

LIBRARY HANDBOOK

CHARLES W. CHESNUTT LIBRARY



FAYETTEVILLE STATE UNIVERSITY

January, 2001

Foreword

On behalf of the staff of Chesnutt Library, let me welcome you to Fayetteville State University. As an integral part of the university, Chesnutt Library's mission is to support your educational, research and cultural endeavors through careful selection, acquisition, organization, and interpretation of information resources. In addition, Chesnutt Library assumes its special role as a major cultural resource for the community and the region at large.

The Charles Waddell Chesnutt Library bears a name of renown distinction. It was named after Charles W. Chesnutt (1858-1932), who was the first successful African-American novelist and who became the third principal of the Howard School, known today as Fayetteville State University. Chesnutt Library shows a history of sustained progress and development on all important fronts: in the growth of collections for study and research, in the use of resources at the university and within the community, in the improvement of its physical facilities and its plans for the future.

A staff of qualified librarians, and support staff are available to assist library users. The building, completed in 1987, is a modern four level, contemporary structure, providing more than 70,000 square feet of space that is conducive for study and research. The library offers an array of traditional and innovative services in delivering the resources to you. Many of the resources are available 24 hours per day from campus and off-campus sites.

Chesnutt Library has as two of its goals, the support of the instructional programs of the university, as well as providing a comfortable and attractive environment for users to avail themselves of nourishment for their intellectual and cultural growth. We encourage the development of good study habits, through the use of Chesnutt Library and its resources.

Use this handbook with confidence. It is a tool which will open the door to education, pleasure and opportunity while you matriculate at Fayetteville State University. It will guide you to available resources and will acquaint you with the procedures and policies of Chesnutt Library.

Bobby C. Wynn
Director of Library Services
bwynn@uncfsu.edu

Table of Contents

Foreword	2
Purpose of the Handbook	2
Brief History of the Library	4
Organizational Structure of the Library	5
Collection	5
Circulation	5
Library Hours	6
General Policies	7
User Registration	7
Loan Procedures /Loan Periods/Renewals/Overdues	8
Reserves	9
Distance Learners	10
Self Check-Out	10
Photocopy Machines	11
Typewriters	11
Lounge and Rest Areas	11
Online Public Access Catalog(OPAC)	12
Library of Congress Classification and Subject Headings	12
Reference	13
Electronic Resources	18
Interlibrary Loan	19
Bibliographic Instruction	19
Periodicals	20
Media	21
Government Documents	21
Archives & Special Collections	22
Organizational Chart	24

Purpose of the Handbook

The purpose of this handbook is to provide a general knowledge of the collection and services of the library. As technological advances in information delivery systems rapidly increase, it is imperative that the library user consult the Library Handbook. An electronic version of this handbook can be found on the library's webpage (www.lib.uncfsu.edu/index.htm).

Brief History of the Library

The library was first located in the Administration Building, of what is now Smith Hall. It was a one room operation with no librarian. Louise Frye, an art instructor, together with students, organized what was to be known as the first library facility. By 1929, Junance DeVaughn, had been employed as the first librarian, and many scholarly titles were added to the collection during her tenure. By 1930, the library's holdings numbered approximately 3,600 volumes.

A library building was completed in 1937 under the direction of Hazel C. Edwards, who served as librarian until 1938. It was located in what is now the Communications Building (and home of WFSS Radio Station). In 1945, this building was named in honor of Charles Waddell Chesnutt, the second principal of Fayetteville State College and the first successful African American novelist in the United States.

The library building was enlarged and the staff increased during the tenure of Henry M. L. James (1939-1950). Mr. James' wife organized the Charles Waddell Chesnutt Book Club. Soon after that time, it became necessary to move to a larger building. From 1951-55, Mamie Wilkerson served as head librarian. In 1957, Alice Jackson became the Director of Library Services and served until 1960. In 1968, under the direction of Nathalene R. Smith (1960-1980), the library moved to a new building, aesthetically designed to house 100,000 volumes. In 1973, Chesnutt Library was designated a depository for the United States Government Printing Office.

In 1987, under the direction of Richard Griffin (1982-1989), the Chesnutt Library moved to its present location. This four-story building was designed to accommodate a book capacity of nearly 400,000 provides space for library services, such as a Media Center which is equipped with videotaping and dark room facilities, seminar rooms, group study rooms and lounge areas. Funds supporting Library resources Development and Implementation were first awarded to the U.S. Department of Education Title (2)B in 1987

In 1990, Bobby Wynn was appointed Director of Library Services. The library was designated a depository for the State of North Carolina Documents in 1994. A Friends of Charles W. Chesnutt Library group was formed in 1996. In conjunction with the FOL a Book of the Month Club was organized in 1998. Title (2)B funding continued. Recognition awards were established for employees, student workers and faculty. The library was also awarded \$1.3 million contract by the U.S. Air Force to manage the library at Pope Air Force Base.

