Dear Colleagues,

Welcome to Texas A&M University - Corpus Christi and to the Mary and Jeff Bell Library! As the newly appointed Library Director, I share with you the exciting adventure of learning about TAMUCC and the Corpus Christi community. As one starting point, the information in this booklet will help you to become familiar with the Bell Library's resources, services and hours of operation.

The Bell Library is here to support you, providing resources in print, non-print and electronic formats, as well as a variety of services to assist you both in your own research and in guiding your students through the research process. Most of our electronic resources are available to you from off campus as well as from all campus computers. As a faculty member you are able to borrow circulating print resources for 6 months at a time.

Our Access Services Department is available to assist you in borrowing materials from our collections, in placing materials on reserve, and in obtaining materials not available in our library. Please make use of our Research and Instruction Department to answer any questions you have regarding the resources available through the library. Our Research and Instruction Department also offers instruction in information literacy and will work with you to design assignments and to teach your students how to use library resources effectively. Our Periodicals Department is here to assist you with access to journals in print, microform, and electronic formats. They also assist with the thesis and dissertation publication process. Our Library Technology Services Department is available to assist you with questions you might have regarding remote access to databases and electronic resources. Our Library Media Center houses an extensive collection of videos, DVDs, and music which you may borrow for use in your classroom and which your students may use in our fully equipped viewing/listening rooms. And our Special Collections and Archives Department provides access to unique primary and secondary resources related to the history and cultural development of Corpus Christi, the Coastal Bend, South Texas and Northern Mexico.

We look forward to working with you and hope you will let us know how we may be of assistance to you. Please contact us at 825-2643 if you have any questions about your library's resources and services. In the meantime, have a great beginning at TAMUCC. I look forward to learning and growing with you!

Sincerely,

Catherine Rudowsky
Director, Mary and Jeff Bell Library
Table of Contents

Letter from the Director

Basic Library Information
- Mission and Values .................................................................3
- Library Hours, Web Address, Phone Numbers .........................4
- Library Liaisons ....................................................................5

Library Policies & Procedures
- Circulation ............................................................................7
  - Check Out Authorization Form ...........................................9
- Fines ....................................................................................10
- Interlibrary Loan (ILL) ...........................................................12
- Reserves ..............................................................................15
  - Course Reserve Request Form ..........................................18
  - Video Reserve Request ......................................................19
  - Request for Installation of Software ....................................20
- Copyright and the Mary and Jeff Bell Library ..........................21
  - Copyright Clearance Center Instructions .............................22
- Ordering Materials for the Library .........................................23

Remote Access to Electronic Resources & Reserves
- Remote Access to Electronic Resources & Reserves .................25

Information Literacy and Library Instruction Services
- Library Instruction Services ....................................................27
- Creating Effective Library Assignments ..................................29

Library Departments and Centers
- Library Instruction Center ......................................................31
- Library Media Center ............................................................32
- Continuing Resources & Discovery Services .........................35
- Research & Instruction ..........................................................38
- Collections & Acquisitions ....................................................39
- Special Collections and Archives ..........................................40
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 and 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
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. - 6:00 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>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Office</td>
<td>(361) 825-2643</td>
</tr>
<tr>
<td>Circulation</td>
<td>(361) 825-2340</td>
</tr>
<tr>
<td>Government Documents</td>
<td>(361) 825-2687</td>
</tr>
<tr>
<td>Information Literacy</td>
<td>(361) 825-5905</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>(361) 825-6557</td>
</tr>
<tr>
<td>Media Center</td>
<td>(361) 825-2311</td>
</tr>
<tr>
<td>Continuing Resources</td>
<td>(361) 825-2356</td>
</tr>
<tr>
<td>Reference/Ask Us Desk</td>
<td>(361) 825-2609</td>
</tr>
<tr>
<td>Special Collections &amp;</td>
<td>(361) 825-4500</td>
</tr>
<tr>
<td>Archives</td>
<td>(361) 825-5528</td>
</tr>
<tr>
<td>Acquisitions</td>
<td>(361) 825-2354</td>
</tr>
<tr>
<td>Cataloging</td>
<td>(361) 825-2864</td>
</tr>
</tbody>
</table>

Computer Labs in Library

- The Library’s Instruction Centers: Rooms 109 and 216A
  Note: Rooms 109 (LIC1) and 216A (LIC2) are the library’s designated instruction labs. They are general access labs when not reserved for library instruction.

