LIBRARY RESOURCES
IN SUPPORT OF PROGRAMS IN THE
SCHOOL OF SOCIAL WORK

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 Department of Social Work. 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.

(a) Holdings of books, monographs, journals, and other collection resources pertinent to social work study and research.

The collection has been developed to support undergraduate and graduate degree programs in social work. The collection includes more than 907 social work book titles along with interdisciplinary volumes to provide a balanced social science 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 Social Work.

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, 162 government documents are specific to social work.

There is a healthy assortment of serial publications to support social work programs. The online catalog reflects that the library holds 31 serial publications in social work, and 20 periodicals. The full text of 2,059 social work 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.

<table>
<thead>
<tr>
<th>Library Resources</th>
<th>General</th>
<th>Social Work</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volumes (Print)</td>
<td>825,065</td>
<td>7,622</td>
<td>69,966</td>
</tr>
<tr>
<td>Microforms</td>
<td>191,982</td>
<td>84</td>
<td>111</td>
</tr>
<tr>
<td>Electronic books</td>
<td>47,747</td>
<td>92</td>
<td>379</td>
</tr>
<tr>
<td>Serial/Periodical Titles</td>
<td>26,917</td>
<td>31</td>
<td>121</td>
</tr>
<tr>
<td>Electronic Journals (full-text)</td>
<td>47,683</td>
<td>311</td>
<td>1668</td>
</tr>
<tr>
<td>Electronic databases</td>
<td>291</td>
<td>51</td>
<td>51</td>
</tr>
</tbody>
</table>
The following is a core list of print and full-text electronic social sciences journals that are used regularly by scholars in the field of social work. This is not an exhaustive list of the FAMU journal holdings for this program. Searching the online catalog using the subject “social work” and limiting the search to “periodicals” may find a more comprehensive list. Electronic journals on the subject of social work may be accessed from the Libraries’ home page by selecting “electronic journals,” then searching the subject category “social sciences”. The journals listed here may be found by conducting a title search in the online catalog from any Internet accessible computer:

- Administration in Social Work
- Child and Adolescent Social Work Journal
- Child Welfare
- Clinical Social Work Journal
- Families in Society
- Journal of Social Work Education
- Policy and Practice of Public Human Services
- Public Welfare
- Smith College Studies in Social Work
- Social Casework
- Social Service Review
- Social Work
- Social Work Research
- Social Work Research and Abstracts

<table>
<thead>
<tr>
<th></th>
<th>General Resources</th>
<th>Social Work</th>
<th>Social Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Florida</td>
<td>13,707,984</td>
<td>15,400</td>
<td>34,201</td>
</tr>
<tr>
<td>Universities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State of Florida</td>
<td>2,710,749</td>
<td>1,817</td>
<td>4,147</td>
</tr>
<tr>
<td>Community Colleges</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Staff**

(b) **Staffing pertinent to the provision of library services to social work students.**

The University employs 20.5 professional librarians, all of who hold the master’s degree from an ALA accredited program. Additionally, 2 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.
(c) Budget for social work library resources for the current year, last year AND next year.

The budget for social work for firm order monographs for the current academic year 2005/2006 is $3,000.00. Social work monographs will also be acquired through the approval plan. Last year’s (2004/2005) firm order monograph budget was $10,000.00. Approximately $6,000 of social work monographs were acquired through the approval plan in 2004/2005. Next year’s budget is not yet determined. The budget has been sufficient to ensure adequate support for the program.

Services

(d) Circulation or utilization data for items relevant to social work.

The Circulation Department is committed to providing quality service to ensure prompt and reasonable access to library materials. Student circulation is for three (3) weeks with one (1) week grace period. Faculty circulation is for sixteen (16) weeks. Books can be renewed online through the ExLibris Aleph Online catalog and may be renewed twice.

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.

(e) Equipment and technology available to social work (computers, copiers, printers, etc.)

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.

(f) Circulation policies and procedures (policies and procedures to ensure that books or other materials required or recommended in social work courses are made available to students).

The University maintains borrowing agreements and memberships that mutually enhance resources availability for FAMU social work 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.

(g) Describe library’s online catalog, email, computerized search services, document delivery, interlibrary loan (identify per fee versus non fee) media and other related services available to students (include other libraries outside the educational institution to which students have regular access and the appropriateness of each library’s holdings for social work).

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.

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.

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 consortia 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).

(h) Reference coverage and related services (comment on the availability of library staff to provide reference help on social work topics to faculty and students).

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.

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. (Also see Staff)

(i) Is there a library staff member assigned to a liaison role for the social work program? (If yes, describe the nature of the role vis-à-vis the social work program).

A library faculty member is assigned to a liaison role for the Social Work program. The liaison responsibility is to consult with colleagues, deans, directors or the department chair regarding library resources to support academic programs; coordinated faculty requests and make purchase recommendation to the library subject specialist; inform the librarian about academic directions, program needs and changes in curriculum and/or degrees offered and to assist the librarian in informing the college, school or department of library developments affecting the schools programs.

(j) Indicate if there is a librarian (or librarian) with a specific social work designation, such as social work librarian, social work bibliographer, or social work liaison. Describe the job responsibilities of these librarians and other activities. In addition, is there involvement by librarians in (a) social work courses or in course management programs (such as Blackboard, WebCT) for social work students? (b) library instruction provided through distance education, continuing education; (c) library services for alumni, outreach, or community services; (d) development of the
program’s strategic planning, technology development, curriculum revision, etc., and (e) activities providing opportunities for professional development.

The responsibility of the Librarian as Social Work liaison is to assist faculty liaisons in identifying resources for possible recommendation, assist in identifying existing resources, submit purchase recommendations to the collection management librarian, keep the faculty liaison informed of library developments affecting academic programs. Library services are available to alumni as well as the community. The Library has a five-year strategic plan. Librarians participate in professional development activities on a continuous basis.

(k) Describe how social work faculty suggests items for purchase and how the library staff handles such suggestions for items purchased.

Social work faculty may suggest items for purchase through the faculty liaison for the department, the library faculty liaison or contact the Assistant Director for Collection Management via email or telephone.

(l) Describe how often new acquisitions in social work are listed and reported to program faculty.

The faculty member serving as library collection development liaison for the social work department is informed of resources received for the specific academic year at the annual collection development meeting. The subject librarian informs the liaison and other faculty members of new resources via email, the Libraries’ web site, meetings, etc. throughout the academic year.

(m) Traffic or other counts of users of social work library or social work resources.

Two hundred and seventy three (273) social work monographs circulated for the 2004/2005 academic year.

(n) Instructional sessions (number and type of presentations, number of participants, evaluation data)

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 available throughout the year.

(o) Location of library/social work collection relative to classroom and other social work student services.
The Samuel H. Coleman Memorial Library is located adjacent to Tucker Hall, where the School of Social work is located. Full text materials are available 24 hours a day from any Internet capable computer.

(p) Library hours for the main library and social work collection library for the full calendar year. (Are there requests for additional hours from social work students?, If yes, discuss the library’s response).

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.

(q) Samples and results of assessment/evaluation surveys of library services.

Sample results of assessment/evaluation surveys are available in the library. The Libqual annual results are also available at the reference desk in Coleman Library.