Organizational Structure

The library is organized to provide maximum efficiency in the delivery of information services. All departments are under the Director of Library Services, who provides leadership and directs the fulfillment of the library mission.

The Public Services Division is responsible for delivering information services to library users. Public Service Departments include Reference, Circulation, Government Documents, Archives, and the Media Center. Public Service also provides Bibliographic Instruction, Interlibrary Loan and Electronic and Print Reserves services.

The Technical Services Division includes departments which function in the areas of cataloging and the management of the periodicals collection. This division is also primarily responsible for the operation of the online catalog and in conjunction with the Public Services Division provides training and documentation on its use.

The Office of Collection Development works closely with faculty to select needed resources. Both faculty and students are encouraged to make recommendations for the collections. The Acquisitions Department and the Office of Collection Development work closely to acquire library materials. The Office of Collection Development is funded by the Higher Education Act, Title III 2(b) grant funds from the United States Department of Education. The grant funds enhance endeavors to develop resources for students and faculty.

Collection

The collection is developed to support the academic curriculum, research programs and service programs of the university. The collection reflects various formats of recorded knowledge, including non-print and electronic media. For details concerning the collection development policy for the Library, see "Collection Development Policy Statement of Charles Waddell Chesnutt Library", January 2001.

The library collection stands at 232,468 bound volumes, 3,240 periodical titles, 214 electronic journals, 131 full text databases, 901,224 microfiche, with an online catalog, cd-rom network, and 3,862 videotapes.. The library has a website and is a depository for state and federal publications. The library also provided access to 5,635 full text electronic journals via the NC LIVE project.

Services

Circulation

The Circulation Department is located on the first floor of the Chesnutt Library. The major function of this department is to circulate materials to library users. The Circulation Desk also serves as the main information center of the library. Users should go to the Circulation Desk for any assistance needed. Persons on duty there will direct the user to the persons or services desired.

The Circulation Department provides assistance to users who borrow materials from the library. Materials that may be borrowed include books shelved in the “Main Stacks,” audio-visual materials from the Media Center, Reserve Materials and Ebooks. Print Reserve materials are available at the Circulation Desk, and Electronic Reserve materials and Ebooks may be located as links via the library catalog. Contact the Circulation Department for assistance in checking out materials, at 672-1231.

The Circulation Department also organizes the collection, and updates the status of items as checked out, lost and paid for, billed or missing. When an item cannot be found in its designated location in the “Main Stacks,” the Circulation Department should be notified. Circulation transactions, overdue notices, collection of fees for late return or damaged materials are managed by the Circulation Department.

As the central information center of the library, the Circulation Department serves as the primary phone number for Chesnutt Library. In addition to answering questions, giving directions, referring patrons to Reference and other Service areas as appropriate, the Circulation staff are available to provide assistance with the photocopy equipment. Cooperative borrowers, community members, members of the Friends of Chesnutt Library seeking to register to use library services are assisted at the Circulation Desk.

CHARLES WADDELL CHESNUTT LIBRARY
Library web site: <http://www.lib.uncfsu.edu/index.htm>
FAYETTEVILLE STATE UNIVERSITY
University web site: www.uncfsu.edu
910 672-1321

Hours of Operation, Fall and Spring Semesters:

Monday - Thursday	8:00 a.m. - 11:30 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

Hours are extended until 12:30 a.m. for midterm and final exams study.

Hours during University holidays, breaks and between academic semesters:

Monday through Friday	8:00 a.m. - 6:00 p.m.
Saturday and Sunday	CLOSED

Note: Limited hours of Monday-Friday, 8:00 a.m. - 6:00 p.m. apply to the following service

General Policies of the Library:

- The library provides an environment that is conducive for study, research, recreational reading and is for the enjoyment of everyone. Every Library patron shares responsibility for maintaining a quiet, study environment. Loud talking or other disruptive behavior causes problems for everyone. Patrons who insist on being disruptive will be asked to leave the building.
- Children under 12 are not to be left unattended in the library.
- Food or drinks are not to be brought into the library. Food or drinks are only allowed in the student lounge. Use of food in the Board of Trustees room must be approved with the use of facilities request. Patrons who violate this policy will be asked to dispose of the food or drink or leave the building to consume the food.
- Smoking or the use of tobacco products are not permissible in the library.
- Meeting rooms are for two or more students.
- No solicitation or distribution of literature is allowed in the library.
- Computers are restricted to the use of scholarly resources.
- Mobile phones and pagers must be set to non-audible signals and their use is restricted to areas designated for public telephones.