- Media Center (Second floor of the Library Room 217, open when the library is open)
<table>
<thead>
<tr>
<th>Department</th>
<th>Liaison</th>
<th>Phone</th>
<th>email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Finance &amp; Business Law</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
</tr>
<tr>
<td>Anthropology</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Applied Science</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Art</td>
<td>Laura Martinez</td>
<td>825-2864</td>
<td><a href="mailto:lara.martinez@tamucc.edu">lara.martinez@tamucc.edu</a></td>
</tr>
<tr>
<td>Biology</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Biomedical Sciences</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Business Administration</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
</tr>
<tr>
<td>Chemistry</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Coastal and Marine System Science</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Communication &amp; Media</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Computer Science</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Counseling &amp; Educational Psychology</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Dance</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
</tr>
<tr>
<td>Decision Sciences &amp; Economics</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
</tr>
<tr>
<td>Educational Leadership, Curriculum, &amp; Instruction</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
</tr>
<tr>
<td>Engineering</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>English</td>
<td>Nicole Cubillas</td>
<td>825-5702</td>
<td><a href="mailto:nicole.cubillas@tamucc.edu">nicole.cubillas@tamucc.edu</a></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Fisheries and Mariculture</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>French</td>
<td>Nicole Cubillas</td>
<td>825-5702</td>
<td><a href="mailto:nicole.cubillas@tamucc.edu">nicole.cubillas@tamucc.edu</a></td>
</tr>
<tr>
<td>Gender &amp; Women's Studies</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Geographic Information Science</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Geography</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
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<tr>
<td>Geology</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Geospatial Computing Sciences</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>History</td>
<td>Nicole Cubillas</td>
<td>825-5702</td>
<td><a href="mailto:nicole.cubillas@tamucc.edu">nicole.cubillas@tamucc.edu</a></td>
</tr>
<tr>
<td>Honors Program</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Kinesiology</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
</tr>
<tr>
<td>Management &amp; Marketing</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
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<td>Marine Biology</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
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<td>Mathematics and Statistics</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Mexican American Studies</td>
<td>Laura Martinez</td>
<td>825-2864</td>
<td><a href="mailto:lara.martinez@tamucc.edu">lara.martinez@tamucc.edu</a></td>
</tr>
<tr>
<td>Military Science</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
</tr>
<tr>
<td>Music</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
</tr>
<tr>
<td>Nursing and Health Sciences</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
</tr>
<tr>
<td>Philosophy</td>
<td>Nicole Cubillas</td>
<td>825-5702</td>
<td><a href="mailto:nicole.cubillas@tamucc.edu">nicole.cubillas@tamucc.edu</a></td>
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<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
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<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Psychology</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Public Administration</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
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<tr>
<td>Religious Studies</td>
<td>Nicole Cubillas</td>
<td>825-5702</td>
<td><a href="mailto:nicole.cubillas@tamucc.edu">nicole.cubillas@tamucc.edu</a></td>
</tr>
<tr>
<td>Science, Math &amp; Technology</td>
<td>Edward Kownslar</td>
<td>825-2677</td>
<td><a href="mailto:edward.kownslar@tamucc.edu">edward.kownslar@tamucc.edu</a></td>
</tr>
<tr>
<td>Education</td>
<td>Social Work</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Sociology</td>
<td>Jennifer Anderson</td>
<td>825-3321</td>
<td><a href="mailto:jennifer.anderson@tamucc.edu">jennifer.anderson@tamucc.edu</a></td>
</tr>
<tr>
<td>Spanish</td>
<td>Laura Martinez</td>
<td>825-2864</td>
<td><a href="mailto:laura.martinez@tamucc.edu">laura.martinez@tamucc.edu</a></td>
</tr>
<tr>
<td>Teacher Education</td>
<td>Denise Landry-Hyde</td>
<td>825-2608</td>
<td><a href="mailto:denise.hyde@tamucc.edu">denise.hyde@tamucc.edu</a></td>
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<td>Theater</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
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<tr>
<td>University Core Curriculum</td>
<td>Lisa Louis</td>
<td>825-5905</td>
<td><a href="mailto:lisa.louis@tamucc.edu">lisa.louis@tamucc.edu</a></td>
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CIRCULATION POLICIES FOR FACULTY

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<td>Archives</td>
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<td>Juvenile Collection</td>
<td>Periodicals*</td>
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<tr>
<td>Media Center Items</td>
<td>Maps*</td>
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<td></td>
<td>Reference*</td>
</tr>
</tbody>
</table>

*Special checkouts to faculty are allowed on a limited basis

Check out Period: All circulating materials, with the exception of Media Center items (see below) 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 in this handbook (p. 7), additional copies are available at the Circulation Desk and the 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 “MyAccount” from the “Services” menu. When prompted for login credentials, faculty members will use first and last name and then their A number for the password. If the A number is not recognized by the system or is unknown, contact the Circulation Desk (ext. 2340) for assistance. Once logged in, a list of items and due dates will appear. Patrons may renew items if their record is not blocked. There is a limit of 3 renewals per item.

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

Media Center and Audiovisual Items

Check out Period: All Media Center material can be checked out for up to 6 weeks by faculty. 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 Media Center Desk.

**Renewal Policy:** Media Center/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.

**Circulation Services Contacts:**

**Robert Rios (Dept. Supervisor)**  
Manager of Access Services  
(361) 825-2341  
robert.rios@tamucc.edu

**Iliana Salinas**  
Library Associate I  
(361) 825-5906  
iliana.salinas@tamucc.edu

**Amie Cuvelier**  
Library Associate II  
(361) 825-2815  
amie.cuvelier@tamucc.edu
Library Check Out Authorization

Instructor Name (Please print - last name, first name): ________________________________

Telephone: ______________________ Email Address: ________________________________

I authorize that the following individual(s) can check out materials from the library under my name:

__________________________________   ________________________________
Name       Student ID Number
__________________________________   ________________________________
Name       Student ID Number
__________________________________   ________________________________
Name       Student ID Number

PLEASE NOTE: Authorized students must present their SandDollar$ ID card to check out materials from the Library.

