Library Services for Graduate Students

Emma Bradford Perry, Dean of Libraries
Table of Contents

Library Assistance
Reference Appointment Request .................................................. 1
Phone Appointments ................................................................. 1
MEEBO(Instant Chat Service)...................................................... 1

Library Research Resources
Online Catalog ........................................................................ 2-3
Call Number Location Chart ...................................................... 3
Borrowing/Circulation for Graduate Students ............................ 4
Renewing Books Online ........................................................... 5-6
Library Databases ..................................................................... 7

Accessing Library Databases Remotely/
Finding Print Journals ................................................................ 8
ProQuest Dissertations/Theses: Full-Text ................................. 9
Accessing SU Dissertations/Theses (Print) ............................. 10
Submitting SU Theses/Dissertations Electronically ............ 11-15
EBSCOhost E-Books ............................................................... 16-17

Library Services
Interlibrary Loan/Ingenta Connect .......................................... 18-20
LALINC ............................................................................... 21-22
LALINC Application .............................................................. 22
LALINC Participating Libraries ............................................. 24-25
Library Hours ........................................................................... 26
Library Faculty/Staff Directory ............................................. 26-27
Group Collaboration Study Rooms ......................................... 28
Library Assistance

Why ask a librarian? Librarians are experts at finding information or guiding you to the sources of information that will help you.

Reference Appointment Request

John B. Cade Library is pleased to offer a reference appointment service to graduate students.

Graduate students may set up individual appointments with librarians in order to receive in-depth research assistance in the selection and use of books, databases and other library resources and services.

Basic appointments will run 30 minutes to an hour. All meetings will be held in the Reference Area of John B. Cade Library.

We look forward to meeting with you personally.

Phone Appointment Request

Phone the Reference Department for research or reference assistance at (225) 771-2841. Librarians are available to answer your reference or research queries.

Meebo

Meebo is a small chat window service that is placed on the John B. Cade Library’s webpage for patrons to chat with librarians. You do not need to be logged into an instant message service to use Meebo. Simply type in a question and a librarian will answer your question. This instant message service is available 7:30 a.m.-5:00 p.m., Monday-Friday.
Library Research Resources

Online Catalog

The online catalog is an electronic index that helps patrons locate books, journals, magazines and other resources that the library owns.

How to Access Book

- Enter the library’s URL: http://www.lib.subr.edu
- Locate Find
- Click on Books and Journals
Search fields and the online catalog

- **Word or Phrase** - searches the entire catalog for a search term.
- **Author** - searches for books by an author, editor, or corporate author.
- **Title** - searches for a specific title of a book.
- **Subject** - searches for a specific topic.
- **Series** - searches a group of separately published works related by subject.
- **Periodical Title** - searches titles of journals, magazines, newspapers and newsletter.
- **Call Number** - searches (LC) Library of Congress call numbers

### Call Number Location Chart

#### 2nd Floor Books A-H
- A- General Works
- B- Philosophy, Psychology, Religion
- C- Auxiliary Sciences of History
- D- World History and History of Europe, Asia, Africa, Australia, New Zealand, etc.
- E- History of the Americas
- F- History of the Americas
- G- Geography, Anthropology, Recreation
- H- Social Sciences

#### 3rd Floor Books J-P
- J- Political Science
- K- Law
- L- Education
- M- Music and Books on Music
- N- Fine Arts
- P- Language and Literature

#### 4th Floor Books Q-Z
- Q- Science
- R- Medicine
- S- Agriculture
- T- Technology
- U- Military Science
- V- Naval Science
- Z- Bibliography, Library Science, Information Resources (General)
Borrowing/Circulation for Graduate Students

SU Graduate Students can check-out library materials for 4 weeks/28 days.

Overdue Fines

Overdue fines begin on the day after the book is due. Fines are $0.25 a day, per title, for standard checkout. The maximum amount charged will be $50.00 per item.

Lost/Damaged Books Policy

Lost book charges include:

- The cost of the book
- $20.00 replacement fee
- Accumulated fines on the book

If a lost book is found and returned to the library, the cost of the book minus the replacement fee is credited to the patron’s account by the Comptroller’s Office. Accumulated fines are non-refundable.