User Registration

Every student borrower at Chesnutt Library must have a properly validated student identification card. According to University Policy, FSU Student Identification Cards are to be carried with the students at all times, while on campus.

Students may also use their FSU identification card to check out materials from constituent institutions of The University of North Carolina. This is a pilot project, therefore contact the Circulation Desk for more information.

Faculty/Staff

Faculty and staff should secure an FSU pictured ID, card which will be used as their library card.

Non-Students (Community Residents)

Members of the community (Cumberland County Residents) who are not a part of the University family may obtain a special library card. To register for this card, a valid form of identification (e.g., N.C. Driver's License) must be presented as proof of local residency.

Friends of the Library

Contact the Circulation Desk or the Director's Office for more information.

Loan Procedures

Once a user has located the material desired, it should be taken to the Circulation Desk. Upon presentation of a valid FSU Library Card, the borrower will have the material checked-out through the automated circulation system.

Graduate students enrolled at Fayetteville State University may apply for a Cooperative Lending Card to use at other constituent libraries. For further inquiries or to obtain this card, ask at the Circulation Desk (see pilot project described above).

Loan Periods for Books

FSU Students & Friends of the Library	Four Weeks
Cooperative/Consortia Borrowers	Two Weeks
Faculty/Staff	One Semester
Community Borrowers	One Week

Borrowing and Renewals

Students

A limit of twenty (20) books may be borrowed at any one time. An item may be renewed once for an additional four-week period, unless another user has requested that it be placed on "hold". After the renewal, materials must be allowed to remain in the library a minimum of seven (7) days to allow for possible use by other users. Circulation of the material may continue with the original borrower after this designated period. No more than three (3) renewals allowed. Students may renew their books from the various computers throughout the campus or from home. See "View Your Record" category on the computers and follow the steps. (See Appendix).

Community and Special Patrons

One item can be borrowed or checked out during any one-week period. The materials are not renewable.

Faculty/Staff

An unlimited number of materials may be borrowed for one semester.

Cooperative Borrower (The University of North Carolina Cooperative Library Privilege Card)

Up to five items may be borrowed during any two-week period. Cooperative borrowers may, return materials to their home institution's library for return to Fayetteville State University by courier service. The borrowers however, will be responsible for the safe and prompt return of these materials. The loan period is not renewable.

Overdue Fines and Notices

Faculty/Staff

Reminder notices will be sent to members of the faculty and staff when materials are overdue. If the material is not returned within one month after the due date, it is presumed lost. A statement of the replacement cost will be sent to the University Office of Business and Finance for collection from the borrower. A "flag" will be placed on the account, and will not be removed, until the account is paid.

Students

An overdue notice for materials not returned within one week after the due date will be sent to the borrower. If by the end of the third week the materials have not been returned, the books are considered lost. At this time, the borrower's name and the amount of replacement cost is sent to the University Office of Business and Finance for charging to the student's account. A "flag" will be placed on the student's account, and will not be removed, until the student pays for the lost material.

Community Borrowers

An overdue notice for a book not returned on the due date will be sent to the borrower one week after the due date. If the books have not been returned within one week after the date due notice, that user's borrowing privileges will be canceled. A bill for the replacement cost of the material will be sent to the University Office of Business and Finance for collection.

Please Note: Once a bill for a lost book or other material has been filed with the Office of Business and Finance, the book is not to be returned to the library. It is to be paid for at the replacement cost. A fifteen dollar processing fee will be charged for each book replaced.

Reserve Materials

Reserve materials are those items placed on reserve by faculty members. Materials can be placed on reserve in print or electronic form. Go to the Chesnutt Library's online catalog and search by instructor or course for access to electronic reserves.

The materials are arranged in alphabetical order by the instructor's last name. Photocopies of materials are placed in folders and are kept in pamphlet boxes under the faculty member's last name. Print reserve materials can be checked out for two (2) hours to be used "in-house only", and should be returned to the Circulation Desk. There is a fifty-cent charge per hour for reserve books turned in late.

All members of the faculty have the privilege of placing materials on materials reserve. There is no limit for number of items which may be placed on reserve. The faculty member is asked to bring the materials to be placed on reserve to the Circulation Desk. Circulation staff members will then prepare "Reserve" cards for each, and place them on "Reserve" shelves, behind the circulation desk. Faculty members may place personal copies of materials on reserve. The library assumes no responsibility for security of these items, but will make every effort to keep the "Reserve Collection" intact.

