

Florida A&M University Libraries

Tallahassee Florida 32307

LIBRARY RESOURCES IN SUPPORT OF COMPUTER INFORMATION SYSTEMS

Resources

The [University Libraries](#) provide collections of current books, periodicals, and pertinent reference materials, which have been selected with faculty input and are readily accessible to faculty and students both onsite and off campus. 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, and streaming video. Library collections contain materials that support the Computer Information Systems curriculum 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 that specifically support Computer Information Systems.

Library Resources	General	Computer Science	Computer Information Systems	Information Technology
Holdings	2,102,104	16,163	6,902	25,349
Books	1,584,161	13,549	5,763	20,529
Streaming Video	95,326	229	59	208
Electronic Books	208,665	5,903	2,950	7,223
Electronic Journals	240,002	1,609	296	68
Electronic databases	314	18	18	18

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 Academic Library Services Cooperative \(FALSC\)](#) 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 300,000 resources held by the other 39 Florida public postsecondary institutions supplement holdings in support of Computer Information Systems.

Onsite and reciprocal borrowing privileges to students and faculty at all 40 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.

Budget

The following charts illustrate the University Libraries' funding over the last five years as well as expenditures for Computer Information Systems during that period.

University Libraries Budget

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
\$3,088,963	\$2,731,856	\$2,460,806	\$2,592,015	\$2,402,295

Computer Information Systems Expenditures

2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
\$163,332	\$169,418	\$171,060	\$174,666	\$175,637

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 105 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 and through the [AskALibrarian electronic mail](#), [online chat](#), and [text](#) services. 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 40 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 40 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. 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 information literacy classroom allows hands-on interactive instruction. Library instruction is based the Association of College and Research Libraries (ACRL) [Framework for information Literacy for Higher Education](#).

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 College of Social Sciences, Arts and Humanities has appointed representatives to the Library Collection Development Committee. These representatives work in collaboration with the [subject librarian](#) for Computer Information Systems as well as other librarians to evaluate, select, and purchase resources recommended for CIS programs.

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, OneDrive), SPSS, SAS, LockDown Browser, and more. Additional services are made available in response to customer service surveys and other assessment.

Computers are located on each floor of the main library and in all branch libraries. Printing is available from all computers. Documents queued to print may be picked up via the closest print station within the main library or any branch library. Scanning stations are available near the Information Commons Desk and provides scanning of photos and documents. Multiple sizes are available.

A help desk is staffed as part of the Information Commons to assist users with software applications and technology support. Helpdesk staff assists users 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 three 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 three 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 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 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, 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. Audiovisual resources and equipment are available for faculty to reserve and/or view.