Corpus Christi maintains, provides access to, and assists library patrons in using all of the periodical resources to which the library subscribes. The library currently provides full text access to more than 90,000 periodicals in print, microform, and electronic formats. We encourage the use of these materials both for research and recreation. To that end, we strive to maintain an atmosphere that is welcoming and well suited to these pursuits. Our staff is available to answer questions and to provide help with any of the materials housed in Periodicals. We are committed to ensuring availability of our periodicals regardless of format, and to providing quality customer service to our patrons.

Find Journals List

The Find Journals List is a comprehensive online listing of all of the materials collected by the Periodicals departments including our print holdings, microform holdings, and electronic holdings. The Find Journals List is searchable by a number of options including journal title and subject content.

Collections

Popular Magazines and Newspapers: The Periodicals Department maintains a popular reading section in the library atrium near the front entrance. The most current issues of nearly 200 magazines and newspapers are kept here. We invite you to enjoy these publications in the library and request that you return them to the atrium area when you are finished. The most recent two years' issues of popular magazines are shelved in the Periodicals stacks on the first floor. The most recent three months of approximately 50 newspapers to which the library subscribes are kept on the Newspaper Shelves. The Newspaper Shelves are located next to the quiet study area (library room 120). We maintain microform back files of many newspapers and journals and provide electronic access (through computer workstations in the Reference Area) to many others.

Journals: The bulk of our collection consists of bound and unbound print periodicals. These are shelved in Library of Congress call number order in the Periodicals stacks next to the Reference Area on the first floor of the library. There are approximately 2,500 titles on the shelves. About 1,300 of them are current subscriptions. All holdings are listed in the Find Journals List. For your convenience and ours, book carts are located throughout the stacks. Please place journals on these carts when you have finished with them. If you discover missing issues, please report it to the Periodicals Office in Library room 112. The Library maintains complete runs of many of the scholarly journals to which it subscribes. They are preserved by being bound into hard cover or converted to microform.
Microforms: Many scholarly journals and some newspapers to which the Library subscribes are preserved on microform. When this is the case, the print version is removed from the shelves upon receipt of the microfilm. Our sizeable collection of microfilm and microfiche is housed in filing cabinets in the Periodicals stacks just outside the quiet study area (library room 120). The collection also includes ERIC documents and other serial primary source material. Federal and State documents in microform are housed in the Government Documents section of the library. They may be viewed on microform reader-printers located stacks just outside the quiet study area (library room 120). The Periodicals Department staff will be happy to assist with locating, viewing, and printing from microform resources.

Electronic Periodicals: Bell Library currently provides access to more than 50,000 periodicals online. Most of these are available through full-text databases like Science Direct, JSTOR, Project Muse, and Academic Search Premier. Some are made available through publisher's websites. They are all accessible through the Find Journals List on the Library's website. The computers near the Reference Desk can be used to connect to electronic journals and Reference staff will be happy to assist you in finding the journal or article that you seek.

Circulation

Periodical materials do not circulate, except under very limited circumstances, in order to allow all patrons equal access to them. However, materials in the Periodicals Department can be placed on hold by Texas A&M University-Corpus Christi faculty for a maximum of 24 hours. Faculty members may also place periodical materials on reserve by making arrangements with Periodicals Department staff in advance. In order to maintain availability of periodical materials to all patrons, in most cases, copies of articles will be placed on reserve.

Bound and unbound print periodicals may be checked out by faculty, staff and authorized graduate students for 24 hours to facilitate copying.

Undergraduates may not check out serials.

Microforms do not circulate under any circumstances.

Copying

Copy machines and microform reader-printers available to patrons to facilitate printing and copying of articles for individual use. Copy machines are located next to the library's front door. Microform reader-printers are located near the microform cabinets outside the quiet study area (library room 120). The burden of compliance with all 9-10-2003 copyright laws is on the individual making the copies.

Copies made on copy machines cost 10 cents per copy on Sandollar or Vend-a-card, not per sheet of paper, thus double sided copies will cost 20 cents each. Microform reader-printers accept coins only and do not operate on the Sandollar system. Microform read-
printer copies cost 10 cents per copy. Student assistants are available during Periodicals Department business hours to assist patrons with the use of microform reader-printers.