Please check which types of materials are authorized for checkout:

_____ Media Items (Video, CD, DVD, etc.) - 2 week check out, longer check out periods may be requested
_____ Print Materials (Books, Government Documents, etc.) – 6 month check out
_____ Print periodicals – 24 hour check out
_____ Reserve Materials – See Circulation/Media Staff for check out duration
_____ Reserve Materials owned by the Instructor – See Circulation/Media Staff for check out duration
_____ Interlibrary Loan Items – Check out duration determined by lending library

Check-Out Authorization for the individuals listed above will be granted until the end of the following semester:

_____ Fall 20__  _____Spring 20__  _____Summer 20__

_____ I understand and agree to the Library Fines and Replacement Fees Policy.
_____ I understand that this authorization is in effect only for the semester(s) indicated above.
_____ I understand that the authorized students MUST present a valid SandDollar$ ID card in order to check out materials.

I understand that 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 Instructor       Date

Rev.3/2010
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 stop by the circulation desk to pick up a form to be taken to the business office for payment.
- 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 - $.25 per book or government document, per day.

Media Center materials - $.50 per item, per day.

Reserve materials (2 day and 7 day check out) - $.50 per reserve item, per day.

Reserve materials (3-hour check out) - $3.00 per reserve item, per hour.

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, and 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 must reduce their fines below $15.00 before items may be renewed.

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 “Services” menu. When prompted for login credentials, faculty members will use first and last name and then their A number for the password. If the A number is not recognized by the system or is unknown, contact the Circulation Desk (ext. 2340) for assistance. Once logged in, a list of items and due dates will appear. 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 patron 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.

- When a book is declared lost, the patron will be responsible for paying the replacement cost of the item plus a $10.00 processing fee. If multiple items are lost, each will carry a $10.00 processing fee.

Appeals Process

Faculty who wish to appeal library fines may contact the Library Director to discuss the situation. Faculty members are considered responsible for returning their materials on time, and are held accountable for overdue fees or item replacement charges which accrue on their account.

Circulations Services Contacts:

**Robert Rios (Dept. Supervisor)**
Manager of Access Services
(361) 825-2341
robert.rios@tamucc.edu

**Iliana Salinas**
Library Associate I
(361) 825-5906
iliana.salinas@tamucc.edu

**Amie Cuvelier**
Library Associate II
(361) 825-2815
amie.cuvelier@tamucc.edu
INTERLIBRARY LOAN POLICIES

What is ILL/Document Delivery?

Interlibrary Loan (ILL) is a free service offered to TAMU-CC faculty, staff, and students to provide materials from other libraries which the Mary and Jeff Bell Library cannot acquire for its own collection, or are currently in use by other patrons.

Document Delivery is a free service offered to TAMU-CC faculty, staff, doctoral students and distance learners to provide delivery of materials available from the Mary and Jeff Bell Library.

Materials Available Through ILL

Faculty can request materials of any format, including but not limited to: books, microfilm/microfiche, audio-visual, scans of journal articles or book chapters, conference proceedings, theses, dissertations, and reports.

Please note the following restrictions:

- Interlibrary loan will not borrow items currently available in the Bell Library, even if they are on reserve, or in a non-circulating collection. Circulating items that are currently in use by another patron, however, can be requested.
- Due to lending restrictions and availability, some materials are difficult to obtain on loan. These include: software and electronic items, audio-visual items, reference books, rare and fragile materials, non-microfilmed newspapers, bound journals and current issues, textbooks, manuscripts and archival items, best-sellers, and genealogy materials.

Materials Available From the Document Delivery Service

The Document Delivery service provides scans of individual articles or book chapters, of 50 pages or less, from books, journals, conference proceedings, theses, dissertations, reports, or newspapers in the Bell Library’s collection.

Please note the following restrictions:

- Only one article or chapter per request
- Books on reserve are not eligible for the Document Delivery service
- We cannot scan chapters from books that you currently have checked out
- There is no rush processing available for the service
- Requests for entire books submitted systematically chapter by chapter are a copyright violation and will be canceled

Submitting Requests

Requests are submitted online through your ILLiad Interlibrary Loan account (http://rattler.tamucc.edu/illiad/ill.html). Emailed requests will not be accepted.

There is no limit to the number of items a patron may request. However, the ILL department reserves the right to limit the number of requests processed per day.
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 (http://rattler.tamucc.edu/dept/access/circ/CheckoutAuthorizationForm.pdf) 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 (p. 7), additional copies are available at the Circulation Desk and the Media Center Desk.

Turnaround Times and Delivery

Delivery times are dependent upon the availability of the item.

- Loans typically arrive at the Bell Library 5 to 9 business days after the request is submitted.
- Articles generally post to your ILL account 2 to 3 business days after the request is submitted.

However, patrons should be prepared for requests of any kind to take longer.

When your requested materials arrive, you will be notified by email.

- Loans can be checked out and returned only at the Mary and Jeff Bell Library circulation desk. Please do not place ILL materials in the outside book drop or in the book drop at the circulation desk.
- Articles and electronic materials will be delivered as a PDF to your ILL account. You will find them listed under “Electronically Received Articles”.

Due Dates & Expiration Dates

Due dates for physical items are determined exclusively by the lending library.

They will be listed in two places:

- On the informational band affixed to your item.
- Displayed next to the transaction information in your ILL account.

PDFs of scanned, digital, or electronic materials will be posted to your ILL account. Due to copyright restrictions, you have 30 days in which to view, download, or print the material, before the PDF is permanently deleted.
Renewals

Some libraries will grant due date extensions, known as renewals, for certain items. Renewal information will be printed on the information band affixed to your item. If renewals are allowed by the lending library, you can request one through the ILL website as early as 14 days before the due date.

