

2005 APR (NAAB REPORT)

3.9 INFORMATION

3.9.1. Context and Institutional Relationships

The Architecture Library, a branch library designed to serve the architecture programs, is housed in the School of Architecture (SOA) and draws upon the resources of the main library. 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 of the SOA. The Samuel H. Coleman Memorial Library (the main library) and branch libraries provide traditional print and non-print resources, electronic access to full-text, bibliographic and abstracting databases, and to numerous online and traditional services. The Architecture Library also serves as a resource to local practitioners in the surrounding community. Through the University Libraries' web page (<http://www.famu.edu/library>), faculty and students have full access to the FAMU library catalog on or off campus, and to the library catalogs of the State of Florida University and Community College 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, instruction, and distance learning services are also accessible from the web page.

The University maintains reciprocal access, borrowing agreements and memberships that mutually enhance the availability of resources for FAMU architecture students. Partnerships are with the State University Libraries of Florida and the Community College Libraries of Florida. Memberships are with the Florida Center for Library Automation (FCLA), the State Library of Florida Electronic Library, the Florida Virtual Campus, and the Southern Regional Education Board (SREB). Florida public postsecondary college and university libraries provide services directly and indirectly to students and faculty of State of Florida postsecondary institutions.

3.9.2 Library and Information Resources Collections

The Architecture Librarian serves as liaison to faculty in the SOA to assure that the collection supports defined curricular goals and that adequate services, including instruction are available. Library collections contain materials that support the School Architecture directly and indirectly through interdisciplinary collections. The University, Libraries and School have strategic plans and work together to participate in, to support, and to achieve the mission of the University. The collection is designed to support the mission and goals of the University in general and the mission and goals of the SOA particularly. The policy statement for the architecture branch library is printed in the Policy and Procedures Handbook of the library. Short term and long-term goals are listed separately and progress is reported in the annual report of the library. Requests for books, periodicals, electronic resources and non print selections made by the faculty and

library staff are considered as recommendations for purchase. The Assistant Director for Collection Management makes the final decision on acquiring all library resources. An approval plan has been established to ensure the timely receipt of current architecture literature. Books shipped on approval reflect requirements of a university library supporting general and advanced degrees in architecture. Books are automatically received on approval in the Library of Congress classes: "NA" and "NK." Slips are available for faculty and librarians to make additional selections. During fiscal year 2004-2005, 237 books, were shipped for a total amount of \$12,737.00 and 5 books were ordered from approval slips, for an amount of \$239.00. In addition to books and serial publications, the libraries provide access to the PALMM digital collection, a public university cooperative project that includes 14 digitized titles on architecture. Also available are 9 open access journals on architecture via the Florida Electronic Library.

The library collection contains a wide variety of print, visual, and electronic media, and is adequate in size, scope, content, currentness, retrospectiveness, and availability for professional degree programs in architecture. The collection has been developed to support undergraduate and graduate degree programs in architecture and landscape architecture. The collection includes more than 5,000 different Library of Congress classed "NA" titles along with technical and support volumes to provide a balanced architecture collection. The monograph collection of the library is above average in respect to current and retrospective titles. Resources are purchased in a timely fashion and approval books are received weekly. Reference publications are on "standing order" and thus are current and up-to-date. Many are available in both print and electronic formats, such as Grove Art Online and the corresponding print version: Grove's Dictionary of Art. The collection is supplemented by publications from the United States government. As a federal depository library, FAMU receives government publications in all formats from the federal government, which number over 500 on the subject of architecture.

The SOA Library has a healthy assortment of serial publications. The Association of Architecture School Librarians (AASL) has constructed a list of titles which serve the needs of a first degree program, while reflecting a consensus of practice within the profession. The list published by AASL in 2002 includes 49 core titles, 26 supplementary titles, and 17 deleted titles. The library subscribes to or provides access to 76% of the core titles, to 27% of the supplementary titles, and to 47 % of the deleted titles. All of the titles are held by at least one public university of Florida. Faculty and students have reciprocal borrowing privileges at all the public universities and community colleges in Florida. Additionally, interlibrary loan of journal articles is completed electronically. In addition to the AASL list, the library provides access to the full text of 33 architecture journals. The online catalog reflects that the library holds 53 serial publications in architecture, and 70 periodicals. Digitized serial architecture publications are also accessible from the Florida Electronic Library, the PALMM Project, and the Florida Memory Project. The Architecture librarian searches for missing issues in print, microform, or electronic format and fills in gaps as is possible.