Faculty members who want to put material on electronic reserves should contact the circulation desk at 672-1231.

Distance Learners

The library staff strives to ensure that Distance Learning students have access to library services that will facilitate study and research and are comparable to that of on campus students. Innopac is the online catalog providing access to resources in Chesnutt Library. The online catalog includes links to electronic journals and websites. A trip to campus is not required to make use of Reference Services, Interlibrary Loan service, or journal articles and citations. A pilot program for the delivery of books

and interlibrary materials is available to students enrolled in online classes exclusively. Please contact the Head of Public Services at 672-1750 for more information.

Chesnutt Library subscribes to electronic databases including journal abstracts and indexes, full text journals, and full text statistical, encyclopedic and biographical reference resources. In addition, Chesnutt Library participates in the North Carolina Live electronic library project. NC LIVE currently offers online access to complete articles from over 5,500 newspapers, journals, and magazines; two encyclopedias; and indexing for over 10,000 periodical titles.

Off campus access to the databases requires configuration of Internet browsers. Instructions for Internet browsers can be found on the Chesnutt Library homepage or the Reference Desk. The homepage will also provide updated information on any new services being offered. Distance Learning students will be issued The University of North Carolina Library Privilege Card (Cooperative Borrowers Card). The card will allow Distance Learning students to checkout materials from any of the 16 constituent institutions of the University of North Carolina.

Special Services of the Circulation Department

Self Check-out

The Self Check-out unit is located near the Circulation Desk. It is easy and convenient to use: The color monitor guides customers through each step of the transaction with on-screen prompts and graphics that fully explain the process to even first-time users without assistance or intervention from staff.

Photocopy Machines

Coin and Venda Card operated photocopy machines are located on the first floor of the building. The cost is ten (\$.10) cents per copy. Instructions on use are posted on each machine.

Venda Card dispensers are located on the first floor of the library, adjacent to the Circulation Desk and in the student lounge. The cost is fifty cents (\$.50) per card, but because the machine does not take coins, you will have to put one dollar (\$1.00) into the Venda Card dispenser. You will automatically be credited with the other fifty cents (\$.50) worth on your card which is 6 copies. Follow directions “step by step”, when purchasing a Venda Card. A change machine is located near the Venda Card dispenser at the Circulation Area.

Typewriters

Typewriters are available free of charge, for use in the room 124 of the library. Typewriter packets may be obtained from the Circulation Desk. The packet does not include correction tape/fluid. A

limited number of typewriters are available on a "first come, first serve" basis. Users sign for the packets, and leave their Library ID Card at the Circulation Desk. Users are responsible for safety and care of the typewriters and printwheels.

Lounge and Rest Areas

There is a student lounge on the first floor to the immediate right of the front entrance of the building, adjacent to the Circulation Desk. Vending machines have been placed there for the convenience of users of the library. Please keep in mind that, although users may eat in the student lounge, food and drink may not be brought into the library. A public telephone is located inside the lounge. An emergency telephone is located outside the library. An ATM machine is also available in the student lounge.

There are rest areas located on the first floor, near the Periodicals Department; the second floor, near the bound volumes and in front of the J.C. Jones Board of Trustees Room and, on the third floor to the right of the public elevator.

Public restrooms for both men and women are located on the first, second, third and fourth floors.

Online Public Access Catalog (OPAC)

The online catalog is an integrated system, permitting display of holdings information, availability, and information about materials ordered and being processed. Titles listed in the online catalog display a location, call number, and status of availability. The public access catalog provides over thirty access points to materials in the collection.

The Library of Congress Classification

Chesnutt Library uses the LC classification system. Materials are organized into twenty-one broad subject categories. Each subject category is identified by a letter of the alphabet. Subclasses within each subject category are identified by a numerical notation. The next part of the call number is the book number and is unique to that work. The last part of the call number is the date, used to distinguish one edition from another. For example:

E United States History
185.93 Elements of the Population - Negroes
93 By States, A-W
.S7 Specified Number for South Carolina
N4 Author Number
1973 Date of Publication

This call number represents the title Black Carolinians: History of Blacks in South Carolina from 1895 to 1968, written by I. A Newby.