To place a renewal:

- Log on to your ILL account and select the item you wish to renew from your displayed “Checked Out Items”.
- After selecting the transaction number, click the “Renew Request” link located above the transaction information.

All renewals are subject to the policies of the lending library and may be granted or denied. You will receive an email notifying you of the lending library’s decision and the due date.

Overdue, Lost or Damaged Items

A reminder will be sent to the email address on file notifying you of an upcoming due date, at which time you can request a renewal or replacement copy.

Patrons are financially responsible for materials that are not returned, lost, or damaged.

If an item is not returned by the due date, or is returned in a damaged condition:

- A block will be placed on your ILL account until all overdue materials are returned or paid for.
- Your checkout privileges with the Bell Library may be suspended until all overdue materials are returned or paid for.
- Fines or replacement costs may be applied to your account.

Being blocked multiple times may result in a permanent suspension of Interlibrary Loan privileges.

Interlibrary Loan (ILL) Contact:

Brent Day
Library Associate II
(361) 825-6557
ill@tamucc.edu
RESERVE MATERIALS

Materials Selected by Faculty

The Access Services Department and the 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 print reserve.

Access

Access to both print and electronic reserve materials is provided through the online catalog, Portal ([http://portal.tamucc.edu/](http://portal.tamucc.edu/)). Print reserve materials are housed in the Circulation Department. Media reserve materials are housed in the 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 SandDollar$ 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 7 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

- All material requests submitted for electronic reserve must receive copyright approval before it can be placed on reserve. The library is responsible for purchasing copyright approval for electronic reserves.
- 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 Amie Cuvelier, Library Associate I, at amie.cuvelier@tamucc.edu. Copies of all material being placed on electronic reserve must be submitted to the library before the request can be processed.

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 at least 7 business days in advance to allow adequate processing time. During peak periods, such as at the beginning of each semester, processing times may be increased. Some items which require special orders for copyright approval will have longer processing times. All items will be processed in the order in which they are received. If material will be needed on electronic reserve, it is always best to submit a request as early as possible.

Students may access items from the “Course Reserves” link in Portal, the online catalog. Material on electronic reserve requires a course password to view. This password is provided to the faculty member by the library, and must be given to the students by the faculty member. The library is unable to give course passwords to students.

Faculty may place items on electronic reserve for one semester. All electronic reserves will be removed from the server at the end of each semester.

Placing Materials on Reserve in the Library’s Media Center

Audio/Video Reserves

- Faculty member fills out the Video Reserve Request Form and turns it in with the materials to the Media staff member in the library.
- Media Center 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 Media Center 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. Materials can be picked up from the Media Center Desk.

Software Reserves

- Faculty member fills out the Software Reserve Request Form and turns it in with the software, and licensing agreement to the Media Center staff member in the library. The software must remain in the Media Center throughout the needed semester for necessary reinstallations.
- Media Center 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 Media Center Desk.

- Faculty members may pick up their software from Media Center at the end of the semester. The Media Center 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 Media Center staff will contact any faculty member that has not picked up or requested their items returned at the end of each semester. Media items are reserved and accessed in the Media Center, Room 217, (361) 825-2311.
**Bell Library Reserve Request Form**

<table>
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<tr>
<th>Instructor's Name</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>E-mail Address</td>
<td>Office Address</td>
</tr>
<tr>
<td>Course Name (ex: Composition)</td>
<td>Course Number (ex: ENGL 1301)</td>
</tr>
</tbody>
</table>

**When would you like the material taken off of reserve?**
- [ ] End of current semester
- [ ] Other: ____________

**Would you like the material returned to you upon removal?**
- [ ] Yes, return to my office
- [ ] No, please recycle / Do not return

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>3 Hour Library Use Only</th>
<th>2 Day Library Use Only</th>
<th>7 Day Library Use Only</th>
<th>PDF file</th>
<th>HTML Webpage link</th>
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<th>Item Titles</th>
<th>Author (optional)</th>
<th>Library Staff Use Only</th>
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*Allow 7 days for processing of all reserve materials.
Faculty requesting reserve materials be placed on electronic reserve must provide:
1. The Materials to be placed on reserve (pdf or photo copies of any articles requested)
2. Full citations for each requested article.
Failure to provide all necessary information and items will result in cancellation of request.
I also understand that any electronic reserve material will be automatically removed at the end of the current semester.
The Bell Library reserves the right to refuse any requests that involve a violation of copyright law.

Instructor’s Signature ____________________________ Date _____________
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

_______ 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>
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<tr>
<th>TITLES</th>
<th>BARCODES</th>
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</table>

Date __________________ Signature of Instructor or Deliverer ____________

NOTE SECTION:

Item placed on reserve

Initials __________ Date __________

Item taken off reserve

Initials __________ Date __________

Item picked up

Signature __________ Date __________

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

20
Copyright and the Mary and Jeff Bell Library

In this digital age, copyright and fair use have become increasingly complex. In truth, the copyright law has not kept pace with the incredible advancements in technology that take place at an increasingly rapid rate.

The library participates in the Office of Distance Education & Learning Technologies’ certification series offered on an on-going basis to faculty preparing to teach online. The library gives a presentation on copyright in the educational setting. The PowerPoint from that presentation as well as a couple of associated handouts can be found both on the Bell Library’s “For Faculty” web page, http://rattler.tamucc.edu/info/fac.html, and in the ODELT’s iTeach Online Blackboard course. Two handouts from the presentation are included in this handbook.

