



# Library 101



## SCHOOL OF LIBRARY AND INFORMATON SCIENCES

L I B R A R Y



**Mrs. Virginia Purefoy Jones, MLS – University Librarian**

[http://www.nccuslis.org/slislib/lib\\_int.php](http://www.nccuslis.org/slislib/lib_int.php)

## **Library Hours of Operation**

### **SLIS Students only**

Monday-Thursday 8:00 a.m.-10:00 p.m.

Friday - Saturday 8:00 a.m.-5:00 p.m.

Sunday 2:00 p.m.-5:00 p.m.

*(Circulation desk closes at 9:45 pm Mon.-Thurs. & 4:45 pm Fri.-Sun.)*

## **Library Hours of Operation**

### **NON - SLIS Students only**

Monday- Saturday 8:00 a.m.-4:00 p.m.

Sunday 2:00 p.m.-4:00 p.m.

*(Circulation desk closes at 3:45 pm Mon.-Sun.)*

*During the Intersession period and Summer Session I & II the hours for SLIS students will change. The hours will be posted on the SLIS website and in the library during those periods. Also please note that the Circulation desk closes fifteen minutes before the library closes. Books and other materials must be checked out before the Circulation desk closes.*





***NCCU SCHOOL OF LIBRARY AND INFORMATION  
SCIENCES FACULTY AND STAFF***

- **Dean** - *Dr. Irene Owens*
  
- **Executive Assistant to the Dean** – **Vacant**
  
- **Graduate Student Services Coordinator**– **Vacant**
  
- **University Librarian** – *Mrs. Virginia Purefoy Jones*
  
- **Faculty** - *Dr. Ismail Abdullahi*            *Dr. Pauletta Bracy*  
                  *Dr. Joseph Meloche*            *Dr. Gabriel Peterson*  
                  *Dr. Chad Morgan*                *Dr. Deborah Swain*  
                  *Dr. Patrick Roughen*            *Dr. Eun Young Yoo-Lee*

**School of Library and Information Sciences Library Staff:**

- *Mrs. Virginia Purefoy Jones* - **University Librarian**
  - **Vacant** – University Library Technician

## SLIS Library & Collections

The SLIS Library is housed on the third floor of James E. Shepard Memorial Library. The library comprises a collection of 50,000 volumes with an array of resources in the subject areas of library and information science. The library's collection consisting of books, monographs, journals and serials (printed and electronic), newspapers, and defined access to electronic bibliographic databases has been developed to enhance the School's curriculum. Materials located in the SLIS Library are catalogued and arranged according to the Dewey Decimal Classification System.

The **professional collection** consists of materials in library and information science, and other related fields. Included in the collection are books (circulating and reference), periodicals, newsletters, indexes, vertical file and other media.

The **Juvenile Collection** supports courses taught in the School of Library and Information Sciences and in the School of Education that relate to children's literature, school librarianship, and children/teen librarianship in public libraries. The Easy Collection, Juvenile Fiction Collection, and Juvenile Non- Fiction Collection comprises the collection.

There are two **Special Collections**: the Black Librarians Collection, consisting of papers, and unpublished records that demonstrate the professionalism of individual Black librarians; and the William Tucker Collection that includes a collection of notes, working drafts, typescripts, autographed books and other papers by African American authors and illustrators of children's materials.

## **The Reserve collection**

Reserve Books and Articles have been selected and placed “On Reserve” by the faculty teaching courses in the School. SLIS reserve materials are located behind the circulation desk. You must present a valid NCCU I.D. card to check out these materials. Books that are not labeled “**Library Use Only**” can circulate within the library for four (4) hours, but are available for varying loan periods with permission. Photocopied articles and faculty members’ personal copies of books are kept in boxes that have been placed on bookcases behind the circulation desk. These items are non-circulating. The boxes are labeled according to LSIS course numbers. If you need assistance in locating any of these materials, do not hesitate to ask at the Circulation Desk.

