LIBRARIES

This guide serves as an introduction to the University Libraries. The Libraries include the Samuel H. Coleman Memorial Library and four (4) branch libraries: Architecture Library, School of Journalism & Graphic Communication Resources Center, Science Research Center Library, and the FAMU/FSU College of Engineering Reading Room.

The URL for the Libraries’ website is www.famu.edu/library.

Users with Disabilities may access ramps located at the west and north entrances of Coleman Library. Patrons with visual impairments or mobility limitations may request assistance locating and retrieving resources from the service desks. Similar accommodations are available at the branch libraries. In Coleman Library, room 207, a computer workstation is designated for use by the visually and physically disabled.

The Samuel H. Coleman Memorial Library was completed in 1948 and named for one of the University’s outstanding alumnus. It is the campus’s main library and has a comprehensive collection on all subject disciplines.

The Architecture Library is located in Room 104B of the Architecture Building, and supports the curriculum of the School of Architecture.

The School of Journalism & Graphic Communication Resources Center is located in Room 3012 on the third floor of the SJGC building and supports the disciplines of the School.

The Science Research Center Library located in Room 401 and 501 of the Frederick S. Humphries Science Research Center supports the curriculum of Pharmaceutical Sciences, Nursing and Allied Health, and other related disciplines.

The FAMU/FSU College of Engineering Reading Room is located in the FAMU/FSU Engineering building in Innovation Park. The collection supports the FAMU/FSU College of Engineering, and management is shared with the Florida State University Libraries.

SERVICES

A Rattler Identification Card is issued by the University to all faculty, staff and students. A unique library number on each Card serves to make it a library card as well. Access to many online resources and services is possible with an activated Card.

Off Campus Access to licensed electronic resources is available to faculty, staff and students of Florida A&M University from the Libraries’ homepage. Users may access full text electronic resources from home or remote locations with the use of the fourteen (14) digit activated library card number, located on the bottom of the Rattler Card.

The web-based and mobile version of the Online Catalog for the State University Libraries (SUL) of Florida is used to locate books, journals, newspapers, government publications, microform, and other resources. You may access the catalog at http://famu.catalog.fcla.edu.
The Information Commons desk located on the 2nd floor of Coleman Library provides a one-stop access to services that include Circulation, Course Reserves, Reference, and Systems Support.

The Access Services Department includes Circulation and Course Reserves. The Circulation department is responsible for lending materials. An activated library card is required to borrow library resources. Reserved materials may be used in the library for two hours.

Course Reserve materials may be circulated from the circulation desk, during regular business hours. Any faculty member may place library books, personal books, and bound articles on reserve that are in compliance with copyright policy.

Online Renewal may be accessed from the library’s homepage. Avoid waiting in line and incurring fines. Library materials may be renewed online unless recalled, overdue, on reserve, or are on hold for other users. Overdue fees will be incurred by late returns.

Interlibrary Loan (ILL) is available to all students, faculty and staff of Florida A&M University. Materials not available in the FAMU Libraries may be obtained from another state university library in Florida through UBorrow, or from other libraries through Interlibrary Loan. The UBorrow link will appear in the library catalog. The ILL Request form is available on the Libraries’ homepage and on most of the library databases search results page. Please contact Mrs. Elaine McCreary at (850) 599-8159 or elaine.mccreary@famu.edu.

The Reference Services department is the information center of the library. Users are instructed on how to locate information and resources, and the use of the online catalog. Reference books that are used frequently are located at the Information Commons desk. They may be used in the library for two hours. Reference assistance is available at the Information Commons desk.

Information Literacy (library instruction) is a service to inform and instruct users how to use library resources and services. Instruction will be tailored to fit the needs of the class assignment or user. Please contact Mr. Tiger Swan, Information Literacy Coordinator, at (850) 599-3330 or tiger.swan@famu.edu to schedule a literacy session.

Ask a Librarian chat/email/text service is provided primarily for the faculty, staff and students of Florida A&M University. The electronic reference service is designed to provide answers to the same types of questions you might ask at the reference desk.

You may access Ask a Librarian from the Libraries’ homepage.

The Periodicals collection, located on the third floor of Coleman Library, is comprised of over 65,500 bound volumes of journals and serials. Daily newspapers are also in Periodicals.

Special Collections consists of materials about the lives and history of African Americans. Resources relative to the history of Florida A&M University and Florida are also available. The collections are located in Room 403 Coleman Library. The FAMU Digital Resource Center

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(FDRC) provides online viewing of some archival materials.

The Micro Media collection includes materials on microfilm and microfiche. The collection is housed in Room 207 Coleman Library. Materials are primarily used in house because special equipment is needed to view and copy or scan pages.

The Systems Department provides assistance with and maintains library computers, scanners, and copiers/printers. Help desk services are located at the Commons desk, Coleman Library.