A&M-CC faculty members and graduate students working for faculty members may charge the cost of microform copies to their academic departments (with approval from their departments) provided they have a current Sandollar ID.

A&M-CC faculty members and graduate students working for faculty members may charge the cost of copies made in the library to their departments by using the faculty/staff copier located on the first floor of the library. This copier requires the use of a code distributed by the academic department.

**Binding**

The library binds loose issues of some of its print subscription to facilitate their preservation. Materials are usually shipped to the bindery in between semesters when their absence will cause the least inconvenience. A list of materials currently at the bindery is available at the Reference Desk and in the Periodicals Office (Library room 112).

The Periodicals Department binds theses and dissertations written by A&M-CC graduate students in completion of their degree requirements. Complete guidelines for binding theses and dissertations are available. The department or college from which the student is seeking their degree provides guidelines for thesis and dissertation content.

We invite questions and/or comments and look forward to hearing from you.

**Periodicals Department Contacts:**

Sarah Sutton  
Serials/Electronic Resources Librarian  
(361) 825 – 2355  
sarah.sutton@tamucc.edu

Robert Baumle  
Library Associate II  
(361) 825-3727  
robert.baumle@tamucc.edu

Virginia Buckley Hopkins  
Library Associate I  
(361) 825 - 5971  
virginia.hopkins@tamucc.edu

Jennifer Barrientes  
Library Associate I  
(361) 825-2356  
jennifer.barrientes@tamucc.edu
LIBRARY INSTRUCTION CENTER

Library Instruction Center Hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tr>
<td>Monday – Thursday</td>
<td>8:00am - 12:00am</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am - 6:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10:00am - 6:00pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>2:00pm - 12:00am</td>
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</table>

Purpose

The primary purpose of the facility is to teach students, faculty, and staff how to access, use, and evaluate electronic and other library resources. Both librarians and other library staff provide instruction for reserved classes. The Library Instruction Center also functions as a computer lab that enables students, faculty, and staff to prepare PowerPoint presentations, multimedia presentations, and research papers.

Instruction sessions can be arranged by contacting the Information Literacy Librarian, at 825-2588. This facility is staffed by Computer Lab Assistants and is available as an open computer lab when the lab is not being used for library instruction. Open lab hours vary weekly. The library posts the weekly schedule of open lab hours on the announcement bulletin located outside the instruction center.

Systems Available in the Library Instruction Center

- Dell PCs

Peripheral Equipment

- 1 Flatbed Scanner
- 1 Laser Printer
- DVD Drives

Software Available in the Library Instruction Center

The Library Instruction Center provides a variety of software packages for student use, including Microsoft Office '03 (Word, Access, Excel, PowerPoint, and Publisher) FireFox and PhotoShop.

One of the most useful aspects of the computers in the Library Instruction Center is that Internet access is only a click away. The Library’s electronic resources including the online catalog are easily accessible from all computers.
Other Functions

Throughout the academic year, the Library Instruction Center also functions as a facility for workshops taught by library staff.

Library Systems/Systems/Media/LIC Personnel:

Abel Cantu (Dept. Supervisor)  Deanna Solomon  
Network Manager II  Network Manager II  
(361) 825-2348  (361) 825-5972  
abel.cantu@tamucc.edu  deanna.solomon@tamucc.edu  

Josie Garcia  Robert Roper  
Systems Support Specialist II  Systems Support Specialist II  
(361) 825-2793  (361) 825-2581  
josie.garcia@tamucc.edu  robert.roper@tamucc.edu  

Matthew Lansford  Sylvia Sanchez  
Systems Support Specialist I  Library Associate II  
(361) 825-2978  (361) 825-2550  
matthew.lansford@tamucc.edu  sylvia.sanchez@tamucc.edu
Library Systems/Media Center Hours

Monday – Thursday 7:30am - 1:15 a.m.
Friday 7:30am - 7:45 p.m.
Saturday 10:00am - 7:45 p.m.
Sunday 12:00pm - 1:15 a.m.

Systems Available in the Computer Room

28 Dell PCs
2 Persons with Disabilities Workstations

Peripheral Equipment

16 Flatbed Scanners
2 Document Feed Scanners
2 DVD/CD Rom Burner Drives
2 Laser Printer

Software Available in the Computer Room

The Library Systems/Media Center provides a wide variety of software for student use, including Microsoft Office (Word, Access, Excel, PowerPoint and Publisher), PhotoShop, Open Book, Jaws, and many others.