The university has an annual license with the Copyright Clearance Center. Faculty can visit its site, at http://www.copyright.com, to see if materials not already subscribed to by Bell Library can be used without the faculty member having to ask for permission.

If you have questions, please feel free to contact Denise Hyde, Reference Coordinator, at Denise.Hyde@tamucc.edu or at (361) 825-2608. Denise regularly gives the copyright presentation in the ODELT certification series.

Dr. Christine Shupala, Associate Vice President for Academic Affairs, is the official university copyright officer. Her office is in Corpus Christi Hall, room 126-E. Her contact information is Christine.Shupala@tamucc.edu or (361) 825-3383.
Copyright Clearance Center Instructions for Use

In order to make articles or other full text material available electronically (either through E-Reserves in the library or through your BlackBoard course), copyright clearance must be obtained. If you’re uploading copyrighted full text to your BB site, you can check the Copyright Clearance Center site at [http://www.copyright.com](http://www.copyright.com), to see if that academic use is covered by the university’s annual license with CCC.

Below is a screen capture of the terms of use for articles from The New England Journal of Medicine, for example. Type the name of the journal at the CCC site to get this information. The checkmark next to “Academic License – Digital/Print TERMS” indicates copyright clearance for educational use.
ORDERING MATERIALS FOR THE LIBRARY

The Cataloging Unit of the Library Technology Services Department works closely with Acquisitions personnel to process and make available 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 and materials. 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 Library Acquisitions area. Cards may be requested by calling the main Acquisitions number (ext. 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 the Bell Library Online 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 30th. Liaisons are notified of the deadline each year when funds are allocated. Questions regarding order deadlines should be directed to Michele Hall (ext. 2413). Orders received after the deadline may be held for order until the next fiscal year (September 1).

- Submit orders to: Bell Library, Acquisitions, Mail Stop 5703.
Cataloging New Arrivals

The Cataloging Unit of the Library Technology Services Department makes every effort to promptly catalog incoming books and materials following receipt and payment. Items that have arrived but have not yet been cataloged are noted in the library’s 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 Cataloging Unit at (361) 825-2864 or (361) 825-2342 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.

Government Documents Processing

The Bell Library is a Federal Depository for government documents, which are made available to faculty, students, and the general public. Government Documents personnel within the Library Technology Services Department are responsible for the processing of federal documents in coordination with the Government Documents Librarian.

Acquisitions and Cataloging Process Contacts:

**Nicole Cubillas**  
Reference / Government Documents Librarian  
(361) 825-5961  
nicole.cubillas@tamucc.edu

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

**Diana Gaona**  
Library Associate II, Acquisitions  
(361) 825-2354  
diana.gaona@tamucc.edu

**Laura Martinez**  
Catalog Service Coordinator  
(361) 825-2864  
laura.martinez@tamucc.edu

**Cynthia English**  
Library Associate II, Cataloging  
(361) 825-2342  
cynthia/english@tamucc.edu

**Patricia Hernandez**  
Library Associate II, Gov. Documents  
(361) 825-2687  
patricia.hernandez@tamucc.edu
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. Students, faculty, and staff attempting to access electronic resources and electronic reserves from off campus will be prompted for a Login ID and Password. Authentication is processed via the University’s Central Authentication System.

Students:

- Use your Islander ID user name and password. The user name and password are the same as those needed for BlackBoard access.
- Visit https://passwords.tamu.edu for instructions on getting or resetting your password.
- For user name and password assistance, call (361) 825-2692.

Faculty and staff:

- Use your Active Directory/Outlook user name and password.
- If you need password assistance, (361) 825-2692.

All users: For non-password-related assistance with accessing library databases, call (361) 825-2609 or email the Reference staff (reference@tamucc.edu).

For technical assistance with remote access to electronic resources & reserves please contact the Library Technology Services office using the general contact number at (361) 825-5528. The Library Technology Services department hours can be viewed online at http://rattler.tamu.edu/info/hours.html.

Library Technology Services hours are subject to change without notice.
Library Technology Services Personnel:

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

Laura Martinez
Catalog Services Coordinator
(361) 825-2864
laura.martinez@tamucc.edu

Sylvia Sanchez
Library Information Specialist
(361) 825-2550
sylvia.sanchez@tamucc.edu

Amanda Horne
Library Associate II
(361) 825-2793
amanda.horne@tamucc.edu

Irvan Hendrik
System Support Specialist III
(361) 825-3698
irvan.hendrik@tamucc.edu

Bob Brown
System Support Specialist I
(361) 825-2978
robert.brown@tamucc.edu

Patricia Hernandez
Library Associate II
(361) 825-2687
patricia.hernandez@tamucc.edu

Cynthia English
Library Associate II
(361) 825-2342
cynthia.english@tamucc.edu
INFORMATION LITERACY AND LIBRARY INSTRUCTION SERVICES

Bell Library’s Information Literacy program offers many opportunities for faculty to collaborate with librarians in designing research assignments and research skills instruction sessions that support your educational objectives while encouraging student success.

What is information literacy?

Someone who is information literate is able to identify when information is needed, to locate, evaluate, and synthesize that information and then use it effectively and ethically. Like critical thinking, which it closely resembles, information literacy is not just a set of skills but a habit of mind – a way of looking at the world – that cannot be taught in one or two sessions.