Arrangement of Call Numbers on the Shelves

The books are arranged on the shelves from left to right, in alphabetical order and from small to larger numbers. An example of correct order is provided below:

A 100 .B12 K8149

1st book

A 100 .B6 K825

2nd book

A 100.2 .B6 L398

3rd book

A 101 .B6 L43

4th book

BF 1010 .B89 L5

5th book

BF 1010 .B9 L51

6th book

Books shelved in the Main Stacks with an LC Call Number beginning with A-K are located on the

second floor of the library, and with call numbers L-Z are located on the third floor.

Library of Congress (LC) Subject Headings

Library of Congress Subject Headings provides a listing of all of the terms used to describe subjects in the classification system. This source is kept on wooden stands next to the INNOPAC terminals. Researchers can determine the subject heading of a topic, related subject headings, and broader and narrower terms. Alternate terms may be suggested as “see also.” The subject headings rely heavily on abbreviations, format arrangement and codes. An explanation of how to interpret and use the subject headings appears at the beginning of volume one of the print edition.

Library of Congress Subject Headings can be “subdivided” by special headings to focus on certain aspects of the topic. These subdivisions are added to the main heading with dashes. Assigning subdivided headings makes it possible to give a book a subject heading as specific as necessary to describe its contents. This is an example of a subdivided heading: (Main heading) - “Maps” (Subdivided heading) - “Dictionaries” or “Yearbooks”). *Library of Congress Subject Headings* have chronological subdivisions, e.g., “18th Century” or “1945”. Other subdivisions bring out special aspects of a topic, e.g., (Subdivided heading) - “Study Teaching” Methodology” -“History.”

Reference

The Reference Department is located on the first floor, to the right of the entrance gate. The Reference Desk is located near the corner of the building, at the front of the Reference area. Librarians are available to provide assistance to library users in the Reference Department at all hours when the library is open. Library users seeking assistance with developing library research strategies, identifying relevant materials and sources, and interpreting bibliographic citations and scholarly materials are referred to the Reference Department for assistance.

The Reference Department is the first logical starting point in any library research. Various types of reference sources are available in three basic formats: printed, microform, and electronic. Reference material is intended to give order and coherence to a body of literature or a topic, so that all library users, regardless of their level of familiarity with that subject, can gain access to it as quickly as possible. Some sources contain answers to specific questions, e.g., almanacs and dictionaries. Some list citations pertaining to a given subject, e.g., bibliographies - often with annotations. Listed below are some of the reference sources available (manually and electronically) in the Chesnutt Library such as Encyclopedias, Dictionaries, Biographical Sources, Almanacs, Atlases, Book Reviews, Film Reviews and Plot Summaries.

As the search for information begins, consider the nature of the research inquiry. Basically, there are three logical starting points for library research. These are the online public catalogs, selected basic reference sources, and the periodical indexes . Use of the catalog and periodical indexes is discussed in other sections of this handbook.

The *Virtual Reference Desk* located on the library's web page is a quick and easier way to electronically assist you with finding resources to help you conduct your research.

Reference Sources

Below is a selective list of standard reference resources available in the library. Some of the sources cited in this section of the handbook are housed behind the Reference Service Desk, and must be requested at the Reference desk. Also, many of these titles may be available online.

Encyclopedias

Encyclopedias are often the best source for preliminary reading on the chosen research topic. At times, what is needed is a general or introductory account of the research topic. A good encyclopedia article can familiarize the researcher with important concepts and terms related to the topic, and give an idea of the breadth of the subject. If the article is quite brief, or if the subject is only mentioned in passing, this may indicate that it will be difficult to find sufficient research material on the subject.

A general encyclopedia is one that covers all fields of knowledge. These encyclopedias have comprehensive indexes which will locate the information on a particular subject that is dispersed throughout the set. Often, the index is separate, usually the last volume of the set. The bibliographies listed at the end of encyclopedia articles will often serve as a good starting point for further research.

Other reference sources that may be used to clarify a topic include specialized encyclopedias, introductory texts (probably from the stacks) general dictionaries and specialized dictionaries. What is learned from this preliminary reading may help determine the direction of the search for additional information. A particularly intriguing aspect of the subject may bring about a complete shift in the focus of the research.

Example of General Encyclopedias:

Encyclopaedia Britannica
Britannica Online
World Book Encyclopedia

Dictionaries

Dictionaries provide mainly sources of information about words and usage, spelling, pronunciation, meaning, derivation, etc. There are four types of dictionaries: general, special, subject and foreign language. Unabridged dictionaries are works that try to include almost every word in a given language. Abridged dictionaries are smaller, and are limited to the more commonly used words.