Recalls/Holds

Any library material may be recalled or have a hold placed on them. A recall is an official request for a book to be returned early. A hold is the reserving of an item, upon returning, for the next user. Library patrons can request a user hold on needed items currently charged out to another patron. When the material becomes available, the patron is notified and given three (3) days to pick up the item(s) at the Circulation Desk; after the 3-day hold, the item(s) will be returned to the shelf.

Renewals

Faculty and PhD students can renew materials at the end of the spring, summer, and fall semesters.

Reserve materials cannot be renewed.

Library materials must be renewed on or before the due date. Borrowers are extended renewals loan periods up to 4 times. After the 4th time the items must be returned to circulation.

The following materials cannot be renewed:

- Overdue renewed items
- Items on hold
- Items held by a borrower whose student ID is blocked
- Items that have been renewed up to 4 times
DVD/VHS
Students, faculty and staff can check-out videos for three (3) days. There is a $3.00 fine for overdue videos. Damaged and lost videos will be assessed (1) $25.00 replacement processing fee per item, plus the cost of the item.

Renewing books
Material may be renewed from a computer workstation within the library or from a remote location with internet access.

To renew books:

Step 1: Enter the Library’s Website http://www.lib.subr.edu
Step 2: Locate “Find”
Step 3: Click “Books and Journals”

Step 4: Locate My Account

- Click on “My Account”
- You will see “My Account”
- Select “Renew My Materials”
Review My Account
By clicking on “Review My Account” you will be able to view titles you have checked out, review items you have placed on hold, and view fines that have been added to your account. By clicking on the appropriate boxes, you can renew all items you have checked-out, or renew selected items as well as cancel selected holds. You cannot cancel a hold for an item with a status of available.

User Pin Change
User Pin Change will allow you to change the default pin CHANGEME to a Pin of your choice.

Renew My Materials
Renew My Materials will allow you to renew books you have checked-out online. This function will only work for books that are NOT overdue. Items with fines are blocked and cannot be renewed.
Databases

You can access databases on campus and from home! To access databases from your home please stop by the Circulation Desk to be placed in the library's system.

How to Access Databases

- Enter the library’s URL: [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Click on Articles and Databases
- Search options include:
  - Databases A to Z,
  - Databases by Subject
  - E-Journals by Title
- Select Databases A to Z

The A to Z List will list all of the databases JBC Library subscribes to.

Databases by Subject gives you the option to search databases according to subjects, i.e. Education, Business, and Psychology etc.

E-Journal by Title gives you the option to search electronic journals by title or subject.
Accessing Library Databases Remotely:

Stop at the Circulation Desk located on the first floor to be placed in the system. You will need a valid SU ID.

- Enter the library’s URL: [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Click on Articles and Databases
- Click on Databases A to Z
- Select a database
- Click on “Off Campus”
- Enter your User ID: 9 digit social security #
- Enter Password: CHANGEME
- Change Baton Rouge Community College to SUBR

To Find Print Copies of Journals:

- Enter the library’s URL
- Locate “Find”
- Click on Books and Journals
- Locate “Periodical Title”
- Type in the name of the journal
- Click on “Details” to view record
- Locate “Holdings”
- Write down call number
- Call Numbers A-H  2nd Floor
- Call Numbers J-P    3rd Floor
- Call Numbers Q-Z    4th Floor

If you have any questions the online catalog and databases please contact the ASK HERE DESK at (225)771-2841.
Dissertations and Theses

Electronic Dissertation and Theses

Graduate students at Southern University may access dissertations and theses from Southern University and other institutions through Proquest Dissertations and Theses Full-Text Database.

Proquest Dissertations and Theses: Full-Text

Proquest Dissertations and Theses Full-Text has more than 2.4 million entries and is the most comprehensive collection of dissertations and theses in the world. Of the 2.4 million entries 930,000 titles are available in PDF format for immediate free download. An average of 2,000 new dissertations and theses are added each week.