The challenge of developing information literate graduates belongs to both faculty and librarians, and it will be met most effectively through faculty/librarian cooperation in the development and delivery of a systematic approach to the introduction and repeated application of information literacy concepts.

Standards for information literacy

The teaching staff of the library are currently working to determine how best to integrate the Association of College and Research Libraries’ (ACRL) new Framework for Information Literacy (2015) into the instructional mission of the library. For now, the student learning objectives of the Information Literacy program closely follow the standards established by the Association of College and Research Libraries in the landmark document Information Literacy Competency Standards for Higher Education (2000). Briefly, these standards state that the information literate student will be able to:

- Determine the extent of the information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into their knowledge base
- Use information effectively to accomplish a specific purpose
- Understand many of the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

By embedding the concepts of information literacy into the academic life of the university, a foundation is laid for lifelong learning. If students develop these skills during their time at university, then they are much more likely to retain and utilize them in the future. Ideally students should encounter these concepts repeatedly and in different disciplinary contexts throughout their studies at Texas A&M University – Corpus Christi.

The role of the library

The instruction staff at Bell Library participates in the design and delivery of research skills instruction classes that directly contribute to both student success in research assignments and the mastery of information literacy concepts across the curriculum.
Liaison librarians help faculty design research assignments and structure research skills classes tailored to specific assignments or learning objectives.

Library Instruction can take many different forms:

- **Course-related instruction** is taught in all disciplines on request.
- **One-on-one instruction** sessions occur at service points.
- **Consultations with librarians** are available for faculty and students by appointment for in-depth research assistance.
- **Instructional materials**, such as research guides, tutorials, electronic database guides and general handouts are made available online and in print.

Library instruction classes

**Scheduling a class**
If you would like to schedule a class for research skills instruction, please contact your liaison librarian (see the list on p. 4) or the Information Literacy Coordinator.

**When’s a good time?**
Classroom assignments are made on a first-come, first-served basis, so we recommend making appointments as far in advance as possible. The busiest times of the year are typically September/October and February/March.

When planning your visit, it’s also important to consider your course schedule. If the students receive research skills instruction too early, before they are fully aware of the assignments they will be doing research for, then the instruction will be less effective. We recommend that students come to the research skills session **with topics in mind**, so that a portion of class can be spent actually searching for resources and getting a good start on their assignment.

Finally, please allow us time to prepare for your class. A week, preferably two, will give the librarian a chance to develop a presentation that is tailored to your students’ needs and the requirements of the assignment. With rare exceptions, we do not make arrangements for classes with less than one week’s notice.

**Location, location, location**
Classes are usually held in one of the Library Instruction Centers, Room 109 or 216A in Bell Library. Having the class in a lab gives each student a computer they can use to apply what they’ve learned immediately. Hands-on, active learning activities help students retain the material. If you plan to have the class in your classroom, you may want to ask your students to bring laptops so that they can follow along.

**Do I have to be there?**
We appreciate your presence during these instruction sessions. Having you there to reiterate the importance of the session, answer questions your students might have that we cannot answer, and help keep them on task is invaluable to the success of the session. We understand that sometimes the faculty member cannot attend, but realize that your absence will in most cases reduce the effectiveness of the class.
CREATING EFFECTIVE LIBRARY ASSIGNMENTS

Purpose of Research Assignments

An effective library research assignment 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 subject. The library assignment can enrich and enhance students’ learning experiences by asking them to find relevant information and use it in a meaningful way. The skills learned in this type of exercise can prepare a student for a lifetime of information use and learning.

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. A written assignment also helps librarians and other support personnel assist students more effectively.

Effective 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.

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 outdated ones. Check with a librarian to assist you with designing and updating course assignments to include new or updated resources.

Realistic time frame: Depending on the availability of library resources, some assignments may take a while to research. Giving students some idea of the length of time you expect them to spend on a project is also helpful. Also consider whether you want to arrange library instruction and include that in your syllabus development. Scheduling library instruction can help students to understand the seriousness of the research project and sends the signal that you want them to succeed.

What You Can Do to Ensure a Successful Assignment

- Students love online resources! Consider incorporating the use of electronic resources when possible to take advantage of the students’ comfort level while expanding their knowledge.
- Encourage students to ask for help! They can stop by the Reference Desk, call us or use our email and chat reference service if they need assistance.
- If specific sources are required or preferred, check with the librarian in advance to verify access and availability.
- Support the assignment with an instruction session from a librarian, if possible.
- When scheduling library instruction, share a copy of your research assignment(s) with the librarian so we can customize the class to meet your needs.
Did you know librarians are happy to assist with designing effective research assignments? We can help you spot problems early and suggest resources for your students.

Helpful hints for designing good research assignments

- **Be realistic about your students’ research knowledge.** Your students may have no previous experience with library research or database searching or how a library is organized. In fact some may have never used a library and many students assume incorrectly that all information can be found online for free. Consider creating a quick online survey to assess your students’ experience with research.

- **Diversify the class assignment.** If an entire class has exactly the same assignment, resources may become scarce. In the past, resources have been vandalized or have disappeared altogether when students were in competition for the same items. If a single resource will be needed by most or all of your class, call to put it on reserve instead.