## **Find It**

### *Dewey Decimal Classification System*

*(used by SLIS Library)*

- 000 General works, Computer Science and Information
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Sciences
- 400 Language
- 500 Pure Science
- 600 Technology
- 700 Arts and Recreation
- 800 Literature
- 900 History, Geography, and Biography

## Find It

*Library of Congress Classification System*  
*(used by James E. Shepard Memorial Library)*

|     |                                     |   |   |
|-----|-------------------------------------|---|---|
| A   | General Works                       | M | Music   |
| B   | Philosophy, Psychology, Religion    | N | Fine Arts   |
| C   | Auxiliary Sciences of History       | P | Language and Literature                                 |
| D   | History: Europe, Asia, Africa       | Q | Science   |
| E-F | History of the Americas             | R | Medicine  |
| G   | Geography, Anthropology, Recreation | S | Agriculture   |
| H   | Social Sciences                     | T | Technology  |
| J   | Political Science                   | U | Military Science  |
| K   | Law                                 | V | Naval Science   |
| L   | Education                           | Z | Bibliography, Library Science,<br>Information Resources |



## **SLIS: Loan Policies**

All circulating materials in the SLIS collection are available for use by NCCU faculty, students and staff who present a valid NCCU I.D. at the time of check out. UNC-Chapel Hill, NCSU and Duke University students can use their school's ID cards, but must be entered into the NCCU system prior to check out. Most materials circulate for 1 month. Students will not be permitted to graduate if materials are not returned. If the material is lost, replacement copies will be accepted, preferably in hardcover format.

### ***Returning Materials***

Materials checked out from the SLIS Library **must** be returned to the SLIS Circulation Desk, or placed in the book drop located on the third floor of the James E. Shepard Library. The SLIS Library also has a return slot located in the front of the SLIS circulation desk. **DO NOT** place materials in the outside book returns or the book drop located at the Shepard Library circulation desk.

### ***Reshelving***

Please reshelve all periodical and reference materials used.  
All other materials should be placed on book trucks located in the stacks

### **Fines**

A fine of 25 cents per day is applied to overdue books, with a maximum fine of \$10.00 per book. The fine for a lost book is \$100.00 per book plus a \$25.00 processing fee. The maximum lost/damaged book fee is \$125.00. Unpaid fines and charges are billed and payable at the Bursar's Office. Fines and charges are not payable at the library.

**All circulation fines/fees questions should be directed to (919) 530-7323.**

## **SLIS Circulation (cont'd)**

### ***Special Privileges***

The TRLN Cooperative Library Lending Program includes the following participating institutions: Duke University, North Carolina Central University, North Carolina State University and the University of North Carolina at Chapel Hill. NCCU faculty, currently enrolled students and staff may obtain borrowing privileges from the participating libraries.

University Library Advisory Council Cooperative Library Borrowing Program (ULAC) provides checkout privileges at any of the fifteen state supported Universities. All users are responsible for any library materials checked out with their I.D. cards.

### ***SLIS Library -- Renewals***

Generally items may be renewed provided no other borrower has requested the item. We do ask that you limit your renewals to two.

Renewals may be made in person, via telephone or online using My Account. You will need to bring your Student I.D. when renewing in person. It is not necessary to have the borrowed items with you at the time of renewal. Borrowers can renew materials via telephone by dialing 919-530-6400 or 919-530-7323 and giving the following information: Borrower Name, Banner I.D. Number, and Title(s) of material(s). You will be given the new due date for the material(s). Make sure you write the new due date on the date due slip.

## *Renewing SLIS Materials Online*

### **My Account:**

Use My Account to:

- Renew Materials
- Review Items checked out and Date due/Recall date due
- Review Fines
- Change your address

On the SLIS home page, click on Classic Catalog.

Click on My Account on the task bar.

The My Account window appears.

Click on the Task you wish to perform: (Review My Account, Change My Address, Renew My Materials, etc.).

- User ID:  or
- Alternate ID:
- PIN:

List Charged Items

Reset Query Values

\*You must enter your User ID: (820#) and PIN: (Request this number from a SLIS staff member) to access this service.

## **SLIS Library General Policies**

### ***Noise Level***

The SLIS Library supports quiet conversation and collaborative academic work; however, all clients are asked to refrain from loud or disruptive conversations or other noisy behavior. Remember to be considerate of others.

### ***Cell Phones***

Please set ring tone to silent or vibrate and refrain from having phone conversations in the library.

### ***Children and Minors***

Library users who bring children or minors into the library are responsible for monitoring their activities and regulating their behavior.

### ***Food and Drink***

Neither food nor drink is allowed in the library.

### ***Smoking***

Smoking is prohibited in the James E. Shepard Memorial Library.

