

Graduate Student Library Guide

Mary and John Gray Library ~ Lamar University ~ Beaumont, Texas ~ 880-1898 ~ <http://library.lamar.edu>

Welcome to the Mary & John Gray Library. The following information serves as a general guide to the library and its services. If you have questions, ask at the Reference Desk.

Hours

880-8117

Normal operating hours are:

Monday - Thursday	7:30 a.m. – 12 midnight
Friday	7:30 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 7:00 p.m.
Sunday	2:00 p.m. – 12 midnight

Library hours may be different during finals, holidays, or intersession. It is always a good idea to pick up the Hours bookmarks. They are printed every semester and are available at the service desks in the Library. Signs will be posted in the library to remind you of special hours and updated on the Library web page. Click on About the Library for library hours.

Circulation Services

880-8134

Your Lamar ID card serves as your library card. Visit the Circulation Desk to have your account activated. Your ID should be brought to the library whenever you visit.

Circulating materials are loaned to graduate students for ninety days. If another library user requests a book you have checked out, you will be notified and asked to return the material as soon as you are finished with it. Items may be renewed unless someone else has requested the material. Renewals must be made in person at the Circulation Desk.

Other types of materials circulate as follows:

- Bound journals for one week.
- Unbound periodicals for two hours.
- Government documents for three weeks.
- Media materials in-building use only.
- Reference or other non-circulating materials may be loaned after consultation with a reference librarian.

You are responsible for all material borrowed on your ID card. Lost ID cards should be reported promptly to the Circulation Desk and to Campus Police. Fines are charged for late return or loss of borrowed materials. The daily fine rate for books and documents is 25 cents per day for a maximum fine of \$50.00. The daily fine rate for periodicals and reference materials is \$1.00 per day for a maximum fine of \$50.00. Book drops are located at the rear of the building and at the Circulation Desk. For questions about Circulation Services, stop by or call the Circulation Desk.

Reference Services

880-1898

The Reference Desk is located on the first floor. Reference is the beginning point for most serious research endeavors. Reference librarians are available for research consultation and individual instruction. We can help you search the online catalog or the web and select the most relevant indexes to journals or conference proceedings. We are here to help you. The Reference Desk hours are the same as the regular Library hours.

Library Web Page

The Library System can be accessed from workstations in Reference or terminals within the library and by remote access from outside the library. The library homepage is available via the World Wide Web at: <http://library.lamar.edu>. This site provides access to the library online catalog and many other resources available to the students, faculty, and staff of Lamar University.

Books

The Library Catalog helps you find books, periodical titles, and media materials in our library. You can search by author, title, subject, or keyword. Materials are classified according to the Library of Congress classification system. The catalog provides you with the call number and other bibliographic information about your particular item. The call number will help you locate the material on the shelves. The majority of the books are available on floors 3 - 6, also called the stacks floors. The floors are arranged alphabetically according to the Library of Congress Classification System. The first letter or letters of the call number tell you what floor a book will be found on. If you cannot locate the item you need, ask at the Circulation Desk for assistance.

Location Directory

Reference	1 st Floor
Reserves	2 nd Floor
Documents	2 nd Floor
Environment Lib	2 nd Floor
Media	7 th Floor
Special Collections	7 th Floor

Stacks Floor Directory

A - HD	3 rd Floor
HE - PN	4 th Floor
PQ - QD	5 th Floor
QE - Z	6 th Floor

For information on other locations, ask at the Reference Desk.

Textbooks

The Library does not purchase copies of the textbooks used for classes. Any copies we may have will be placed on Reserves on the 2nd floor. These books will be building use only and cannot be checked out.

Periodicals

880-8980

Electronic indexes to periodicals and newspapers can be searched on the workstations in Reference, in the 7th floor Computer Lab or from off campus via the Library Web Page. Some of these indexes are full text and articles can be printed, downloaded, or emailed. The titles of journals and newspapers Gray Library subscribes to can be searched through the Library Catalog. Each journal has its own call number. Current issues of periodicals and all microfilm are located at the Periodicals/Reserves Desk on the 2nd Floor. Microfilm readers/printers are available on the 2nd Floor for printing out the articles. Older volumes of periodicals are bound and are shelved on the floor that corresponds to its call number. For assistance with locating articles on any subject, ask at the Reference Desk. For help in locating and checking out journals, ask at the Periodicals/Reserves Desk.

Interlibrary Loan

880-8987

Materials not available in our library may be borrowed from another library. Forms for requesting materials are available on the Library's webpage and at the Reference Desk. There is no charge for this service. Items requested through ILL may be delivered electronically or can be picked up at the Periodicals/Reserves Desk on the 2nd Floor. For assistance in filling in the forms, ask at the Reference Desk. To check if the ILL is in, contact the Periodicals/Reserves Desk. ILL can answer questions about any aspect of the process. Materials are generally received in five to ten days. The Gray Library participates in a statewide courier service that results in quick turnaround from other participating libraries in the state.

