**HOURS OF OPERATION**

**Fall and Spring Semesters**
- Monday-Thursday: 7:30 a.m.-11 p.m.
- Friday: 7:30 a.m.-5 p.m.
- Saturday: 10 a.m.-6 p.m.
- Sunday: 2-11 p.m.

**Reference Services**
- Monday-Thursday: 8 a.m.-9 p.m.
- Friday: 8 a.m.-5 p.m.
- Saturday: 10 a.m.-6 p.m.
- Sunday: 2-9 p.m.

Hours during summer sessions and intersessions will vary. The library is closed Labor Day, Thanksgiving Thursday and Friday, Christmas week, New Year’s Day, Martin Luther King Jr.’s birthday, the Fourth of July, and other official Armstrong holidays. Advance notice of variations will be posted in the library and on the library web page, library.armstrong.edu.

*Hours are subject to change.*

*Check the library web page for current hours.*
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FROM THE UNIVERSITY LIBRARIAN

As a faculty member of Armstrong Atlantic State University, you are important to Lane Library. Not only do you help determine the available resources in the library, but also your attitude and enthusiasm shape your students’ feelings toward library use. The library staff hopes to continue its tradition of friendly and competent service to aid you in your teaching and research tasks.

This Faculty Handbook is designed to familiarize you with library policies, resources, and services as well as introduce many recent additions and planned enhancements. Please take time to acquaint yourself with this booklet, and always feel free to visit your library or contact us any time.

— Doug Frazier, University Librarian

INTRODUCTION

Lane Library, built in the 1960s, underwent a total renovation during the 2005-06 academic year. The renovated library reopened for service on June 5, 2006.

Renovation improvements, both functional and aesthetic, include new furniture throughout the building and the addition of a foyer with comfortable, upholstered seating; new, brighter lighting on both floors; smooth plasterboard walls in place of exposed cinder block; energy-efficient windows; group study rooms and more individual study carrels; the relocation of Media Services to the first floor and of bound periodical volumes to the second floor; and the addition of new computers—equipped with Microsoft Office and available for database/web searching.

LANE LIBRARY WEB PAGE

library.armstrong.edu

The library web page should be the first stop for those interested in services and resources available to the Armstrong community. The home page provides access to:

- GIL-Find — Search Lane Library's catalog for books and media
- USG Libraries and GIL Express — Search and order books from libraries of other USG institutions
- Journal Locator — Lists journals owned in hard copy or accessible online through the library's various subscription services
- GALILEO — Nearly 250 databases, many designed for locating journal articles, some provided in full text
- Additional Databases — Purchased to support Armstrong degree programs, many of these databases are discipline-specific and offer full-text journal articles
Subject Guides — Listing of Lane Library resources, including databases, by discipline, e.g., history, chemistry, education, biology; links to a plagiarism tutorial and to citation style guides

Library Blog — Latest library news, views, and updates

Facebook — Another resource for library news and updates.

LIBRARY CATALOGS AND DATABASES

GIL-Find
GIL-Find catalog allows library users to search Lane Library’s catalog, mark favorites, add comment tags to records, set up RSS feeds to update important searches, link to Amazon reviews and Google Books previews, and text Library of Congress classification numbers for materials to cell phones.

GIL-Find is accessible from computers in the library and can be accessed remotely from the library web page (library.armstrong.edu); no password is required.

GIL Universal Catalog and GIL Express
The USG Libraries Catalog enables users to view the combined holdings of all university system libraries—over six million volumes, 60% of which are unique titles. Using the library holdings information contained in the USG Libraries Catalog, students, faculty, and staff in good standing at their home university or college library can request books online directly from other University System of Georgia libraries. Students, faculty, and staff in good standing may also check out books in person at other university system libraries upon presentation of a current USG institution I.D.

GALILEO
GALILEO stands for Georgia Library Learning Online, an initiative of the Board of Regents of the University System of Georgia. A web-based virtual library, GALILEO provides access to many online information sources including password access to licensed products. Armstrong faculty may access over 250 databases indexing thousands of scholarly journals. Thousands of journal titles are provided in full text. Other resources include encyclopedias and directories.