To access full-text versions of dissertations and theses

- Enter the library’s URL: http://www.lib.subr.edu
- Locate “Find”
- Click on “Articles and Databases”
- Select Databases “A to Z”
- Click on letter “D”
- Click on “Dissertation Abstracts Online (Proquest)”
- Select “On Campus” OR “Off Campus”
- Deselect Ethnic Newswatch, Nursing & Allied Health Source, Evidence Based Resources from the Joanna Briggs Institute, Proquest Nursing & Allied Health Source
- Click on Continue
- Enter the subject you are searching
Southern University Dissertations and Theses (Print)

- Search John B. Cade Online Catalog (http://www.lib.subr.edu)
- Click on Books and Journals
- Locate the words and phrase field
- Enter the area of study. Ex. Sociology
- Scroll down/locate the word Location
- Select “Archives-Southern University Thesis/Dissertation Collection

Dissertations and Theses Location

Dissertations and theses are located in the Archives Department located on the 3rd floor of the library. If you have any questions concerning dissertations and theses written in your discipline, please contact Ms. Angela Proctor at (225)771-2643.

Email address: angela_proctor@subr.edu
Submitting your Southern University and A & M College Dissertations/Theses Electronically

About ETD Administrator

The UMI ETD Administrator system helps manage the electronic submission of dissertations and theses that Southern University and A & M College plans to publish. It simplifies the submission process for students by moving all steps online and eliminating the need to box and ship paper copies of each dissertation or thesis.

To Submit your SU Theses/Dissertation

Step 1: Enter: http://www.etdadmin.com
Step 2: Locate: Students

Step 3: Click on Submit my dissertation/thesis
Step 4: Select your institution
Scroll down and select Southern University and A & M College
Step 5: If you have not registered, click on Create an Account (under “New User”)
If you are a returning user, enter your User Name/Password

The submission steps will include: Publishing information, ProQuest/UMI Agreement, University Agreement, Contact Information, About My Dissertation/Theses, Submission & Payment
Step 6: After you have completed the registration process, you will need the following:

- Full-text of the dissertation/theses in PDF format
- Abstract
- Optional (supplemental files) i.e., images, data etc., that are an integral part of the full-text
- Advisor and other committee members names
- Subject category that describes your dissertation/thesis subject area

Click Continue

Step 7: Publishing Information options:
Select type of publishing
Options will include: *Traditional Publishing or Open Access Publishing*

Proquest Traditional Publishing exercises intellectual property in that an author of the work contracts with the publisher to reproduce, distribute, and sell copies of the work.

Proquest/UMI Open Access Publishing will make dissertations/theses available at no charge for viewing or downloading by anyone with access to the internet, indefinitely.

For more information on Traditional Publishing and Open Access Publishing click on the link below.

Step 8: After you have selected your publishing option, you will be prompted to accept the ProQuest/UMI Publishing Agreement to continue.

Step 9: Contact Information

Enter current contact information, including email and mailing addresses. Add a future mailing address if you will be moving soon. (This information will be stored in UMI's internal dissertation database for graduate work authors)

Step 10: Graduate Work Details

Enter all the necessary metadata about your graduate work-the title, advisor, committee members, subject category, etc.

Remember! The information you enter must match what is included in the graduate work itself—that is, the title should be exactly the same as it is on the title page of the submitted manuscript.

Step 11 A: Uploading the PDF

Upload a PDF version of your graduate work. If you do not have a PDF version of the graduate work, the ETD Administrator software provides a Word-to-PDF Conversion tool.

The conversion tool will take a Microsoft Word document, or an RTF document, and convert it to PDF for the student. Remember to review the PDF
to make sure there were no formatting issues or other problems that occurred during the conversion process.

Alternatively, you can use other sources like Create Adobe® PDF Online. Your institution's computer or writing centers may offer additional alternatives.

Students must also make sure that

1. All fonts are embedded in the PDF
2. The PDF security settings allow printing and modification of the document

For more information on PDFs click on the following link:

http://www.etdadmin.com/cgi-bin/main/createpdf

Step 11 B: Uploading Supplementary Files

You may upload supplementary files that support your graduate work. Examples may include sound clips or spreadsheets of research data. You can upload as many supplementary files as needed.

Step 12: Notes to Administrator

You will be prompted to include any notes for the administrator who will be reviewing your graduate work.