Reserves

880-8980

Materials that professors have put in the library for class use are located at the Periodicals/Reserves Desk. Any textbook for the current semester will be located in this area. Materials may be placed on reserve for any class you are teaching. Photocopies and your own materials as well as library materials may be placed on reserve. You should notify the Periodicals/Reserves staff several days in advance before assigning the materials to your class. Media software may be placed on reserve in the Media Services Department on the 7th Floor. You will determine circulation periods for your materials. Class material will be returned to the open shelves or to you at the end of each semester unless otherwise instructed. For more information, contact the Periodicals/Reserves Desk or Media Services.

Government Documents

880-8261

The library serves as a selective United States documents depository and as a full Texas State documents depository. Government documents are available in many formats including paper, microforms, maps, posters, pictures, CD-ROM, and Internet web sites and databases. Documents cover a wide range of subject areas so when you are doing your research don't forget to check with the Government Documents department, we may have something you can use. Currently some of the federal documents and all of the Texas documents are available through the library catalog. For more information about the department and to locate useful government web sites, check out our web page found under **Government Documents** on the library home page. For assistance with documents ask on the 2nd floor in Documents or at the Reference Desk on the 1st floor.

Special Collections and Archives

880-8660

Special Collections, located on the 7th Floor, contains rare and special materials and is open from 9 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday. The University Archives, containing materials related to Lamar University and its history, is located on the 5th Floor and is open by special arrangement with the University Archivist or her assistant. Check the 7th floor Special Collections department for help with these areas.

Media Services/Computer Lab

880-1868

The Library Computer Lab is located in this area on the 7th floor. This is an open lab and has access to various types of software. This lab allows you to type papers, use email or chat services, or create PowerPoint slides. Check the Media Services web page at <http://dept.lamar.edu/mediaservices> for more information about this area.

The Media Center on the 7th Floor has facilities for viewing videotapes, films and filmstrips. You or your students will need your Lamar ID to use materials in this area. Use of the computers in the Computer Lab is open to anyone on a first come basis. Laser and color laser printers are available. Some services have a fee so check with Media Services for those charges.

Media equipment for classroom use can be scheduled through this area. All equipment should be scheduled as much in advance as possible. The loan period for equipment will depend upon availability. The teaching assistant checking out the equipment is responsible for any loss or damage while in departmental custody. Never leave the equipment unattended in a classroom, lab, or office due to the high risk of theft or damage. Equipment should be scheduled for pick up immediately after use in the classroom or moved to a secure location until pick up by media staff can be made. Equipment missing should be reported to the Media Services Department and Campus Police as soon as possible.

Media can also provide video/audio tape production, editing, and duplication, photography/slide production, computer graphics for multi-media, slide or overhead transparencies, desktop publishing, signs, forms, invitations, multi-image production, and equipment staging of media events. To request any of these services or to find out about other services available, contact the Media Services Department.

Library Administration

880-8118

Library administration is located on the 7th Floor. The hours for this office are Monday through Friday 8:00 a.m. to 5 p.m.

Study Areas

The 5th Floor is designated a quiet study floor. Any problems with noise should be reported to the Reference Desk on the 1st Floor. Group study rooms are available on 3rd, 4th and 6th Floor. Keys to the rooms are obtained from the Periodicals/Reserves Desk on the 2nd Floor and are available on a first come basis.

Photocopiers

Black and white copiers are located on the 1st and 2nd Floors. Copies are 10 cents per page. Most machines will give change. A bill changer is located on the 2nd Floor and will change bills from \$1 to \$10. A CopyCard may be purchased for \$1.00 at the Circulation Desk and additional money can be added to the card at any copy machine.

Telephones

A Pay phone with TTY capabilities is located on the 1st Floor. Emergency phones are located on floors two through six and are connected directly to Campus Police. There are Reference Assistance phones on each of the stacks floors that ring directly to the Reference Desk.

Elevators

Elevators are located at the front of each floor.

Restrooms

Public restrooms are located on floors two through seven. They are located at the front of each floor by the stairwells.

Smoking, Eating, Drinking

Smoking and eating are not allowed in the building. Drinks are allowed in the building as long as they are in a covered, insulated container. Drinks are not allowed in the Reference computer area, Computer Lab, or around any computer equipment.

Audio Equipment/Cellular Phones/Pagers

Personal audio equipment is allowed but it must not be audible to others. Cellular phones should not be used in the library. Pagers should be set to vibrate.

Reciprocal Borrowing

The Gray Library is a member of several consortiums. Reciprocal borrowing is available at these libraries. A TexShare card is available at the Circulation Desk and allows you to borrow materials from participating TexShare libraries. Request a TexShare card at the Circulation Desk.

Eighth Floor Reception Center

880-8136 or 880-7334

The Reception Center is located on the 8th Floor and is available for meetings, receptions, dinners, or parties. Calling either number listed above can make reservations.