Frequently used GALILEO databases include:

- ABI Inform Complete
- Academic Search Complete (EBSCO)
- America: History & Life
- CINAHL (Cumulative Index to Nursing and Allied Health) — Literature
- Historical Abstracts
- MLA Bibliography
- eBooks on EBSCOhost (full text electronic books)
- Oxford English Dictionary
- ProQuest Newspapers
- PsycInfo
GALILEO is a dynamic resource with new databases being added and some cancelled each year. The lists of journals for which vendors such as EBSCO and PROQUEST provide full text coverage are also subject to change.

**GALILEO Password**

No password is needed to access GALILEO from on campus. Remote access by password is available to Armstrong faculty, staff, and currently enrolled students. The password changes each semester.

- From the library's home page, select Get Password. You will be asked to enter your last name, Armstrong I.D., and library PIN number.

**Additional Databases**

In addition to the databases available through GALILEO, the library subscribes to approximately 25 other databases to support Armstrong degree programs. Among these are the following:

- ebrary — Access to ebooks in a range of subjects
- Omnifile Full Text Mega Edition which includes these components in one searchable database:
  - Education Full Text
  - Social Sciences Full Text
  - General Science Full Text
  - Business Full Text
  - Humanities Full Text
- JSTOR — Digitized, archived journal collections for arts and sciences
- CQ Researcher — Full-text coverage of social and political issues
- Choice Reviews — Book reviews for academic libraries
- Web of Science — Includes Science Citation Index, Social Sciences Citation Index, and Arts & Humanities Citation Index. Provides access to current and retrospective multidisciplinary information, author abstracts, and cited references from approximately 8,500 of the most prestigious, high impact research journals in the world.
- Cochrane Library — This eminently useful collection is comprised of the Cochrane Database of Systematic Reviews as well as several other databases, all covering Evidence-based medicine.
- EndNote Web (www.myendnoteweb.com) — Export citations from Web of Science, or other proprietary databases available through Lane Library, to automatically build personal, formatted, reference bibliographies.
- Credo Reference — A digital reference library of over 240 high-quality reference books from leading publishers. Credo is a good place to go for overviews and reliable factual information. Search across disciplines or focus a search in selected reference titles. A great, credible alternative to Wikipedia.
- Early English Books Online (EEBO) — Based on titles listed in several classic reference works, EEBO
contains digital, facsimile page images of English language books, pamphlets, and tracts from 1473-1700. Scholars and graduate students in English literature, history, philosophy, fine arts, education, science, and mathematics should find this database of interest.

- Science Direct (College Edition) — Full-text articles from more than 2,000 peer-reviewed journals in the sciences.

Additional Databases — Off-Campus Access

Faculty, staff and currently enrolled students can access these databases with their Armstrong e-mail login name and password. If you have a problem accessing these databases, contact the Reference Department at 344.3026.

BOOKS, PERIODICALS, AND MEDIA

Circulating Collection

The majority of the library’s books, which are selected to support the university’s curriculum, are in the circulating collection arranged by Library of Congress classification numbers and located on the second floor.

Reference Collection

The reference collection, also arranged by Library of Congress classification numbers, contains approximately 9,000 volumes and is located on the first floor.

Periodicals and the Journal Locator

Lane Library subscribes to about 800 periodicals in paper format. In addition, full-text articles from thousands of journals are readily available through various services to which the library subscribes, such as EBSCOhost, ProQuest, JSTOR, ACM Digital Library, and Oxford Journals Online. Most current issues of journals in paper format are shelved alphabetically by title in the Current Periodicals Reading Area, where current newspapers are also located.

Back issues of hard-copy journals and magazines are bound, classified, and arranged in Library of Congress classification number order in the periodical stacks on the second floor. Check the Journal Locator on the library webpage to obtain call numbers for back issues of specific journal titles and to determine how to access particular journal titles and volumes. Microfilm reels of back issues, when available, are shelved along with the bound volumes. Some older volumes of selected periodicals are shelved in compact shelving on the second floor.

In trying to determine if Lane Library owns or has electronic access to a particular journal, the Journal Locator, available from the library webpage, is the best source to check.
Keep in mind that many commercial database vendors frequently add and delete journal titles for which they provide full text. Also, it is fairly common for journal publishers to withhold full text of recent issues for 6-12 months before releasing them online, a practice known as “embargoing.”

**Micro-materials Collection**

The micro-materials area on the second floor contains four microform reader-printers including one digital microfilm viewer. Major microform collections include:

- **Library of American Civilization (LAC)** — LAC is a microfiche collection of approximately 10,000 records, including books, pamphlets, and periodicals, relating to all aspects of American life from Columbus to the outbreak of World War I. The materials in LAC are not included in GIL; they are indexed in separate author, title, and subject volumes available in the reference area.