## Computers and Electronic Resources

The library's computers are equipped with internet connections, Microsoft Office, Adobe Acrobat, as well as other programs needed to assist with educational needs. Students can use the two raised computers by the SLIS circulation desk to only search the Online Public Access Catalog (OPAC), and all other computers can also be used to search OPAC as well as use the internet. SLIS graduate students have first priority for computer usage. Therefore, if all computers are occupied and there is a NON-SLIS student using the computers, please inform the staff or graduate assistants. There are also two computer labs that SLIS student can access. Please see the SLIS staff or graduate assistants for more information.

### *Library Online Catalog*

The website address below will allow patrons to search the libraries of NCCU only, Triangle Research Libraries (NCCU, UNC-CH, Duke, NCSU) and the UNC system libraries and beyond (more than 70,000 libraries worldwide):  
<http://catalog.nccu.edu/>

The online library catalog can also be accessed either through the SLIS website, or the James E. Shepard Memorial Library website.

Using the classic catalog (<http://nccu.sirsi.net/uhtbin/cgisirsi/x/x/0/49/>) will only search the collections housed in NCCU's five libraries: the James E. Shepard Memorial Library, the SLIS Library, Law School Library, Music Library, and the Curriculum Materials Center (CMC).

## *Electronic Resources and Databases*

Students with a valid username and password can access dozens of online resources on campus using NCLIVE (accessed through the James E. Shepard Library website). On campus, students can automatically access resources. If an additional password is needed ask the library staff, graduate assistants, or call the Information Technology (IT) office for assistance. Some helpful Library and Information Sciences resources provided through NCLIVE and NCCU include:

*LISA (Library and Information Science Abstracts)*

*Academic Search Complete*

*ABC-CLIO E-Book collection*

*ArchiveGrid*

*Lexis Nexis Academic*

*Library Literature and Information Science Full-Text*

*ERIC*

*WestlawNext*

*WorldCat*

*Citation Guides:*

<http://www.bibme.org/citation-guide>

APA, MLA, and Turabian Bibliography Styles

*Other Useful Electronic Resources and Databases:*

Books24x7

Business Link North Carolina

Credo Reference

DIALOG (contains over 900 databases)

Ebrary Academic and Public Library Complete

Gale Literature Resource Center

Google Scholar

JSTOR

Literature Resource Center

Mango Languages

NC LIVE Video Collection

Pronunciator

ReferenceUSA

Pub Med

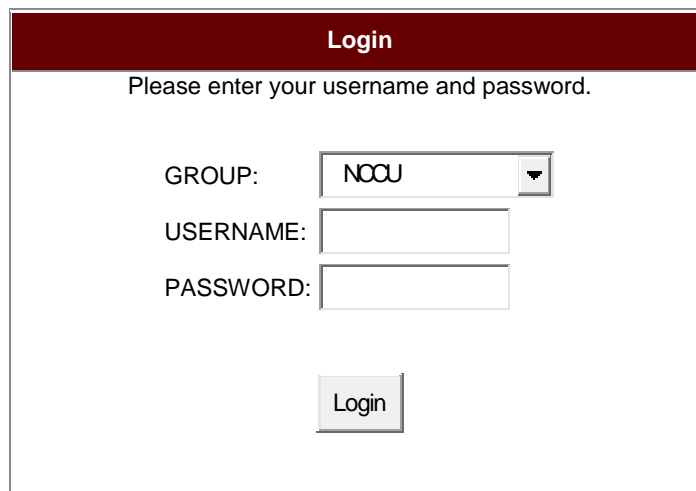
ScienceDirect

Statistical Abstract of the United States

Ulrich's Periodicals Directory (UlrichsWeb)

## *Off-Campus Access to Electronic Resources*

In order to access the University Library electronic databases off campus, users are required to login to WebVPN (pictured below). Visit <https://webvpn.nccu.edu> to login and gain access to these resources. You must have an NCCU email account and password to login to webvpn. If you encounter problems accessing webvpn, please contact the NCCU Information Technology department at 919-530-7676, or email at [helpdesk@nccu.edu](mailto:helpdesk@nccu.edu).