Step 13: Filing for Copyright Registration

You will be given the opportunity to register a copyright on your graduate work. This is optional, and there is a $55 fee associated with the service.

For more information on copyright visit the U.S. Copyright Office at

http://www.copyright.gov/

Step 15: Ordering Copies of the Submitted Graduate Work

You have the opportunity to order bound paper copies of your graduate work from UMI Dissertation Publishing. You will be given the options to place an order or continue without placing an order.

Note: The confirmation email sent to the student will also include a link to give you another opportunity to order copies via the web or print a form to pay by check.
Step 16: Final Submission Review

The submission review screen appears next, displaying all of the information that will be submitted. You can make necessary changes before submitting. If the submission is incomplete, students will be prompted to finish before submitting.

Step 17: Payment & Confirmation

After verifying the submission, the student will be prompted to pay for any fees he or she is responsible for (including copies, Open Access publishing fees, etc.). When the submission is completed, the student will receive an email confirming that his or her submission has been submitted. After the administrator approves and sends the submitted graduate work to UMI Dissertation Publishing, the student will get another email confirming that the graduate work has been sent to UMI.

If you have any questions concerning UMI ETD please contact Ms. Angela Proctor

Email: angela_proctor@subr.edu

Telephone Number: (225)771-2643
What is an eBook?
“e-Book” is short for “electronic book.” An eBook is an electronic version of a traditional print book that can be read using a personal computer.

The **EBSCOhost e-Book Collection** covers a wide variety of subjects and can be an excellent resource in your research.

**System Requirements**
In order to effectively use all EBSCOhost features, the minimum browser requirements are Internet Explorer 7.0, Firefox 3.0, and Safari 3.0 (for Macintosh). You must also have Adobe Reader installed to view the PDF Full Text files. We recommend Adobe Acrobat Reader version 8.2 or later.

**Setting-up an eBook Account**

**To set-up an e-Book account, you will need to become a registered user.**

Visit the **Circulation Department** located on the 1st floor of the library to set-up your account to access electronic books/electronic journals remotely.

*If you have registered to use JBC Library's Databases, you will **not** need to register again.

**To log-on enter:**

*User Name*: Social Security Number  
*Password*: CHANGEME

Remember! You will need a current SU Identification Card to be registered.

**How do I access EBSCOhost e-Books?**
e-Books can be accessed from our website. You will have two (2) options for retrieving e-Books.

**Option #1**: Enter the library’s URL: [http://www.lib.subr.edu](http://www.lib.subr.edu)
Locate “FIND”  
Click on “e-Books”

**Option #2**: Enter the library’s URL: [http://www.lib.subr.edu](http://www.lib.subr.edu)
Locate “FIND”  
Click on “Articles and Databases”  
Select “Databases A to Z”  
Click on Letter “E”  
Select: “e-Books”
Select on-campus if you are researching on SU’s Campus.

Select off-campus if you are researching remotely.

User Name: Social Security Number (no spaces)
Password: CHANGEME

Remember! To access databases from home you will need to stop at the Circulation Desk to become a registered user.

Searching EBSCOhost e-Book Collection

To search for e-Books:

1. Enter your search terms in the Find field and click the Search button
2. A Result List of eBooks related to your search terms is displayed. Click the eBook Full Text link to read the book in the eBook Viewer tool.
3. Click the Download (Offline) link to check out the book and read it on your computer using Adobe Digital Editions.
4. Click the Table of Contents link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter.
5. To print locate Tools on the right side of the screen, Click on Print. Please note EbscoHost e-Books will not allow you to print an entire book from the collection. Specify pages to print, and click on Print PDF.

If you have any questions concerning e-Books please contact the Ask Here Desk (225)771-2841.
Library Services

Document Delivery Services

John B. Cade Library offers two options for obtaining resources the library has not purchased for the collection.

➢ Option #1: Interlibrary Loan
➢ Option #2: IngentaConnect

Interlibrary Loan

What is Interlibrary Loan?