- **Library of English Literature (LEL)** — This collection reflects the rich heritage of the English literary tradition and includes works of all genres from Chaucer’s time to World War I. First editions and early imprints are included, along with bibliographies, letters, biographies, historical accounts, and works of major and minor writers. Materials in LEL cannot be found in GIL; access is available through separately published author and title catalog volumes shelved in the reference area.

- **Early British Periodicals Collection (EBP I and II)** — This series comprises 168 periodical titles published primarily in the eighteenth and nineteenth centuries. Literature, philosophy, history, science, the fine arts, and the social sciences are among the subjects covered in this collection.

- **ERIC Resources in Education microfiche collection** — This collection of literature in education includes conference proceedings, research findings, project reports, and curriculum-oriented materials. Many but not all ERIC documents are now available online.

- **London Times, 1785-1922** — Palmer’s Index to the Times from 1790-1922 is located in the print index area on the second floor.

- **New York Times, 1851-2008** — Indexes to this microfilm collection are located in the second floor print index area.

- **American Periodicals, Series I** — Lane Library owns this entire series, which includes serials published between 1741 and 1800.

University Archives and Special Collections
The emphasis of both the University Archives and Special Collections is the history of Savannah and Armstrong Atlantic State University. The University Archives houses, maintains, and makes available to researchers documents relating to the university's history. Administrative records of the university's presidents, historical student publications, and the papers of particular individuals connected to the university constitute current emphases of the archives. A finding aid to the University Archives is available from the library web page.

Books on Savannah’s history form the emphasis of the Florence Powell Minis Collection, which includes a complete set of first editions by Savannah natives Conrad Aiken and Flannery O’Connor. Books in the Minis Collection are cataloged and included in the library’s online catalog but are available for in-library use only.

University Archives and the Minis Collection, housed on the second floor, have restricted access. Contact Caroline Hopkinson for assistance at 344.3019 or e-mail her at Caroline.Hopkinson@armstrong.edu.

Media Collections
Media Services offers a wide variety of software resources. The software collection includes interactive multimedia, educational media, and feature films in the following formats: VHS video, DVD, DVD-ROM, CD-ROM, music CD, and audiocassette. The hardware collection includes LCD projectors, digital cameras and camcorders, as well as traditional audio-visual equipment.

Government Documents
Lane Library has no separate government documents collection; documents are cataloged and shelved in the book collection. If faculty require a more extensive documents collection, the Henderson Library at Georgia Southern University serves this area as a selective federal depository available for public use. Faculty may also request many government documents through interlibrary loan. In addition, numerous government publications are now available electronically from government-sponsored web sites. Check with the Reference Department for more information on possible electronic access to particular government publications.

Children’s Collection
Lane Library maintains a collection of children's books to support classes in children's literature, teaching methods, and practicum experiences. Titles are selected on the basis of the awards they have received and their potential usefulness to the K-12 curriculum. Faculty members will also find the collection to be a convenient source of quality children's literature for their families. To aid in identifying juvenile books, searches in GIL-Find may be limited to titles in the children's collection.
The collection is shelved separately on the second floor. Featured books in this collection are displayed in the Children’s Books subject guide on the library website.

**Bestsellers and New Books**

These books are on display near the Current Periodicals Reading Area on the first floor. Bestsellers are placed on a revolving shelf in the area and may be checked out for a three-week period. To facilitate browsing, New Books that have recently been added to Lane Library’s collection and are ready for checkout are arranged in Library of Congress classification number order on wooden shelving near comfortable seating on the first floor.

**LIBRARY SERVICES AND POLICIES**

**Circulation Policies**

To check out materials, a faculty member must register with the library by presenting photo identification at the Circulation Desk. With the exception of the bestseller and juvenile collections, faculty may check out books for a full semester. However, any book may be recalled before the due date if there is an urgent demand. Although overdue fines do not apply to faculty, there are replacement fees for lost items. Part-time faculty must register with the library each semester they teach.