Unabridged dictionaries held in the Chesnutt Library include :

Webster's Third New International Dictionary of the English Language
Funk and Wagnall's New Standard Dictionary of the English Language
The Oxford English Dictionary (also available online as OED)

Abridged dictionaries held include :

Webster's New Collegiate Dictionary (also online)
Funk and Wagnall's Standard College Dictionary (also online)

Special Dictionaries and Thesauri

These dictionaries supply various information, including usage, synonyms, antonyms, abbreviations and quotations. Examples are:

Abbreviations Dictionary, New International Edition
Dictionary of American Slang
The Oxford Dictionary of Quotations
The Random House Thesaurus
Roget's International Thesaurus
A Dictionary of Slang and Unconventional English
Familiar Quotations (Bartlett) (also online)
The Home Book of Quotations (Stevenson)
Magill's Quotations in Context

Foreign Language Dictionaries

There are various kinds of foreign language dictionaries. Bilingual dictionaries (those that include English and a foreign language) can be used for translating. The following foreign language dictionaries are held in the Chesnutt Library:

The New Cassell's Dictionary
Mansion's Shorter French and English Dictionary
The Concise Cambridge Italian Dictionary
A New Pronouncing Dictionary of the Spanish and English Languages

Cassell's New Latin Dictionary
A Greek-English Lexicon

Biographical Sources

A biography gives information about one person's life that is written by another person. An autobiography is information written by a person about himself. There are three (3) major types of biographical sources: general, national or regional, and professional or occupational. Examples of general biographical sources in the Chesnutt Library are:

American National Biography Online
Biography and Genealogy Master Index
Current Biography Yearbook
Contemporary Authors
Dictionary of American Biography
Dictionary of National Biography (&Supplements)
Dictionary of National Cyclopaedia of American Biography
Who's Who in America

Examples of professional or occupational biographical sources held in the Chesnutt Library include:

American Men and Women of Science
Notable American Women

Some books are composed entirely of biographical information, but periodicals and other collected works may include biographical sketches. The most efficient way to search for these sketches is through use of an index.

Almanacs

Current almanacs are annual compilations of statistics and other factual information. Old-style almanacs were written to provide astronomical and meteorological information to farmers and seamen. Now, almanacs are used primarily for brief reference requests for specific information, such as scoring records of athletes or teams, best movies of current or past years, and statistics.

Each almanac is arranged differently, and often in no apparent order, so the index (located either in the front or back part of the book must be used). The contents of almanacs vary, so it can be helpful to consult several.

In addition to the almanacs, certain other publications are specifically designed to update statistics and other types of current information such as the Statistical Abstracts of the United States

Atlases

Atlases are located on stands in the rear of the Reference area. An atlas is a volume containing a collection of maps. It often includes charts, tables, plates and explanatory text.

Reviews, Plot Summaries and Vertical

A review is an evaluation of a particular book, play, film, etc., published in a periodical or newspaper after its first appearance.

Book Reviews

Book reviews can be helpful in the selection of sources for a paper, and sometimes, for biographical information on individual authors. As most book reviews are published shortly after a book appears in the market, it helps to know the publication date of the item in question.

Selected sources for book reviews held in the Chesnutt Library include:

Book Review Digest (BRD) published monthly with an annual cumulation. It lists selective abstracts from several popular journals. It is arranged by author and has a subject/title index.

Book Review Index (BRI) published bi-monthly with an annual cumulation. It is an index to reviews in over 200 periodicals. The subject coverage of this source includes fiction, non-fiction, humanities, social sciences, librarianship, bibliography and children's literature. It is more extensive than Book Review Digest but BRI does not include abstracts.

The library user or researcher can also use the "Book Reviews" section in the following indexes which are located in the Periodicals section of the library:

- Social Sciences Index
- Readers' Guide to Periodical Literature
- Education Index
- Humanities Index
- Index to Legal Periodicals
- Business Periodicals Index
- Applied Science and Technology Index
- Library Literature

Film Reviews

Popular movies are often reviewed in periodicals, and are listed in periodical indexes. They are

grouped in a separate section and are not listed under individual titles. Film reviews may be located by using indexes such as Art Index, Humanities Index, and New York Times Film Reviews.

Plot Summaries

Summaries of books are not meant to be relied on entirely. Digests, synopses or summaries may be considered useful supplements to your reading, not substitutes for reading assigned works.

Sources of this category available in the Chesnutt Library include:

Magill's Masterplots

Masterpieces of Christian Literature in Summary Form

Vertical File (Pamphlets)

The Vertical File (pamphlets) is located in the Reference Department near the Reference Service Desk. It contains newspaper clippings, pictures and pamphlets on subjects of current interest in North Carolina. Items in the Vertical file are arranged alphabetically by subject (there are no call numbers). The best way to determine whether a desired subject is covered is to browse through the Vertical files under promising subject headings.

