Florida A&M University Libraries
Tallahassee Florida 32307

**LIBRARY RESOURCES
IN SUPPORT OF
POLITICAL SCIENCE**

Collections

Library resources and services are sufficient to ensure the achievement of the Political Science program's goals and outcomes. 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 political science curriculum. 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 numerous online and traditional services. Library collections contain materials that support the political science curriculum directly and indirectly through interdisciplinary collections in the social sciences.

The following table shows library holdings targeted for use by the general campus and community population, as well as holdings targeted to support the political science curriculum.

Library Resources	General	Social Sciences	Political Science
Volumes	990,981	94,002	24,982
Monograph (books)	621,645	91,839	21,971
Microforms	458,365	40,674	7,605
Media	76,832	209	63
Electronic books	59,225	4,065	1,351
Serial/Periodical Titles	52,167	1,641	2,827
Electronic Journals (full-text)	58,824	864	2,061
Electronic databases	314	18	29

In addition to library resources cited above, FAMU is a depository for United States government documents. This collection contains more than 4,891 full-text electronic titles and 156,949 print volumes. Of this number, 8,527 government documents are related to political science and 1,607 are available online.

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. Memberships are with the Florida Center for Library Automation (FCLA), the Florida Distance Learning Consortium and the Southern Regional E Board (SREB). Florida public postsecondary college and university libraries provide services directly and indirectly to

students and faculty of State of Florida postsecondary institutions. Over 19, 229,725 volumes held by the other 39 Florida public postsecondary institutions supplement the FAMU political science collection. The following information details the additional resources and services available to FAMU students and faculty.

Libraries	General Resources	Social Sciences	Political Science
State of Florida Universities	15,257,337	724,516	198,020
State of Florida Community Colleges	3,972,388	10,457	7,334

Full onsite and reciprocal borrowing privileges to stud*ents* 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. The PALMM collection contains 1,601 items specific to the disciplines of political science.

Expenditures for Political Science Resources

	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010
University Library Budget	$1,941,418.00	$1,941,418.00	$1,879,555.00	$ 1,879,555.00	$ 1,848,400.00
Political Science Expenditures					
Monographs (Books)	$ 16,687.93	$ 15,957.85	$ 27,720.11	$ 32,316.94	$ 9,508.02
Journals	$ 6,440.75	$ 7,400.75	$ 8,188.75	$ 8,931.75	$ 10,500.00
Databases	$ 47,305.00	$ 46,980.00	$ 24,680.00	$ 42,620.00	$ 32,682.00
Total	**$ 70,433.68**	**$ 70,338.60**	**$ 60,588.86**	**$ 51,551.75**	**$ 52,690.02**

In addition to the funds provided by the University, several electronic resources in support of political science studies are funded by the Florida Center for Library Automation at an annual cost of approximately $ 529,009.

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 113.25 hours that the main library is open or through the library web page. Through the University Libraries' web page (http://www.famu.edu/?a=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. 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.

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. The Libraries have recently instituted Rapid ILL and UBorrow. Through the Rapid service users may request and receive journal articles within 24 hours. UBorrow is a user-centered service which enables users to request materials directly through the Libraries online catalog with minimal staff involvement; thereby, granting fast, convenient delivery.

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 [subject 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, subject 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. Instruction (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
The library has liaisons with all academic units to assure that the collection supports defined curricular goals and adequate services, including instruction are provided. The Department of History, Political Science, Geography and African-American Studies has appointed a representative to the Library Collection Development Committee. The representative works in collaboration with library faculty to evaluate, select, and purchase resources recommended for political science 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, 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 Jazzman's Café and Study Lounge. Library users can print to a designated print station. 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 ACRL. Librarians hold master's degrees from ALA accredited schools. Additionally, two faculty librarians have completed the advanced master's degree in library science; three faculty librarians have completed the specialists' degree in library science; five faculty librarians have completed master's degrees in other subject disciplines; and two faculty librarians have completed the Ph.D. degree in library science or information studies. The University employs 19 professional librarians. Support staff are also very well qualified, evidenced by 3 support staff holding master's degrees and 17 support staff holding bachelor's degrees, with many others nearing completion of the bachelor's degree.

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 a 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 Technology, of the Instructional Technology Division, 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 to borrow and/or view.