**Reserve and ERES**

The library offers two alternatives for making supplementary course materials available to students: the traditional method of checking out items from Reserves for a limited time, and/or ERES, the library’s Electronic Reserve System for unbound documents. Reserve books are generally made available by faculty for their students to check out for in-library use (2-hour increments are most common). We encourage faculty to place personal copies of their textbooks on reserve whenever possible. ERES offers students the opportunity to access articles, class notes, syllabi and other materials from home computers, distance learning sites, and various locations on-campus. Items submitted for reserve must be accompanied by a reserve material request form for each course. Submission of photocopies for reserve must be in compliance with the Board of Regents policy. See Policy on the Use of Copyrighted Works in Education and Research: www.usg.edu/copyright. Reference books, books borrowed through GIL Express and interlibrary loan, and periodicals from the library’s collection may not be placed on reserve.

**Reference Services and Library Instruction Options**

The purpose of the Reference Department is to assist users in identifying, locating, and using information. The Reference Department provides several different services, including the following:
■ **Individual assistance** at the Reference Desk by a professional librarian during most library hours

■ **Library instruction sessions for classes** — These sessions acquaint students and faculty members with library resources available in a specific subject area or geared to an assignment. Please schedule sessions at least one week in advance.

■ **Library Drop-Ins** — Invite a friendly, helpful reference librarian to visit a class for 15 minutes to allay students’ library anxiety and suggest reliable, time-saving information resources available through the library.

■ **Individual research consultations** designed to go beyond what can be covered at the Reference Desk — Faculty conducting research in new or unfamiliar areas, graduate students working on library research projects or theses, or undergraduates needing direction in locating sources of information may all benefit.

■ **Information sessions** on particular databases and topics for interested faculty — Contact the reference librarians at 344.3026 or ref.desk@armstrong.edu for these services and other questions or requests.

### Distance Learning

Lane Library, committed to providing excellent library support services to faculty and students in Armstrong-sponsored distance learning programs, has adopted procedures which provide expeditious delivery of interlibrary loan items to distance learning students and acquisition of essential library support materials requested by teaching faculty. Other library services and resources available to distance learning students and faculty include:

■ Access to Armstrong-selected databases, available through the Additional Databases link on the library web page via Armstrong e-mail account login and password

■ Access to electronic books through eBooks on EBSCOhost (GALILEO) and ebrary (Additional Databases)

■ Access via password to more than 200 databases through GALILEO, available from the library’s web page

■ Use of ERES, an electronic, password-protected system, which allows students online access to full-text articles and other unbound documents placed on reserve by faculty members

■ Expert research assistance from reference librarians through the **ASK A LIBRARIAN** link on the library web page and by phone (344.3026)

■ Onsite library instruction provided by reference librarians at the request of faculty

■ Reference assistance is available via chat or text message whenever a librarian is online. To chat with a librarian, type your question into the chat box located on the lower right corner of the Lane Library web page, [library.armstrong.edu](http://library.armstrong.edu). To text a librarian, text “lanelibtxtref” + your question to 246246.
Media Services

Software Circulation — Faculty may borrow software titles for a period of seven days, with the exception of items that have been placed on reserve. A photo ID is required to check out software materials.

Software Reserves — Media reserve requests should be placed at the Media Circulation Desk. Facilities are available in the library for in-house use of all software formats. The media staff work with faculty to assist with media-related assignments.

Hardware Circulation — Equipment may be borrowed for up to seven days. A photo ID is required and faculty must pick up and return equipment in person.

High speed audio-tape duplicator — Available for copying cassettes; there is no charge, but users are required to furnish blank cassettes. The library is not responsible for tapes that are damaged in the duplication process.

GIL Express (For USG Books)

GIL Express, a service related to Interlibrary Loan, offers USG students, faculty, and staff in good standing at their home colleges and universities an opportunity to initiate their own online requests for books from other USG libraries. Patrons may also check out books from other USG libraries in person upon presentation of a valid picture ID. The loan period for GIL Express books is 28 days. Unless a patron of the lending library has placed a hold on a book, up to two renewal requests can be granted.

NOTE: GIL Express books that are not returned by the due date will result in immediate blocking of borrowing privileges at the faculty member’s home library and at other USG libraries until the book is returned and the borrower’s record is cleared. The blocking of those with overdue GIL Express books is not a local policy but a systemwide one.