Interlibrary Loan allows Southern University graduate students, faculty and staff to borrow materials not available in the John B. Cade Library from other libraries in the United States. Users should plan ahead as some items are more difficult to obtain. Borrowers are responsible for paying the replacement cost of lost or damaged materials and for the payment of overdue fines. Current faculty, staff, and students may choose to be notified by telephone or email when materials arrive. Those residing outside of the local calling area may choose to be notified by email when materials arrive. Lending libraries establish book and media loan periods. Those who wish to retain an item beyond the initial due date should notify interlibrary loan of this request at least three days prior to the due date. Articles become the property of the borrower. Upon request, articles can be delivered electronically by interlibrary loan personnel to students, faculty and staff.

How long can I keep loans?

The lending library determines the loan period, which may range from two to four weeks. Materials may not be borrowed for class reserve, exhibit, or other long-term use.

It is important to return materials on the due date, since overdue material may jeopardize the library’s ability to borrow.

How long does it take to receive materials borrowed through interlibrary loan?

Allow at least two weeks from the date of the request. Remember to plan ahead when requesting materials.
What can I borrow?

Books, book chapters, dissertations, journal articles, and some microform can usually be borrowed through Interlibrary Loan; however, many libraries will not lend books less than six months old.

How to access Interlibrary Loan (ILLIAD)

- Enter the library’s URL: http://www.lib.subr.edu
- Locate Services
- Click on Interlibrary Loan

To create an account click on First Time User

If you have registered with ILLiad previously, you may enter your username and password in to the appropriate text boxes to log on to the system. Once this information is successfully submitted, your personalized ILLiad Main Menu page should be displayed.

Choose a Request Type

There are several different types of materials that may be requested through ILLiad. The contents of the Main Menu page and the types of requests accepted by the system are easily customizable and may vary from institution to institution. The default request options are listed below. Choose the request type provided by your institution that is most appropriate to the item you wish to request. If you have any questions about which request type is most appropriate to your request, please contact the Interlibrary Loan Department at (225)771-2855.
You can request: books, book chapters, conference papers, patents, reports, and theses.

Before placing an ILL request for library resources, remember to check the library’s online catalog to see if the library has a copy of the requested material(s).

If you have any questions concerning Interlibrary Loan, contact Ms. Linda Forsythe at (225) 771-2855.

Document Delivery Service

IngentaConnect

IngentaConnect offers one of the most comprehensive collections of academic and professional research articles online—some 4 million articles from 11,000 publications.

This service is provided free of charge for SU Students, Faculty and Staff.

How to place a request

To request an article through IngentaConnect contact:

Maletta Payne, Reference Librarian at (225) 771-2841. Please allow 2-3 working days for request to be completed.


LALINC
(Louisiana Academic Library Information Network Consortium)

What is LALINC?

LALINC is the Louisiana Academic Library Information Network Consortium. LALINC is a service for graduate students, faculty and staff of Louisiana colleges and universities, allowing them to borrow materials not available in the John B. Cade Library from most academic libraries in Louisiana.

Reciprocal Borrowing (LALINC Cards)

- Reciprocal borrowing is an alternative to interlibrary loan.
- John B. Cade Library is a member of the Louisiana Academic Library Information Network Consortium [LALINC].
- The Reciprocal Borrowing Chart includes most academic libraries in Louisiana.
  
- This agreement allows faculty (and in some cases students) to borrow books directly from the other libraries

Once the card is issued, the patron will have borrowing privileges at most Louisiana academic libraries. However, policies differ from library to library, and the lending library has the option to honor the LALINC card based upon the status (graduate, faculty or staff) of the cardholder. Possession of a LALINC card does not guarantee borrowing privileges from all Louisiana academic libraries.

To take advantage of this agreement:

1. Obtain a copy of the LALINC Request Letter from circulation
2. Have your department chair complete LALINC Request Letter
3. Return the completed LALINC Request Letter to circulation
4. Contact the Circulation Desk (225)771-2855 to arrange for a LALINC card.
5. Pick up your LALINC card at the John B. Cade Library Circulation Desk.

At the library you wish to borrow from:

1. Present your LALINC card and your Southern University ID card.
2. You must follow the policies of the lending library.
   - The rules for graduate students apply to LALINC borrowers.
   - The loan period is relatively brief.
   - Fines are assessed for overdue books.
   - Replacement cost for lost or damaged items are assessed
3. You are personally responsible for returning the books to the lending library.
4. You are personally responsible for overdue fines and for the replacement cost assessed by the library if the book is damaged or not returned.
5. LALINC cards are valid for one year from date of issue.

