

# Florida A&M University Libraries

Tallahassee Florida 32307

---

## **LIBRARY RESOURCES IN SUPPORT OF PROGRAMS IN THE SCHOOL OF BUSINESS AND INDUSTRY**

### **Resources**

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 School of Business & Industry. 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.

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 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. Faculty and students have access to 170 computers in the main library and to an additional 81 computers in the branches and reading rooms. All computers are well maintained and reliable. 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 main library is open seven days a week at 110 hours per week. The main Library maintains extended hours until 2:00 AM Sunday through Thursday. Branch library hours vary as needed by discipline. 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; 6 hold the specialists degree and or a second master's degree. The Libraries employ 37 support staff, several part time and student workers.

The collection has been developed to support undergraduate and graduate degree programs in business. The collection includes more than 12,216 business titles along with interdisciplinary volumes to provide a balanced business collection. The following table shows library holdings targeted for use by the general campus and community population, as well as holdings targeted to support programs of the School of Business and Industry.

<b>Library Resources</b>	<b>General</b>	<b>Business</b>	<b>Social Sciences</b>
Volumes (Print)	825,065	8,112	4,882
Microforms	191,982	205	111
Electronic books	47,747	1,363	379
Serial/Periodical Titles	26,917	440	121
Electronic Journals (full-text)	47,683	2,059	1668
Electronic databases	291	37	51

In addition to library resources cited above, FAMU is a depository for United States government documents. This collection contains more than 1,495 full-text electronic titles and 134,382 print volume equivalents. Of this number, 1,276 government documents are specific to business.

There is a healthy assortment of serial publications to support business programs. The online catalog reflects that the library holds 321 serial publications in business, and 119 periodicals. The full text of 2,059 business journals is accessible 24/7 via the electronic journal portal. Digitized serial publications are also accessible from the Florida Electronic Library, the PALMM Project, and the Florida Memory Project. Additionally, request for journal articles may be made electronically through interlibrary loan. Faculty and students have reciprocal borrowing privileges at all of the public universities and community colleges in Florida.

The following is a core list of print and full-text electronic business journals that are used regularly by scholars in the field of business. This is not an exhaustive list of the FAMU journal holdings for business programs. A more comprehensive list may be found by searching the online catalog using the subject "business" and limiting the search to "periodicals". Electronic journals on the subject of business may be accessed from the Libraries' home page by selecting "electronic journals," then searching the subject category "business and economics". The journals listed here may be found by conducting a title search in the online catalog from any Internet accessible computer:

- ABA Banking Journal
- Administrative Science Quarterly
- CPA Journal
- Financial Analysts Journal
- Harvard Business Review
- Inc
- Institutional Investor
- Internal Auditor
- JMR: Journal of Marketing Research
- Journal of Business Ethics
- Journal of Accountancy
- Journal of Small Business Management
- Journal of Advertising Research
- Journal of Marketing

Library Resources in Support of SBI Programs (Aug 2005)

- Journal of Accounting, Auditing and Finance
- Journal of Finance
- Journal of Taxation
- National Tax Journal
- Strategic Finance
- Taxes: The Tax Magazine
- U. S. Banker

The University maintains borrowing agreements and memberships that mutually enhance resources availability for FAMU business 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, and 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.

	<b>General Resources</b>	<b>Business</b>	<b>Social Sciences</b>
State of Florida Universities	13,707,984	178,113	34,201
State of Florida Community Colleges	2,710,749	14,164	4,147

### **Services**

The goal of the library is to provide information to the user in a timely manner. This goal is achieved with the attentive personal services provided by the staff and librarians. Services provided include information literacy, 24/7 reference assistance, 24/7 electronic access to resources and services, and interlibrary loan.

Information literacy/library instruction on electronic database searching, research methods and documentation are offered as a reference service to all users. Information literacy sessions are offered to class groups scheduled by the instructor and to individuals as requested. Information literacy/library instruction sessions are provided to the School of Business and Industry professional development classes annually. Other SBI classes and groups are scheduled for instruction throughout the year.

Using the virtual Ask a Librarian service, users may conduct a live chat session with a librarian during regularly scheduled hours or complete the Ask A Librarian question form and email it to a librarian 24/7.

Access to the collection is electronic via the online catalog system. ExLibris ALEPH is the new library management catalog, which allows for federated searching across databases, article linking, and personal customizations. Providing electronic access to reserve material is a feature of the integrated library management system as well. Users

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 users with valid ID cards. Adequate licenses and agreements have been acquired for multiple users to avoid limited access and down time for our users. Electronic access to consortial holdings of the public state universities and community colleges is available from any public university, community college, or public library. The Florida Center for Library Automation (FCLA) licenses core databases for all Florida public universities and makes them available at any of the universities. Databases licensed for the Florida Electronic Library, offered by the State Library of Florida are also available 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 state colleges and universities, and public libraries to fill interlibrary loan requests. Examples of other cooperative agreements include cooperative access to electronic resources, The Panhandle Library Association Network (PLAN), and Southeastern Library Network (SOLINET).

### **Facilities**

All faculty and students have full access to the facilities of FAMU's Coleman Memorial Library, branch libraries, and reading rooms. 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 and reading rooms. The University Libraries presently have a seating capacity of 834, including group study rooms, a student study lounge and cafe, and 20 graduate/faculty study carrels. The recent addition to Coleman Library also includes state of the art 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 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.