The Non-Print Collection also contains several CD-ROM programs, such as personal trainer for the GMAT, GenoMaker, and several more.

One of the most useful aspects of the computers in the Library Systems/Media Center is that Internet access is only a click away. The Library’s electronic resources including the online catalog are easily accessible from all computers.

Systems/Media Center Facilities

The Library Systems/Media Center has viewing rooms equipped with TVs, VCR/DVD combos, and stereo ensembles including CD players and cassette players. For recording purposes the Systems/Media Center is equipped with 2 voice recorders.
Video & DVD Movies

The Library Systems/Media Center offers a wide variety of movies ranging from educational (Language Development), to fun (Air Force One), and from classic (Gone with the Wind), to modern (Blind Side).

Compact Discs

The Library Systems/Media Center offers an assortment of CDs including classical, multicultural, and sound effects. The CD collection has now expanded to include a selection of classic Tejano (1920s – 1960s) and contemporary music.

Checkout Policy

Faculty and staff can check out non-print materials for two weeks. All other patrons have room use only privileges.

Systems/Media Laptop Center

The Mary and Jeff Bell Library maintains a collection of 72 wireless laptops for in-house student use. Laptops are available Monday through Thursday from 10:00 a.m. to 6:00 p.m. They offer students an alternative to the traditional campus computing lab, and facilitate both group and individual study at any location within the library. Laptops are equipped with batteries, wireless network cards, and DVD/CD burner drives. Each laptop includes standard office software packages and Internet browsers. Additional accessories such as headphones are also available in the Systems/Media Laptop Center.

The laptop project, including wireless network access, was made possible by a grant from the Telecommunications Infrastructure Fund (TIF). Students who wish to borrow laptops must read and sign a laptop user agreement, indicating that they understand their rights and responsibilities. Written surveys are conducted for one week each semester. During the survey period, all laptop borrowers are required to submit a completed survey when returning their laptops.

General Rules and Guidelines for Systems/Media Laptop Usage

- No Laptops will be checked out after 5:00 p.m.
- All laptops must be returned to the Laptop Center by 6:00 p.m.
- Laptops may only be borrowed for up to 3 hours and may only be used in the library public areas.
- Laptops that are returned late are subject to a $15.00 per hour fine. All fines may be paid at the Library’s main Circulation Desk on the first floor. Students accruing $15.00 or more in library fines are unable to borrow additional materials until fines are paid.
• All laptops are wireless and have the ability to search the Internet and print from anywhere in the library. The laptop printer is located in the Systems/Media Laptop Center.

**Library Systems/Media/LIC Personnel:**

Abel Cantu (Dept. Supervisor)  
Network Manager II  
(361) 825-2348  
abel.cantu@tamucc.edu

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Systems Support Specialist I  
matthew.lansford@tamucc.edu

Sylvia Sanchez  
(361) 825-2550  
Library Associate II  
sylvia.sanchez@tamucc.edu
Electronic Databases by Discipline

Bell Library provides 253 databases or electronic resources to support the educational and research needs of the University Community. Many of these contain the full-text of articles, others contain full text for only some articles. Still others provide only abstracts or citations. Many of the databases are linked to the library’s full text databases, so that citations will automatically link to full text articles that are available to TAMUCC users.

The following is a partial listing of databases that may be of interest to faculty member, arranged by college. Many databases contain articles from journals that cover a much wider subject area than their title infers.

The electronic resources may be accessed from the Library’s web page by clicking on “Find Articles”, then “Find Databases”. You may enter the name of the resource, browse the alphabetical list, or search for databases by subject. Access to all these databases except for CCH (FASB/Miller/GAAP) are available from off campus. You will need your university ID number or your patron number, which is available from the Circulation Desk (825-2340) to access the Library’s resources from off campus.

