Florida A&M University Libraries

Tallahassee Florida 32307

**LIBRARY RESOURCES
IN SUPPORT OF
HEALTH CARE MANAGEMENT AND
HEATH ADMINISTRATION**

Resources

Library resources and services are sufficient to ensure the achievement of the goals and outcomes of the B. S. in Health Care Management and the M.S. in Health Administration. The University Libraries provide collections of current books, periodicals, and pertinent reference materials, which are readily accessible to students and are sufficient in scope to support the curriculum. The Samuel H. Coleman Memorial Library (the main library) and branch libraries provide traditional print, as well as electronic access to full text databases, e-journals, e-books, images and video. Library collections contain materials that support the Health Care Management and Health Administration curricula directly and indirectly through interdisciplinary collections.

The following table shows library holdings targeted for use by the general campus and community population, as well as holdings targeted to support the B. S. in Health Care Management and the M.S. in Health Administration.

Library Resources	General	Medicine	Health Care Management	Health Administration
Holdings	1,398,922	17,756	1,655	7,852
Books	1,255,906	14,796	1,532	7,042
Images/Video	25,068	1,647,130	25,114	25,114
Electronic Books	66,245	1,986	627	327
Journals/Serials	103,185	2,698	153	692
Electronic Journals	60,219	2,202	75	259
Electronic Databases	320	43	43	43

The University maintains borrowing agreements and memberships that mutually enhance resources availability for FAMU and other Florida learning communities. Partnerships are with the State University Libraries of Florida, the Florida College System Libraries and the State Library of Florida. The Libraries are members of the Florida Virtual Campus (FLVC) which provides services to the users and staff of Florida's public college and university libraries. Florida public postsecondary college and university libraries provide services directly and indirectly to students and faculty of State of Florida postsecondary institutions. Over 80,000 volumes held by the other 39 Florida public postsecondary institutions supplement the FAMU collections related to Health Care Management and Health Administration. The following information details additional resources and services available to FAMU students and faculty.

Libraries	General	Medicine	Health Care Management	Health Administration
State University System	25,114,915	186,296	13,458	76,106
Florida College System	4,883,380+	33,155	4,350	11,643

Onsite and reciprocal borrowing privileges to students and faculty at all 39 Florida public institutions of postsecondary education is provided. Service includes daily document delivery via statewide courier among nearly 300 libraries in the Florida Library Information Network (FLIN). FAMU students and faculty have access to the courier service for interlibrary loan transactions.

Faculty and students also have access to the Publication of Archival, Library & Museum Materials (PALMM) Collection. This collection is a cooperative initiative of the public Universities of Florida to provide digital access to unique archival resources for research and scholarship.

Expenditures for Resources in Support of Health Care Management and Health Administration

Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
University Libraries Budget	$2,551,096.00	$2,504,384.00	$2,500,401.00	$2,625,803.00	$3,417,950.00
Health Care Management and Health Administration					
Books	962	712	630	721	1,296
Journals	17,065	18,019	19,078	20,162	22,229
Databases	607,473	692,671	743,484	923,615	958,872
Total	**$625,500**	**$711,402**	**$763,192**	**$944,498**	**$982,397**

In addition to the funds provided by the University, electronic resources in support of the Health Sciences are funded by the Florida Virtual Campus and the Florida Electronic Library at an annual cost of approximately $300,000.

Access to Collections and Services

Students, faculty and staff have access to collections, resources and services 24 hours a day, seven days a week, either through the 141 hours that the main library is open or through the library web page. Through the University Libraries' web page, faculty and students have full access to the FAMU library catalog on or off campus, and the library catalogs of the State University System and Florida College System libraries. Online resources and services are available within the libraries, from campus computers, in faculty offices, and from residence halls. Off-campus access is also available 24 hours a day to authenticated users (students, faculty, and staff). Support services such as instruction, interlibrary loans, loan renewals, course reserves, reference assistance, and distance learning services are also accessible from the web page.

Services

FAMU Libraries provide a full range of traditional and innovative library services. Users have access to reference services via local and toll free telephone, electronic mail, online chat service (AskALibrarian), and fax. Services enable users to access and to use information resources in the libraries and from remote locations. The Information Commons, in Coleman Library, allows users to access main library services from one common area. Several Library services are available from this service point. Services include borrowing privileges, interlibrary loan, course reserves, reference and research services, and systems support services.

Borrowing Privileges
Students, faculty, and staff have borrowing privileges at the FAMU Libraries, and reciprocal borrowing privileges to the 39 public universities and colleges in Florida. Borrowers may view and renew items that are currently checked out through the online catalog.

Interlibrary Loan
Students, faculty, and staff who are currently enrolled and engaged in academic research have Interlibrary Loan (ILL) borrowing privileges to the 39 public universities and colleges in Florida and to other libraries globally. Requests may be initiated in person or through the online catalog, which along with reciprocal borrowing and the provision of licensed databases, provides access to materials that the University does not own.