Reports, annual reports, career guidance materials and various publications of educational and other professional organizations are part of the vertical files collection. Vertical file materials are for *building-use only*; items may be copied.

Eric Microfiche Collection

ERIC (Educational Resources Information Center) indexes through RIE (Research in Education and the Current Index to Journals in Education) a comprehensive collection of materials relating to virtually every aspect of education.

Special Services of the Reference Department

The library has a local area network which is connected to the campus area network. Therefore, all computers in the library have access to the internet and other applications on the campus network.

Electronic Resources

The FSU community has access to numerous resources covering the arts, humanities, social sciences,

science and technology, business, education, religion, health and fitness, and popular interest.. The range, breadth and scope of these resources is broad, providing resources supporting all areas of the curriculum. Full text articles, chapters and excerpts are available via these indices and resources, providing library users with convenient and effective access to tools supporting learning, scholarship and research.

For additional web resources access our library's homepage, the virtual reference desk and government resources at <http://www.lib.uncfsu.edu/home.html>. For information about accessing resources off campus, please visit our Off Campus Access page.

Interlibrary Loan

Interlibrary loan is a service offered by the Reference Department, and involves the borrowing of sources (books, photocopied journal articles, or microforms) from another institution under the lending institution's interlibrary loan policies. This privilege is available only to FSU affiliated patrons. Books are usually borrowed for a one-month period, with the option of renewal before the due-date. The patron requesting this service is responsible for all charges incurred from the entire transaction, including photocopied journal articles.

Most of the requested items are received within one week of the date of the request (some items may take longer if they cannot be obtained locally). The library will send you a hold pickup notice when your book arrives. However, you may also check at the library's Reference Desk on the status of your request at any time. Borrowed materials not picked up within two weeks of arrival will be returned to their owning libraries. Photocopies not picked up within two weeks of arrival will be discarded. Distance Learners should see the section on "Distance Learning Students" or consult with one of the reference librarians.

Docline

Docline is the National Library of Medicine's automated interlibrary loan (ILL) request routing and referral system. The purpose of the system is to provide improved document delivery service among libraries in the National Network of Libraries of Medicine® (NN/LM) by linking journal holdings to efficiently route the requests to potential lending libraries on behalf of the borrower.

Bibliographic Instruction

The Reference Department provides tours and bibliographic instruction classes to all freshman students as part of their Seminar Course. Advance level bibliographic instruction and subject specific sessions are scheduled upon request by the instructor. In addition, bibliographic instruction classes are given to students upon request. For more information, contact the Reference Department at 672-1750.

Periodicals

The Periodicals Department is located on the first floor, beyond the public elevator on the left side of the building. Periodicals are quite different from books. While books are lengthy treatments of a single subject, or a collection of articles on similar subjects, periodicals generally contain many articles on various subjects by different authors. Periodicals may be issued daily, weekly, monthly, quarterly, or semi-annually. The term “periodicals” is derived from the frequency of publication, i.e., the publications are issued at the determined periods of time, or periodically.

Periodicals usually are published first in paper or hard copy issues, and are bound together in book covers, or filmed on microfilm or microfiche. Because of their special format and content, libraries house periodicals separately and list them in different ways.

Periodicals are often referred to as “magazines”, “journals”, or “serials”. The major difference between magazine articles and journal articles is that magazines tend to publish popular treatments of subjects, while journals tend to be more scholarly or research-oriented.

Periodical articles can be important sources for research papers because they are often more current and up to date; and articles may be found on topics about which books have not yet been written. In Chesnutt Library, certain subjects have more comprehensive coverage in periodicals than in books.

Periodical Indexes

Periodical indexes provide access to journal articles. The most popular use for periodical indexes is to locate information on a subject. Most indexes list articles by keyword, authors and subjects. It is important that the researcher find the index which is appropriate to both the selected topic and to his own knowledge about the topic. Periodical indexes are provided in print and electronic formats. Periodical indexes housed in the Chesnutt Library include:

Some indexes available in the Chesnutt Library include:

- Readers’ Guide to Periodical Literature
- Education Index
- Business Periodicals Index
- Social Sciences Index
- Humanities Index

Some indexes also include abstracts (brief summaries) of the articles they list. These include:

- Current Index to Journals in Education (CIJE)
- Psychological Abstracts
- Chemical Abstracts