The image shows a login form with a dark red header containing the word "Login" in white. Below the header, the text "Please enter your username and password." is displayed. The form includes three input fields: a dropdown menu for "GROUP" with "NCCU" selected, a text box for "USERNAME", and a text box for "PASSWORD". A "Login" button is positioned below the password field.

| Login                                    |                                   |
|--|-----------------------------------|
| Please enter your username and password. |                                   |
| GROUP:                                   | <input type="text" value="NCCU"/> |
| USERNAME:                                | <input type="text"/>              |
| PASSWORD:                                | <input type="password"/>          |
| <input type="button" value="Login"/>     |                                   |



## **Electronic Reserves**

James E. Shepard Memorial Library supplies access to ERes (Electronic Reserves). In order to access ERes:

Go to the Library home web page: <http://web.nccu.edu/library/>.

Under Search the Catalog click on the “Classic Catalog.”

The Library Online Catalog page (iLink) will come up.

Along the top portion of the search screen, click ERes.

Click on the Electronic Reserves & Reserves Pages

You can search for your materials several ways:

- Course Number: MATH1000, ART1200, etc.
- Department: Art, History, Math, etc.
- Instructor: Rogers, Kenneth; (last name, first name)
- Title/Author

Once you have entered your search method, press the search or view button.

Results are shown. Click on the highlighted item under Course Number.

You will be taken to a copyright acceptance screen, to continue:

- Type in the password: shepmem
- Accept the copyright agreement

You will be taken to a screen with a listing of all the articles that are currently attached to that course and/or instructor. Choose your article and

**Electronic Reserves (cont'd)**

click on the title, you will be taken to a screen with document information for that particular item. Click on the file link at the bottom of the window. The article that you search for will come up in either a Word document or Adobe Acrobat (PDF) file. You may print or save the file to a disk or other device, as you wish.

PASSWORD: shepmem (this password is only for the use of NCCU students, faculty and staff).

### **Interlibrary Loans**

NCCU faculty, staff, or students who wish to borrow items that are not owned by the SLIS library may use the online interlibrary Loan Service ILLiad available from the James E. Shepard Memorial Library.

The ILLiad system is available at

[http://web.nccu.edu/library/borrowing\\_services/inter-library.html](http://web.nccu.edu/library/borrowing_services/inter-library.html).

For complete instructions on how to register and use the ILLiad system, please inquire at the Shepard Library Reference Desk

### **Printing and Photocopying**

#### **Printing**

Information Technology Services (ITS) has installed new printers and a printer/page monitoring system on the second floor of the James E. Shepard Memorial Library. There is NO charge or quota at this time for printing. Additional print stations have been placed in the following buildings: School of Education, School of Business, Criminal Justice and Farrison-Newton. Please contact ITS for more information on student printing in the MegaLab.

## **Photocopying and Change Machine**

Copy machines are located on the second floor of the James E. Shepard Memorial Library near the Reserve Desk and near the Reference Desk. The copy machines will make change for \$1.00 bills and \$5.00 bills. You must make at least one copy to receive change. A Change Machine is located on the first floor of the Shepard Library near the Reserve Desk. The Change Machine will make change for the \$1.00 bill and the \$5.00 bill. For all refunds, please call (919) 530-5010 (Vending Operation Office). The library does NOT give refunds for the Change Machine or the Copiers.

## **SLIS Library Facilities Info**

### ***Group Study Room***

There is one group study room located in the SLIS library. SLIS graduate students have first priority to use the group study room.

### ***Computer Labs (Rooms 324 and 325)***

The computer labs are located near the Dean and faculty offices. Please go through the double wooden doors near these offices and to the left.

### ***Restrooms***

There are restrooms located on each floor of the library building. The men's room on the third floor is located right outside of the elevator. The ladies room is located across the hall.

### ***Lounge & Snack Machines***

For your convenience, there is a lounge and snack machines located near the ladies room. From the SLIS library the location is down the hall and to the left.

### ***Water Fountain***

Located on the first and second floors of Shepard Library.

## Contacts

Dean Irene Owens – Rm. 313      919-530-7585      [iowens@nccu.edu](mailto:iowens@nccu.edu)

Mrs. Virginia P. Jones – Office 350      919-530-7323      [vpjones@nccu.edu](mailto:vpjones@nccu.edu)

Shepard Library Circulation Desk      919-530-6426

Information Technology (IT)      919-530-7676  
[helpdesk@nccu.edu](mailto:helpdesk@nccu.edu)

NCCU Main Number      919-530-6100

NCCU Police Office      919-530-6106