The LALINC Card/Reciprocity Borrowing Agreement is a privilege that can be withdrawn from patrons and libraries. The intent of the agreement is to facilitate patrons borrowing from institutional libraries if policies are not followed.

For more information on LALINC contact, Ms. Linda Forsythe at the Circulation Department (225)771-2855.
Southern University and A & M College
John B. Cade Library
(225)771-2855

LALINC Library Card Application

Name: _______________________________________________

SS #: __ __ __ / __ __ / __ __ __ __

Address (street, city, state, zip):
______________________________________________

Phone #: ____________________

Email address (required):
___________________________________________________

Classification:

___Faculty/Staff ___Graduate Student ___Distance Ed. Student

Graduate School Department
___________________________________________________

The LALINC Library Card -- when presented, along with a picture I.D., at one of the participating LALINC libraries -- entitles the holder to graduate borrowing privileges (according to the regulations of the lending library). Some libraries (LSU-Baton Rouge, for example) also require borrowers to complete additional forms, present a picture ID, and a valid Visa or MasterCard when checking out materials in order to guarantee payment of fines and lost book fees. The LALINC Library Card is nontransferable. If it is lost, please notify the issuing librarian promptly.

"I agree to assume financial responsibility for all material issued on this LALINC Library Card."

Signature: ________________________________ Date: ___________

Please return the LALINC Library Card Application to Ms. Linda Forsythe at the Circulation Desk located on the 1st Floor of the library in the Student Center.
<table>
<thead>
<tr>
<th>Library</th>
<th>Level of Reciprocity</th>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baton Rouge Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Bossier Parish Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Centenary College</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Delgado Community College</td>
<td>1</td>
<td>CALL*</td>
</tr>
<tr>
<td>Dillard University</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Grambling State University</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>L. E. Fletcher Technical Community College</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Law Library of Louisiana</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Louisiana College</td>
<td>2</td>
<td>LSUA 4</td>
</tr>
<tr>
<td>Louisiana Delta Community College</td>
<td>0</td>
<td>Served by ULM</td>
</tr>
<tr>
<td>Louisiana State University</td>
<td>2</td>
<td>See Note below</td>
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<tr>
<td>LSU - Alexandria</td>
<td>4</td>
<td></td>
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<tr>
<td>LSU - Eunice</td>
<td>4</td>
<td></td>
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<tr>
<td>LSU - Shreveport</td>
<td>4</td>
<td></td>
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<tr>
<td>LSU Health Sciences Center - New Orleans</td>
<td>2</td>
<td>CALL*</td>
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<tr>
<td>LSU Health Sciences Center - Shreveport</td>
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<tr>
<td>LSU Law Center</td>
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<td>LSU Veterinary Medicine</td>
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<tr>
<td>Louisiana Tech University</td>
<td>4</td>
<td></td>
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<tr>
<td>Louisiana Universities Marine Consortium</td>
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<tr>
<td>Loyola University</td>
<td>3</td>
<td>CALL*, Xavier/Tulane 4</td>
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<td>McNeese State University</td>
<td>4</td>
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<tr>
<td>New Orleans Baptist Theological Seminary</td>
<td>3</td>
<td>CALL*</td>
</tr>
<tr>
<td>Nicholls State University</td>
<td>4</td>
<td></td>
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<tr>
<td>Northwestern State University</td>
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<td></td>
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<tr>
<td>Notre Dame Seminary</td>
<td>2</td>
<td>CALL*</td>
</tr>
<tr>
<td>Nunez Community College</td>
<td>4</td>
<td>CALL*</td>
</tr>
<tr>
<td>Our Lady of Holy Cross College</td>
<td>2</td>
<td>CALL*</td>
</tr>
<tr>
<td>Our Lady of the Lake College</td>
<td>4</td>
<td></td>
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<tr>
<td>Pennington Biomedical Research Center</td>
<td>0</td>
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<tr>
<td>River Parishes Community College</td>
<td>4</td>
<td></td>
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<tr>
<td>Saint Joseph Seminary</td>
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<td></td>
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<tr>
<td>South Louisiana Community College</td>
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<td></td>
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<tr>
<td>Southeastern Louisiana University</td>
<td>4</td>
<td></td>
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<tr>
<td>Southern University - Baton Rouge</td>
<td>2</td>
<td></td>
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<tr>
<td>Southern University Law Center</td>
<td>1</td>
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<tr>
<td>Southern University - New Orleans</td>
<td>3</td>
<td>CALL*</td>
</tr>
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<td>Southern University - Shreveport</td>
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</tr>
<tr>
<td>SOWELA Technical Community College</td>
<td>4</td>
<td></td>
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<tr>
<td>Tulane University - Howard-Tilton</td>
<td>2</td>
<td>CALL*, Loyola 4</td>
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<tr>
<td>Tulane University - Turchin (Business)</td>
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<td>Tulane Law School</td>
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<tr>
<td>University of Louisiana at Lafayette</td>
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<tr>
<td>University of Louisiana at Monroe</td>
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<tr>
<td>University of New Orleans</td>
<td>3</td>
<td>CALL*</td>
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<td>Xavier University</td>
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<td>CALL*, Loyola 4</td>
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</table>