- **Use caution when assigning scavenger hunts.** 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 throughout their careers. General scavenger hunts are often unsuccessful because students see them as busy work, and in most cases librarians end up locating the random facts for the assignment. Ask a librarian for help in determining the best application for a scavenger hunt.

- **We advise not telling students that they “cannot use web resources.”** Much of the information to which the library has access is only available online and not all students understand the difference between content on the internet and in online databases, leading them to think they can only use books and print magazines and journals. If you do decide to limit use of the Web, plan to discuss this with your students. If you are concerned about your students’ ability to evaluate the quality of information they find on the Web, we’d be happy to help!

How can we help you?

Whether you are designing a new research assignment or looking for someone to help your students learn to find and manage information effectively, we encourage you to give us a call! Working together, we can ensure that our graduates have the information literacy skills they need for career success and lifelong learning.

Information Literacy and Library Instruction Contact:

Lisa Louis  
Reference & Information Literacy Librarian  
Head, Research & Information Literacy  
(361) 825-5905  
lisa.louis@tamucc.edu
LIBRARY INSTRUCTION CENTERS (LICs)

Library Instruction Centers Hours
Monday – Thursday 8:00am - 12:00am
Friday 8:00am - 6:00pm
Saturday 10:00am - 6:00pm
Sunday 2:00pm - 12:00am

LICs may have different hours or be closed during the summer.

Purpose

The primary purpose of the classes taught in the facilities 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. Instruction sessions can be arranged by contacting the Department Head of Research & Information Literacy, at (361) 825-5905.

These facilities are staffed by Media Center Student Assistants and are available as open computer labs when they are 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 centers.

Other Functions

Throughout the academic year, the Library Instruction Centers also function as facilities for workshops taught by library staff.

Workstations Available in the Library Instruction Centers

- LIC I – 27 Dell PC’s
- LICII – 51 Dell PC’s

Peripheral Equipment

- 1 Flatbed Scanner – LIC I only
- 1 B & W Laser Printer – LIC I, LIC II

Software Available in the Library Instruction Centers

The Library Instruction Centers provide a variety of software packages for student use, including Microsoft Office (Word, Access, Excel, PowerPoint, and Publisher) Firefox and Internet Explorer.

The Library’s electronic resources, including the online catalog, are easily accessible from all computers.
Library Media Center Hours
Monday – Thursday 7:30am - 1:30 a.m.
Friday 7:30am – 8:00 p.m.
Saturday 10:00am - 6:00 p.m.
Sunday 12:00pm - 1:30 a.m.

Systems Available in the Computer Room
37 Dell PCs
2 Student Assisted Workstations

Peripheral Equipment
13 Document Feed Scanners
2 B&W Laser Printers
1 Color Laser Printer

Software Available in the Media Center
The Library Media Center provides a wide variety of software for student use, including Microsoft Office (Word, Access, Excel, PowerPoint and Publisher), Open Book, Jaws, and many others. Specialty software may be installed on certain workstations at the request of faculty.

The Library’s electronic resources including the online catalog are easily accessible from all computers.

Media Center Facilities
The Library Media Center has viewing rooms equipped with TVs, VCR/DVD combos, and stereo ensembles including CD players and cassette players.

The Mary and Jeff Bell Library maintains three Multimedia Presentation Rooms in the Media Center, to be used by students in practicing presentations and performing coursework. Multimedia Presentation Rooms will be available for use when the Media Center is open. Each room is equipped with a video camera, 22” camera monitor, computer, and SmartBoard. A set of accessories to be used with the rooms’ equipment include a SmartBoard pen and eraser and will be checked out at the time of check out.

VHS Tapes and DVD’s
The Library Media Center offers a wide variety of movies ranging from educational documentaries to lighter viewing such as Oscar nominated films and other popular titles.
Compact Discs

The Library Media Center offers an assortment of CDs including classical, multicultural, and sound effects.

Checkout Policy

Faculty and staff can check out non-print materials for two weeks. All student patrons must view/听 to media materials in the Media Center.

The Laptop Center

The Mary and Jeff Bell Library maintains a collection of 60 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 computer lab, and facilitate both group and individual study at any location within the library. Laptops are equipped with batteries, wireless network cards, DVD/CD burner drives, and video cameras. Each laptop includes standard office software packages and Internet browsers.

Students who wish to borrow laptops must read and sign a laptop user agreement, indicating that they understand their rights and responsibilities.

General Rules and Guidelines for 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.

Library Technology Services / Media Center Personnel:

**Abel Cantu**  
Information Technology Manager  
Head, Library Technology Services  
(361) 825-2348  
abel.cantu@tamucc.edu

**Bob Brown**  
System Support Specialist I  
(361) 825-2978  
robert.brown@tamucc.edu

**Irvan Hendrick**  
System Support Specialist III  
(361) 825-3698  
irvan.hendrick@tamucc.edu
Amanda Horne
Library Associate II
(361) 825-2354
amanda.horne@tamucc.edu

Sylvia Sanchez
Library Information Specialist
(361) 825-2550
sylvia.sanchez@tamucc.edu
CONTINUING RESOURCES AND DISCOVERY SERVICES DEPARTMENT

Introduction

The Continuing Resources and Discovery Services 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 Continuing Resources. 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 Continuing Resources Department 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 Continuing Resources Department maintains a popular reading section in the library atrium near the front entrance. The most current issues of over 95 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 near the staircase. The Newspaper Shelves are located next to the Daily Read Cafe (Library Room 120). We maintain microform back files of many newspapers and journals and provide electronic access to many others. The microform collection is approximately 1600 titles.