Resources in Education (RIE)
Biological Abstracts
Biography Index

Newspaper Indexes

Newspapers are excellent sources of information on current events and contemporary accounts of events in the past. Indexes to some of the major newspapers are available in the Chesnutt Library. These indexes are useful for finding a newspaper account of an event and for pinpointing the date of an event. Once a date is verified, information in other newspapers and news magazines can be located. The researcher must consider where the event occurred and whether it is likely to have received national and/or international coverage. Most of the newspapers are online. Newspaper indexes available in the Chesnutt Library include:

New York Times Index
Wall Street Journal Index
Christian Science Monitor Index
News and Observer (Raleigh) Index

Media Center

The Media Center is located on the second floor next to the Seminar Room (Rm. 213). A variety of audiovisual material is available at the center. Included in the collection are videocassettes filmstrips, albums, compact discs, slides and the equipment for use with this media. In addition, the Media Center has a production room, an in-house cable channel and a multi-purpose room that has the potential to serve as a site for teleconferencing. With instructors serving as content specialists, the Media Center has wide local production capabilities, including in-house production of cassettes, recordings and even professional-quality video tapes. Also, use of this facility can help instructors accommodate the various learning styles of students.

Government Documents

The Government Documents Division of the Chesnutt Library is located on the fourth floor, to the right as one exits the public elevator. United States Government Documents are publications produced by agencies of the federal government. Generally, they are published to meet specific needs of the agencies that issue them and often they include current statistics and information on topics of general interest.

Government documents can be an invaluable resource when gathering material for a research project or paper. They are especially useful because they are authoritative and current. The subject coverage available in these documents is nearly infinite ranging from solar energy, drug abuse, nuclear reactors,

school curriculum, unemployment windmills, and the ABM treaty to other economic, political, scientific and social areas of study. Also, instructional and descriptive resource materials are distributed. The statistical data collected by many government agencies are primary source materials useful for demography, community planning, industrial management, business, agriculture and student assignments. Documents may appear in various formats from pamphlets to books, microfiche or sheet maps.

Location of Documents

The majority of current government documents are housed on the fourth floor of the Chesnutt Library. Documents are entered in the public catalogs.

North Carolina Documents

The Chesnutt Library also receives North Carolina State documents. The official finding aid for the North Carolina State documents is *The Checklist of Official North Carolina State Publications*. This publication is located in the Government Documents department.

Archives and Special Collections

Archives

Archives and Special Collections is located on the fourth floor.

The University Archives area is designed to organize, maintain and develop a collection of official records and materials of significant historical value related to Fayetteville State University and the community. This unit has the responsibility for selecting, preserving and making available archival materials for research use. Included in the archival holdings are:

- | | |
|----------------------|--|
| Documents: | Reports of the Chancellor (annual and other)
Reports of Deans and Department Heads
Selected files of certain committee and organizations on campus |
| Publications: | Yearbooks, catalogs and special monographs and other informational publications issued by different offices on campus |
| Papers: | Faculty and student writings - published and unpublished dissertations, thesis |
| Records: | Programs of extracurricular events, leaflets, documenting student activities |

Memorabilia: Trophies, banners, diplomas, etc.

Doing research in this area of the library, using non-classified materials differs, from regular library research. Notice that materials are grouped into Record Sets, normally according to the offices of origin.

Special Collections

Special Collections consist of selected materials grouped by categories. Books are classified according to the Library of Congress System of classification, and are entered in the Public Catalog. The major special collection is one of materials and about Blacks. It includes:

Books: Biographies and autobiographies of selected black writers and their works, politics and politicians; Civil Rights; education and educators; and slavery and emancipation.

Journals and magazines: Black Enterprise, Journal of Negro History, Journal of Negro Education, Negro Digest, Negro History Bulletin, etc. (these include bound and unbound volumes, often with gaps in holdings.) Additional issues of several titles are available in the Periodicals Department.

Special "Guides to Use" of processed records and materials in this area have been prepared, and are available for patrons when using Archives and Special Collections.

There is a special collection of the personal papers of Charles Waddell Chesnutt and his family. Mr. Chesnutt's papers consists largely of photocopied materials. Included with this set are the personal papers of Ann and Sara Chesnutt. The sisters, now deceased, were residents of Fayetteville, North Carolina.

Also, there is a special collection of the personal papers of Dr. James Ward Seabrook, former president of Fayetteville State University. In using the Archives and Special Collections area, or any area of the Chesnutt Library, do not hesitate to ask for assistance from members of the library staff.

**Fayetteville State University
Library Services
02/01/00**