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<tr>
<td>F</td>
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<tr>
<td>P</td>
<td>Partial full text</td>
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<td>abstract/index</td>
</tr>
<tr>
<td>NA</td>
<td>not applicable</td>
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All Disciplines

F - Credo Reference
F - Directory of Online Journals
F - Dissertations & Theses Full Text
F - Encyclopedia Britannica
NA - Foundation Directory Online

F - Gale Virtual Reference Library
F - netLibrary
A/I - World Cat

Arts & Humanities

F - Academic Search Complete
P - America: History and Life
F - America’s Historical Newspapers
A/I - Arts & Humanities Citation Index (Web of Science)
F - Art Full Text
   Art Museum Image Gallery – Full Image
P - Art Retrospective
NA - Classical Music Library

P - Communications Complete
F - Contemporary Authors/Contemporary Literary Criticism/Dictionary of Literary Biography
P - Criminal Justice Periodicals
A/I - Film and Television Literature Index
F - Gerritsen Collection
NA - ICPSR
F - JStor (Arts & Sciences I)
### Business

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<tr>
<th>F - Lexis-Nexis</th>
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<td>A/I - MLA Bibliography</td>
<td>A/I - PsychINFO</td>
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<td>A/I - Music Index Online</td>
<td>F - Twentieth-Century American/English Poetry</td>
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<tr>
<td>A/I - PAIS International</td>
<td>F - WestLaw Campus Research</td>
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<tr>
<td>A/I - Philosopher's Index</td>
<td></td>
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<tr>
<td>F - Points of View Reference Center</td>
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<td>F - ABI/Inform</td>
<td>P - Global Market Information Database</td>
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<tr>
<td>P - Business Source Complete</td>
<td>F - Lexis-Nexis Academic/Statistical</td>
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<td>P - CCH Standard Federal Tax Research Network</td>
<td>F - Mergent Online</td>
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<tr>
<td>A/I - EconLit</td>
<td>F - NetAdvantage</td>
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<td>F - Emerald Fulltext</td>
<td>F - Science Direct</td>
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<td>F - FASB/Miller GAAP</td>
<td>F - Source OECD</td>
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<td>F - ValueLine Investment Survey</td>
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<td>F - WestLaw Campus Research</td>
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### Education

<table>
<thead>
<tr>
<th>F - Education Full Text</th>
<th>P - MasUltra School Edition</th>
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<tr>
<td>A/I - Educational Administration Abstracts</td>
<td>P - Masterfile Premier</td>
</tr>
<tr>
<td>P - Educator’s Reference Desk</td>
<td>F - Middle Search Plus</td>
</tr>
<tr>
<td>F - eLibrary</td>
<td>F - Primary Search</td>
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<tr>
<td>A/I - ERIC (CSA, Ebsco, Dept. of Ed.)</td>
<td>P - Professional Development Collection</td>
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<td>NA - ICPSR</td>
<td>P - Searchasaurus</td>
</tr>
<tr>
<td>F - Kids Search</td>
<td>F - SportDiscus with Full Text</td>
</tr>
<tr>
<td>A/I - Teacher Reference Center</td>
<td>P - Student Research Center</td>
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### Nursing and Health Sciences

| F - Alt Health Watch         | A/I - Medline (CSA, Ebsco, OCLC) |
| F - CINAHL Plus with Full Text| F - Medline Plus Health Information |
| F - Consumer Health Complete | F - Natural and Alternative Treatments |
| P - Health and Wellness Resource Center | A/I - PubMed |
| P - Health Reference Center  | F - Salud en Español            |
| F - Health Source Consumer   | A/I - Toxline                   |
| F - Health Source Nursing    | F - Wiley Interscience          |
Science and Technology

F - Annual Reviews
A/I - ASFA Aquatic Sciences
F - BioOne
A/I - Biosis Previews
P - Cambridge Scientific Abstracts
F - Cell Press
A/I - Computer & Information Systems
A/I - Ecology Abstracts
A/I - Environmental Sciences
A/I - GeoRef
F - GrayLit Network
P - Illustrata Natural Sciences

F - IEEE Explore
F - Institute of Physics Journals
P - MathSci Net
F - Nature.com
P - NTIS
A/I - Oceanic Abstracts
A/I - Plant Science
A/I - Science Citation Index (Web of Science)
F - Science Direct
F - SpringerLink Journals
F - WileyInterscience

Assistance and Instruction

For assistance in using these electronic resources, please call the Reference Desk at 825-5961. For assistance in teaching classes on how to use these resources, please call the Coordinator for Instruction, Kristen Davis at 825-2588