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 2614 titles on the shelves. About 1,200 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 Continuing Resources 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 Daily Read Cafe (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 readers located in the stacks just outside the Daily Read Cafe (Library Room 120). The Continuing Resources 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 Complete. 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 Continuing Resources Department can be placed on hold by faculty for a maximum of 24 hours. Faculty may also place periodical materials on reserve by making arrangements with Continuing Resources 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 periodicals.

Microforms do not circulate under any circumstances.

Copying

Copy machines and microform reader-printers are 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 Daily Read Cafe (Library Room 120). The responsibility of compliance with the copyright law of the United States (Title 17, United States Code) is on the individual making the copies.

Copies made on copy machines cost 10 cents per copy with a SandDollar$ ID or Sandpaper card, not per sheet of paper, thus double-sided copies will cost 20 cents each. Microform reader-printers operate on the SandDollar$ system. Microform reader-prints cost 10 cents per page. Pages can also be sent as attachments via email. Student assistants are available during Continuing Resources Department business hours to assist patrons with the use of microform printing.
Binding

The library binds loose issues of some of its print subscriptions to facilitate their preservation. A list of materials currently at the bindery is available at the Reference/Ask Us Desk and in the Continuing Resources Office (Library Room 112).

The Continuing Resources Department binds theses and dissertations written by Texas A&M University– Corpus Christi graduate students in completion of their degree requirements. Complete guidelines for binding theses and dissertations are available from the Continuing Resources Department. 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.

Continuing Resources & Discovery Services Contacts:

Vacant
Periodicals / Electronic Resources Librarian
Head, Continuing Resources & Discover Services
(361) 825-2356

Virginia Buckley Hopkins (Dept. Supervisor)
Library Information Specialist
(361) 825-5971
virginia.hopkins@tamucc.edu

Rachel Bennett
Library Associate I
(361) 825-2356
rachel.ransom@tamucc.edu

Joe Hernandez
Library Associate I
(361) 825-3727
joe.hernandez@tamucc.edu
Reference Services

The Research & Instruction Department assists users in their research and in finding the information they need in all formats: print, electronic, and microform. Reference assistance is provided in person, by phone, and through the “Ask Us” e-mail and chat service available on the Bell Library’s Web site.

Reference Librarians provide a comprehensive information literacy program, instructing classes in the effective use of library resources. The Reference Staff is primarily responsible for the development of the Reference Collection. Reference Librarians also provide assistance in using Texas and United States Government Documents Collections that are shelved near the Reference Collection on the first floor of the library.

Reference Collection

The kinds of materials found in our print Reference Collection include dictionaries, encyclopedias, indexes, field guides, handbooks, manuals, atlases, and maps (including Texas topographic maps and CIA maps). The library provides access to a large number of databases, electronic journals and electronic reference books, all of which are accessible over the web site. The library also subscribes to two major online reference collections: Gale Virtual Reference Library and Credo Reference.

Print reference materials do not circulate. These materials must be used in the library so that others have access to these resources.

Research & Instruction Staff Members

Lisa Louis
Reference & Information Literacy Librarian
Head, Research & Instruction
(361) 825-5905
lisa.louis@tamucc.edu

Nicole Cubillas
Reference/Government Documents Librarian
(361) 825-5961
nicole.cubillas@tamucc.edu

Denise Landry-Hyde
Reference Coordinator
(361) 825-2608
denise.hyde@tamucc.edu
COLLECTIONS & ACQUISITIONS DEPARTMENT

Collections & Acquisitions Services

The goal of collection development is to purchase and acquire materials that support the University’s curriculum. The Library purchases materials in all major formats (print, media/DVD, online/electronic, etc.). The librarians serve as liaisons to the disciplines on campus to develop the Main Collection in their subject areas. Funds are allocated to each department to make purchases. Each department has an assigned faculty liaison to the library, and purchases are coordinated through the department liaison. The department’s faculty liaison, in turn, consults with the librarian liaison on issues such as (1) Answering questions about accessing or purchasing materials; and (2) Assisting department liaisons with purchases. Although faculty members are encouraged to work through their designated liaisons, they should also feel free to send comments or suggestions about the Library’s collection to the Library Director.

The Library regularly evaluates and updates the collections in consultation with faculty members. The Library does not purchase textbooks because new editions are published every one or two years.

Collections & Acquisitions Staff Members:

Edward Kownslar
Collection Management Librarian
Head, Collections & Acquisitions
(361) 825-2677
edward.kownslar@tamucc.edu

Diana Gaona
Library Associate II
(361) 825-2354
diana.gaona@tamucc.edu

Michele Hall
Library Information Specialist
(361) 825-2413
michele.hall@tamucc.edu
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. Staff 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 – 4:30 pm, and by appointment.

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

Special Collections & Archives Contacts:

Ann Hodges
Special Collections Librarian and University Archivist
Head, Special Collections
(361) 825-2301
ann.hodges@tamucc.edu

Audrey Garza
Library Associate II
(361) 825-2300
audrey.garza@tamucc.edu

Grace Charles
Library Information Specialist
(361) 825-5771
grace.charles@tamucc.edu

Stacey Nash
Library Information Specialist
(361) 825-5319
stacey.nash@tamucc.edu