Course Reserves
Print and electronic materials may be placed on reserve at the Libraries. The reserve service provides a central and convenient location for students to retrieve materials. These materials are owned by the University or come from the private collections of faculty who place materials on reserve for enrolled students.

Reference and Research Services
On site and virtual reference/research services are provided. Reference Services include individual research/consultation, the provision of electronic and print research guides and the provision of online tutorials. Reference librarians provide a variety of instructional services to meet the information literacy needs of students, faculty, staff, administrators, and the community at large.

Instruction/Information Literacy
The University Libraries provide competent, quality, and timely instruction through a variety of instructional services. Information is delivered through informal and point of use instruction, individual and group instruction, formal orientations and literacy sessions, orientation to new student groups, subject specific scheduled workshops, printed handouts, research guides and online tutorials. Instruction is provided to local users as well as to distance learners. Library users should be able to differentiate between trustworthy and untrustworthy sources, and have the skills to use resources independently. Information literacy sessions are designed to equip users with the skills needed to locate, evaluate, and use library information resources and services. Formal literacy instruction is based upon goals as defined by classroom faculty. These classes are held in state-of-the-art classrooms, which allow hands-on interactive instruction. Library instruction is

based upon guidelines published by the Association of College and Research Libraries (ACRL) Guidelines for Instruction Programs in Academic Libraries.

Liaison Program
Librarians work with all academic units to assure that the collection supports defined curricular goals and that adequate services, including instruction are provided. The School of Allied Health Sciences has appointed a representative to the Library Collection Development Committee. This liaison works in collaboration with librarians to evaluate, select, and purchase resources recommended for Allied Health programs, including Health Care Management and Health Administration.

Systems Support Services
The Systems Department provides and maintains 250 public computers along with software, hardware and support services necessary for providing and using information resources. Computers are configured to provide access to the libraries' web page and online catalog. Computers are also configured with various types of production software allowing users' access to the Microsoft Office Suite (Word, Excel, PowerPoint, OneNote, InfoPath, Groove, and Access), Write-N-Cite, Course Compass, SciFinder Scholar, and Census Tract. Designated computer areas make it possible for patrons to save documents temporarily to a designated hard drive. As a result of customer service surveys and analysis, several additional services have been made available. Separate email stations have been installed near the Information Commons Desk. A Microtek 9800XL flatbed scanner that provides scanning of photos and multiple document formats and sizes is available. A Print-N-Go station is available for patrons who need to print documents hurriedly and go. Computers have been placed in group study rooms and in the Study Lounge. Library users can print to designated print stations. Computers are located on each floor of the main library and in all branch libraries. A help desk is staffed as part of the Information Commons to assist users with software applications and technology support. Helpdesk staff assists patrons with directional questions, laptop registration and circulation, referrals and resolution of computing and printing needs and issues.

Staff

All Library and related personnel meet or exceed minimal educational requirements as defined by the Association of College and Research Libraries (ACRL). Librarians hold master's degrees from ALA accredited schools. Additionally, two faculty librarians have completed the specialists' degree in library science and four faculty librarians have completed master's degrees in other subject disciplines. The University employs 15 librarians. Support staff are also very well qualified, evidenced by one support staff holding a master's degree and 17 support staff holding bachelor's degrees.

Facilities

All faculty and students have full access to the facilities of FAMU's Coleman Memorial Library and branch libraries. These facilities more than adequately support faculty and student use of information technology for instruction, learning and research. Coleman Memorial Library occupies approximately 88,964 net square feet. Almost 20,000 additional square feet are available in the branch libraries. The University Libraries have a seating capacity of 834, including group study rooms, a student study lounge and cafe, and 20 graduate/faculty study carrels. Coleman Library also includes an information literacy classroom and teleconference rooms. All library facilities enjoy dense fiber optic wiring (one outlet for every 40 square feet of floor space) to the desktop. In addition to fiber wiring, much of the main library and its immediate grounds are wireless, enabling students and faculty convenient and generous access to the wireless network using their own supported laptops, or they may borrow one of 24 network-ready laptops from the Library Systems Department for use in the library.

The [Office of Instructional Technology](#) is housed in Coleman Library. Instructional Technology contains two teleconference centers/distance learning classrooms, with a combined seating capacity of over 50 people, designed for both satellite teleconferencing and for mediated viewing. The OIT also contains an open computer laboratory and faculty development laboratory. Non-print resources and equipment are available for faculty to reserve and/or view.

Florida A&M University Libraries
Health Care Management/Health Administration E-Journals

The library provides access to over 3,000 [health and biological sciences](#) journals, including over 600 pertaining to Health Care Management and Health Administration. The following is a selected list of journals significant to Health Care Management and Health Administration.