Computers are available on most floors of Coleman Library and all library branches. In addition, currently enrolled students and current employees who have registered for the laptop lending service may borrow a laptop for up to six hours per day through the Systems Help Desk. Thumb drives and headphones are also available for checkout. A computer lab is available in the Instructional Technology Center (ITC) on the first floor of the Coleman Library.

Copiers/Printers are available to all library users. Establishment of an account with funds is required and can be done at self service kiosks. There are several print stations available in Coleman Library and in each branch library. Color copying and printing is also available in Coleman.

Group Study rooms are available on the second and third floors of Coleman Library. Group study rooms are used on a first-come, first-served basis with preference given to groups. Individual study carrels and other reading and study areas are located throughout the libraries.

Faculty/Graduate Carrels include twenty (20) study carrels for graduate students and faculty in the Coleman Library Annex. Please contact Mrs. Priscilla Henry, Circulation Department at (850) 599-3376 for assistance. Wheelchair accessible study carrels are also available.

A Student Presentation Practice Room in Room 208 Coleman is available for student groups to practice presentations. Reservations can be made at the Circulation Desk.

A Student Digitization Suite in located in Coleman room 216 for students working on projects using a variety of media software. Reservations can be made at the Circulation Desk.

The Student Study Lounge is in Room 211 Coleman. The Lounge has a typewriter, vending machines, and the Jazzman’s Café snack bar.

Red Telephones located on each floor of the Annex ring for Library assistance at the Reference desk in Coleman Library. A courtesy phone is also available for use in the foyer near the Student Study Lounge (local service only).

Be our friend on ...
USE OF FACILITIES

Audio devices must be used with headphones or sound lowered as to not disturb staff or users. Please silence cell phones when entering the library. Disruption of the study and research of users is prohibited.

Smoking or use of tobacco is prohibited.

Children may not be left alone or allowed to disturb others. Parents or caregivers that bring children into the library are responsible for monitoring children’s activities and behavior.

Food should be consumed in the Student Study Lounge.

Posting of public notices must be approved in advance by the Libraries’ Administrative Office.

Loitering and solicitations are prohibited.

Persons who do not abide by library guidelines or cooperate with library representatives will be asked to leave the libraries. Those refusing to comply with policies will be subject to removal by FAMU Police.

HOURS

Holiday hours and exceptions will be posted in the Library and on the Libraries’ homepage or on Facebook.

Typical Fall and Spring hours are:

**Coleman**
Monday–Thursday
7:45 a.m. – 2:00 a.m.
Friday
7:45 a.m. – 10:00 p.m.
Saturday
9:00 a.m. – 10:00 p.m.
Sunday
1:00 p.m. – 2:00 a.m.

**Architecture**
Monday – Friday 8:00 a.m. – 10:00 p.m.
Saturday
10:00 a.m. – 6:00 p.m.
Sunday
2:00 p.m. – 7:00 p.m.

**College of Engineering**
Monday–Thursday
8:00 a.m. – 12:00 a.m.
Friday
8:00 a.m. – 5:00 p.m.
Saturday
Closed
Sunday
1:00 p.m. – 6:00 p.m.

**Journalism and Graphic Communication**
Monday–Thursday
8:00 a.m. – 8:00 p.m.
Friday
8:00 a.m. – 5:00 p.m.
Saturday
Closed
Sunday
Closed

**Science and Research Center Library**
Monday–Thursday
8:00 a.m. – 10:00 p.m.
Friday
8:00 a.m. – 6:00 p.m.
Saturday
10:00 a.m. – 6:00 p.m.
Sunday
3:00 – 7:00 p.m.

Telephone Directory

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<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Administrative Office</td>
<td>(850) 599-3370</td>
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<tr>
<td>Architecture Library</td>
<td>(850) 599-8776</td>
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<tr>
<td>Circulation/Reserve</td>
<td>(850) 599-3376</td>
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<td>Collection Management</td>
<td>(850) 599-8675</td>
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<tr>
<td>Distance Learning</td>
<td>(850) 599-3330</td>
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<td>Engineering Read. Rm.</td>
<td>(850) 410-6328</td>
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<td>Information Literacy</td>
<td>(850) 599-3330</td>
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<td>Interlibrary Loan</td>
<td>(850) 599-8159</td>
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<td>Journ. Resources Center</td>
<td>(850) 599-3704</td>
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<tr>
<td>Public Services</td>
<td>(850) 412-5176</td>
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<tr>
<td>Reference</td>
<td>(850) 599-3330</td>
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<td>Science Res. Center</td>
<td>(850) 599-3393</td>
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<tr>
<td>Serials/Periodicals</td>
<td>(850) 599-8160</td>
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<tr>
<td>Special Collections</td>
<td>(850) 599-8409</td>
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