*CALL (Council on Academic Libraries Liaison) is a consortium of libraries in New Orleans
Level 0 = Does not participate in reciprocal borrowing within LALINC
Level 1 = Faculty/Staff only
Level 2 = Faculty/Staff and Graduate Students
Level 3 = Faculty/Staff, Graduate Students, and Undergraduate Restricted
Level 4 = Faculty/Staff, Graduate Students, and Undergraduates
NOTE: LSU requires presentation of a valid Visa or Mastercard account in order to obtain LALINC borrowing privilege.

1/20/2009
Library Hours- Fall & Spring Semesters

Monday-Thursday  7:30 a.m. – 12:00 a.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday  1:00 p.m.- 5:00 p.m.

Sunday  2:00 pm -12:00 a.m.

Holiday, summer, and intercession hours will be posted in the library at the appropriate time.

IF YOU HAVE ANY QUESTIONS CONCERNING THE HOURS PLEASE CALL (225)771-2841

Library Faculty and Staff Departmental Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Architecture Library</td>
<td>(225) 771-2863</td>
</tr>
<tr>
<td>• Vanissa Gosserand  - Department Head</td>
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<tr>
<td>Archives</td>
<td>(225) 771-2854</td>
</tr>
<tr>
<td>• Angela Proctor - Department Head</td>
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<tr>
<td>Camille Shade/African American Collection</td>
<td>(225) 771-2636</td>
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<tr>
<td>• Eddie Hughes - Department Head</td>
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<tr>
<td>• Frances Hammond</td>
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<tr>
<td>Circulation</td>
<td>(225) 771-2855</td>
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<tr>
<td>• Linda Forsythe - Department Head</td>
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<tr>
<td>• Rosalie Martin</td>
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<tr>
<td>Library Administration</td>
<td>(225) 771-4990</td>
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<tr>
<td>• Emma Bradford Perry - Dean of Libraries</td>
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<td>• Gail Hill</td>
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<td>• Kathy Knighten</td>
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<td>Department</td>
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<tr>
<td>Music Listening</td>
<td>(225) 771-2842</td>
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<td>Periodicals/Government Documents</td>
<td>(225) 771-2773</td>
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<td>Reference</td>
<td>(225) 771-2841</td>
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<td>Security and Facility Guard</td>
<td>(225) 771-2841</td>
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<td>Stack Maintenance</td>
<td>(225) 771-2701</td>
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<tr>
<td>Systems and Technology Office</td>
<td>(225) 771-2111</td>
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<tr>
<td>Technical Services</td>
<td>(225) 771-2646</td>
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</table>
Collaborative Study Rooms

The Student Collaboration Rooms are available during normal library hours for brainstorming, group work, presentation preparation, etc. Space is available on a first come, first serve basis. You will need to sign in at the ASK HERE DESK. * Valid student SU ID is required.

If you have any question concerning the Collaborative Study Rooms, please contact the Ask Here Desk at (225)771-2841.