The following are selected indexing, abstracting, and full-text resources, most of which are available from the Libraries' homepage, from any Internet accessible computer:

1. African American Biographical Database
2. Architectural Index (paper only)
3. Art Index
4. Art FullText
5. Art Index Retrospective
6. ARTFL
7. Arts and Humanities Citation Index
8. Avery Index to Architectural Periodicals
9. Bibliography of Art History
10. CAMIO - RLG's Catalog of Art Museum Images Online
11. EBSCO Host
12. Florida Memory Project
13. Humanities Full Text
14. Index to 19th Century American Art Periodicals
15. InfoTRAC OneFile
16. JSTOR
17. Kluwer Journal Online (SpringerLink)
18. Oxford Dictionary of National Biography
19. Oxford Journals Online
20. PALMM Collections
21. Proquest Digital Dissertations (citations and abstracts)
22. Readers Guide to Full Text
23. SCIOPIO - Art and Rare Book Sales Catalog
24. Wilson Web

Visual and non-book resources are appropriate and sufficient in coverage and scope and are acquired in a timely fashion to support architecture programs. Advances in technology have made non-book and visual resources a top priority in collection development decisions for the library. The faculty and staff are diligently working at increasing the digital and non print collections. The online catalog reflects that the library owns 65 microforms, 377 online books, 104 audio visual resources, and 41 slides on the subject of architecture. The SOA also provides a slide collection, which is housed in the Architecture Library. Faculty and librarians are investigating several options to obtain additional digital images to support the architecture program, including ArtStor.

The collection is housed in a properly climate controlled environment. All appropriate measures are in place and enforced for the protection of the collection. Continuous monitoring is done to ensure that the collection is in good physical condition. When necessary, a standard bindery company is contracted to mend, bind and preserve items in the collection.

3.9.3 Services

Information services provided include library orientation, bibliographic instruction information literacy instruction, ready reference, searching, and virtual reference: Ask a Librarian. The goal of the library is to provide information to the patron in a timely manner. We achieve this goal with the attentive personal services provided by the staff and librarians. Policies are in place to ensure smooth operations. Policies include collection development, circulation, ILL, use of equipment and audiovisual resources and all University-wide policies. Reference guides, on a variety of subjects, are available.

Library orientation, instruction on library skills, electronic database searching, research methods and documentation are offered as a reference service to all patrons. Information literacy sessions are offered to class groups scheduled by the instructor and to individuals as requested. The Building Arts, Design 1.1, Research Methods and Landscape Architecture instructors have requested bibliographic instruction for individual class sessions.

Notices and announcements are circulated both in print and electronically via e-mail. Bulletin Boards are used for most notices as well as displays in the library. New arrivals to the Architecture Library are displayed and a list is sent by email to the faculty and administration. Information about the Architecture Library is featured on both the University Libraries (<http://www.famu.edu/library>) and the SOA (<http://www.famusoanet.net/>) websites.

The Library of Congress cataloging classification system is used to organize the holdings of the library. This is a standard system that allows for expansion as the holdings increase. Items ordered, received, processed and delivered to the library are represented in the online catalog and delivered to the library within a reasonable time frame. Access to the collection is electronic via the on-line catalog system. ALEPH is the new integrated library management system which allows for federated searching across databases, article linking, and personal customizations for searching and managing results.

As a branch of the University Libraries system, the Architecture Library operates under the circulation policy of the main library. Circulation policies are printed, available at all circulation desks, and on the website at www.famu.edu/library. Other pertinent library information is also available on this website. The library is open seven days a week. The main library is open 110 hours per week. The Architecture Library is open 80 hours per week. The main Library maintains extended hours until 2:00 AM Sunday through Thursday.

Providing electronic access to reserve material is a feature of the integrated library management system. Patrons may access reserve materials through course names, faculty names or standard authors, title, subject, or keywords. Remote access to the holdings of the library and databases is available to patrons with valid ID cards. Adequate licenses and agreements have been acquired for multiple users to avoid limited

access and down time for our users. Library collections are supplemented with access to databases licensed through consortial arrangements. The Florida Center for Library Automation (FCLA) licenses core databases for all Florida public universities and makes them available to students and faculty by authentication, from any Internet capable computer and at any of the public colleges and universities. Databases licensed for the Florida Electronic Library, offered by the State Library of Florida are also available. Databases licensed by consortial arrangements are available seamlessly from the Libraries' website and by authentication, from public libraries and college and university libraries.

Interlibrary loan service provides access to library materials not owned by Florida A&M University Libraries. Service is provided to FAMU faculty, staff, and students who are currently enrolled and engaged in academic research. This international service is a reciprocal agreement between lending libraries to borrow or loan material as needed by participating members. A courier service operates between Florida state colleges and universities, and Florida public libraries to fill interlibrary loan requests in a timely manner. Examples of other cooperative agreements include cooperative access to electronic resources, The Panhandle Library Association Network (PLAN), and Southeastern Library Network (SOLINET).

The staff of the library operates under the following hierarchy: University President, Provost and Vice-President for Academic Affairs, Director of Libraries, Associate Director of Libraries, Assistant Director of Public Services, Architecture branch librarian, staff. The library staff's primary responsibility is to provide service and support directly to the SOA and thus is considered a component of the architecture program's educational team. The University employs 20.5 professional librarians, all of whom hold the master's degree from an ALA accredited program. Additionally, 3 librarians hold the Ph.D.; 3 librarians hold the advanced master's degree; and 6 hold the specialists degree and or a second master's degree. The average length of professional service for librarians is 20.5 years. The University employs 37 library support staff and part time and student workers as needed. The minimum requirement for employment as a paraprofessional is a high school education. Written position descriptions are available from the administrative office of the University Libraries for all library employees. In addition to the 5.25 FTE staff assigned to the Architecture Library, all public service librarians and support staff assist in services to the branch libraries either virtually or in person.