Academy of Health Care Management journal (1559-7628)

from 01/01/2005 to present in [Academic OneFile](#) and [Health Reference Center Academic](#)
from 01/01/2006 to present in [ABI/INFORM Complete](#) and [Business Source Complete](#)

American journal of health studies (1090-0500)

from 01/01/1997 to present in [Academic Search Complete](#)
from 01/01/2000 to Fall 2006 in [Academic OneFile](#), [Health & Wellness Resource Center](#) and [Health Reference Center Academic](#)
from 06/01/2011 to present in [InfoTrac Junior Edition](#)

American journal of managed care (1088-0224)

from 01/01/2006 to 09/30/2007 in [Academic OneFile](#) and [Health Reference Center Academic](#)
from 03/01/2007 to present in [Academic Search Complete](#)

American journal of public health (1971) (0090-0036)

from 01/01/1971 to present in [American Public Health Association](#)
from 1971 to 2 years ago in [PubMed Central](#)
from 01/01/1975 to present in [Academic Search Complete](#) and [Business Source Complete](#)
from 10/01/1982 to present in [Social Sciences Full Text (H.W. Wilson)](#)

Health care (1521-0987)

from 01/01/1999 to present in [ProQuest Nursing & Allied Health Source](#)

Health care management review (0361-6274)

from 01/01/1997 to present in [Journals@Ovid Nursing Full Text Collection Plus](#)

Health care management science (1386-9620)

from 09/01/1998 to present in [SpringerLink Contemporary](#)

Health research policy and systems

from 01/01/2003 to present in [Academic Search Complete](#)
from 2003 to present in [BioMedCentral Open Access](#), [Directory of Open Access Journals](#) and [PubMed Central](#)
from 12/01/2006 to present in [Academic OneFile](#) and [Health Reference Center Academic](#)

Health services management research : an official journal of the Association of University Programs in Health Administration (0951-4848)

from 03/01/1988 to present in SAGE All Access

Healthcare benchmarks and quality improvement (1541-1052)

from 07/01/2002 to 12/31/2011 in Academic OneFile, Health & Wellness Resource Center and Health Reference Center Academic
from 01/01/2008 to 12/31/2011 in ProQuest Nursing & Allied Health Source

Home health care management & practice (1084-8223)

from 01/01/1988 to present in SAGE All Access
from 02/01/1996 to present in SAGE Health Sciences Full-Text Collection

Human resources for health

from 04/01/2003 to present in SpringerLink Contemporary

International journal of healthcare management (2047-9700)

from 04/01/2012 to present in Business Source Complete

Journal of aging and health (0898-2643)

from 02/01/1989 to present in SAGE All Access and SAGE Health Sciences Full-Text Collection

Journal of health and human resources administration (0160-4198)

from 08/01/1978 to 04/30/1994 in JSTOR Arts & Sciences X

Journal of health and human services administration (1079-3739)

from 07/01/1994 to 12/31/2011 in JSTOR Arts & Sciences X
from 12/01/2000 to present in ABI/INFORM Complete and ProQuest Nursing & Allied Health Source

Journal of health care compliance (1520-8303)

from 01/01/2000 to present in Business Source Complete
from 09/01/2002 to present in ABI/INFORM Complete
from 03/01/2006 to present in Academic OneFile, Health & Wellness Resource Center and Health Reference Center Academic

Journal of health services research & policy (1355-8196)

from 01/01/1996 to present in SAGE All Access

Leadership in health services (2007) (1751-1879)

from 2007 to present in [Emerald Management Plus](#)

Managed care outlook (0896-6567)

from 01/01/1999 to present in [Business Source Complete](#)
from 01/01/2006 to present in [Academic OneFile](#), [Health & Wellness Resource Center](#) and [Health Reference Center Academic](#)
from 01/01/2007 to present in [ABI/INFORM Complete](#)

Managed care weekly digest (1543-6365)

from 01/20/2003 to present in [LexisNexis Academic](#)
from 02/01/2003 to 12/31/2004 in [Health & Wellness Resource Center](#) and [Health Reference Center Academic](#)
from 08/01/2005 to present in [Academic OneFile](#) and [Health & Wellness Resource Center](#)

Managed healthcare executive (1533-9300)

from 01/01/2001 to present in [ABI/INFORM Complete](#), [Academic OneFile](#), [Business Source Complete](#), [Health & Wellness Resource Center](#), [Health Reference Center Academic](#) and [OmniFile Full Text Mega (H.W. Wilson)](#)

Florida A&M University Libraries
Multimedia Resources in support of
Health Care Management and Health Administration

The University Libraries subscribe to several databases containing multimedia resources that are geared toward the training of healthcare providers. These electronic resources are accessible 24/7 and include audio, images, and streaming video.

- [Access Medicine](#) includes textbooks and images related to health administration.

- [Nursing Education in Video](#) provides access to streaming videos pertaining to health care management and health administration.

- [Springer Images](#) offers over 25,000 images, tables, line art, or videos related to health care management and health administration.