Interlibrary Loan (For Books & Articles)

The Interlibrary Loan (ILL) department obtains books and copies of articles not found in the Armstrong collection when students, faculty, and staff members need them for study and research. Patrons log in to their ILLiad accounts from the library’s home page to place requests. The location of borrowed materials is determined through the OCLC (Online Computer Library Center) network, and each request is sent to various institutions based on national and regional protocols. In general, libraries will not lend reference books, rare materials, recently published books, textbooks, audiovisual materials, or entire issues of periodicals. Most ILL requests are filled within one to four weeks, depending on the lending library and delivery time. There are currently no restrictions on the number of requests faculty may submit. Contact the Interlibrary Loan department.
at 344.3125 or visit the library's web site for an explanation of ILLiad and a complete copy of the ILL policy.

**Library Budget and Allocations**

The library materials budget for the fiscal year is allocated to the academic departments each July. These funds are provided to build library collections and to maintain periodical collections in support of academic programs. Allocations are based on a number of criteria, including number of undergraduate hours generated, graduate program needs, obsolescence of library materials in the subject areas, and the need to meet departmental accreditation standards. A library collection development and contingency fund, encumbered at the discretion of the university librarian, is maintained to support needs that cannot be met with departmental allocations. Departmental allocations not spent by March 1 of each academic year will revert to the library contingency fund. At times budgetary restrictions may prevent allocation of purchasing funds to departments.

**Gifts and Donations**

Gifts and donations of materials are welcome as long as the donor agrees that the final authority for the use and disposition of such gifts rests with the library.

**Purchasing Requests: Books and Media**

Requests for new book titles and audio-visual software should be sent directly to the head of technical services after approval by department heads. Faculty members should check with their department heads concerning departmental purchasing procedures. Purchases are deducted from each department's library budget. Order request cards are available in the technical services department. *Choice Reviews Online*, a database available from the library's web page under **Additional Databases**, provides timely electronic access to book and media reviews.

The Media Services Department maintains a collection of media catalogs that faculty may use to locate information regarding the content of material. Preview requests should be sent to the Media Services Department. Note that audio-visual software costing more than $100 must be previewed before purchase. Contact the Media Services Department to make arrangements for a preview.

Requests for new periodical titles require authorization by department heads. Requests can be sent to the university librarian or the head of technical services at any time throughout the year. Librarians will evaluate requests for new subscriptions based on funding and the availability of indexing for requested titles. New subscriptions are initiated only in January.
Library Order Cards
When filling out library order cards, include as much information as possible. At a minimum, cards should list the author, title, publisher, ISBN, and price. Cards with insufficient or inaccurate information will take longer to process and delay all orders.

Copying and Printing
Equipment for photocopying includes three black and white copiers and one color copier. Only the color copier allows duplex printing.

Copies of items on microfilm or microfiche can be made on the library’s reader/printers on the second floor.

Charges — Copying for academic purposes may be charged to departments with the approval of department heads. Faculty members may record and charge copying to their departments by signing a notebook kept at the Circulation Desk. Faculty members are reminded that their copying should not exceed the guidelines of U.S. copyright law.

Faculty making personal copies may use cash or their Pirate Card (Pirate cash) when using the library’s photocopiers. Computer printing and microform printing in the library for personal use requires the use of a Pirate Card (Pirate cash).
TELEPHONE NUMBERS
library.armstrong.edu

University Librarian’s Office
Doug Frazier, university librarian......................... 344.2818

Circulation & Interlibrary Loan .................. 344.3027
Ann Fuller, head of circulation and
  ILL and assistant university librarian............... 344.3006
Melissa Jackson, interlibrary loan librarian.......... 344.3125
Barbara Brown, interlibrary loan associate .......... 344.3009
Sarah Caudle, evening circulation associate ......... 344.3008
Harriet Winiger, circulation associate ............... 344.3007

Reference & Library Instruction ................. 344.3026
Judith Garrison, head of reference
  and instruction........................................ 344.3012
Jewell Anderson, reference and
  instruction librarian.................................. 344.3005
Caroline Hopkinson, reference and
  instruction librarian.................................. 344.3019
Kristin Stout, reference and
  instruction librarian.................................. 344.3028

Technical Services
Beth Burnett, head of technical services ............ 344.3015
Rob Jones, assistant technical services librarian... 344.3016
Meghan Kilgore, acquisitions associate............... 344.3004
Kat O’Neal, processing assistant...................... 344.3013

Media Services ................................... 344.2967
Richard Horah, head of media services.............. 344.2814
Sandara Murray, media associate........................ 344.3010
Buster Woods, media assistant.......................... 344.3011