The salaries of the library staff in the Architecture Library are comparable to salaries of other main campus library employees. However, salaries for all library staff are lower when compared to other state and national academic libraries. Funding is available to the staff to attend workshops and conferences. Professional development and continuing education are supported and encouraged by the administration.

3.9.5 Facilities

Recent renovations within the SOA relocated the library to an expanded space with 7,725 net square feet. The space has optimum visibility and is strategically placed within the

school. The library is spacious, well maintained, comfortable and inviting to students, faculty and. The move into the renovated space is now into the third year and shelf space remains available for growth. There is room within the library for storage so remote storage is no longer required. Remote storage is available in Coleman if the need arises. A conference/group study room is available for patron use. Carrels are available for individual study. The windows in the rear of the building provide a pleasant view and a warm atmosphere. The staff is very comfortable with the work space provided. All spaces are in compliance with the American Disabilities Act.

The library facilities are properly maintained by the HVAC system. University employees providing maintenance to all buildings monitor the library's environment. Requests for service are honored in a timely manner. Security for the collection is provided by the Checkpoint Security System, which is installed at the entrance of the library. The Sonitrol security system provides access to the building. In case of an emergency a fire alarm system and water sprinklers are also installed. A disaster plan and emergency evacuation plans and procedures are displayed in the building.

Space is provided for the housing and storage of all library resources. In regards to equipment, patrons have access to a photocopier, one print station networked to the 8 computer workstations, and one scanner. Faculty and students have access to 161 computers in the main library and to an additional 61 computers in the branches and reading rooms. All computers are well maintained and reliable. Faculty members have access to one slide viewer in the slide room and a slide/document scanner. Other AV equipment available to patrons include LCD projectors, laptop computers, digital cameras, overhead projectors, slide projectors, photo lamps, tripods, monitors, VCRs and VCR/DVD combo players. Several items have limited access rules for patron use. The library has wireless capability to connect to the internet as well as LAN accessibility on the OPAC workstations.

The Instructional Media Center (IMC) is housed in the Coleman Library. The IMC 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 IMC also contains an open computer laboratory, television services, graphics and production laboratory, and faculty development laboratory. Non-print resources and equipment are available for faculty and students to borrow and/or view.

3.9.6 Budget/Administration/Operations

Funds are allocated to the branch library for collection development from Coleman Library's lump sum allocation. The Assistant Director for Collection Management determines the amount of the book allocation. The librarian is asked by both the SOA and Coleman Library to submit a budget request indicating annual needs. Once the budget has been approved and funding allocated, expenditures are approved or disapproved by the Dean of the school and the Director of Libraries. The expenditure of the allocated funds is the responsibility of the librarian.

Inherent in responsibilities of the administrators and staff of the University Libraries is the duty to provide smooth, systematic, and efficient service to all patrons. This is accomplished by adherence to the rules and regulations governing the library system. The policies and procedures of the library system are available to all patrons. Diligent attention to the rules and regulations ensures successful sessions in the library.

The Dean of the SOA appoints a chairman and assigns faculty members to serve on the SOA library committee annually. This committee serves in an advisory capacity to review the policies of the library and to make recommendations to the general faculty concerning the library and to assist with collection development. A student representative also serves on this committee.

3.9.7 Library Statistics

Statistics regarding the collections budget, and staffing for the SOA Library are given in *Figure 7* below.

Figure 7

**Statistics Report
School of Architecture Library**

Types of Collections	Number of Volumes or Linear Feet	Budget Year 2003-2004	Budget 2004-2005	Budget 2005-2006
Books classed in LC-NA or Dewey 720's	7,095	\$28,000.00	\$31,494.00	\$20,000.00
Other Books	30,182	\$70,000.00		
Periodical Subscriptions	70			
Other Serial Subscriptions	137			
Microfilm Reels	65			
Microfiche	0			
CD-ROMs	1			
Photo-CDs	3			
Digital Image Files *	165			
Other Electronic Publications	E-books 377 E-Journals 84 Databases 283			
Drawings	0			
Photographs	0			
Other (specify)				
Total	38,462	\$98,000.00	\$31,494.00	\$20,000.00

***Palm Collection & Amico**

(Part 2 of Figure 7 is on the next page)

Staffing

Types of Positions	(FTE's) Year Before Last	(FTE's) Last Year	(FTE's) This Year
Librarian/VR Professionals (Degreed)	1	1	1
Paraprofessionals	1	2	2
Clerks	0	0	0
Student Assistants	.5	1.75	.25
Volunteers			
Other (specify) – OPS	1.5	1.5	1
Other (specify) – Graduate TA	0	1.5	
Total	4	7.75	4.25