

Welcome to the Dr. George J. Brown Library/Learning Resource Center!

We have 27 public access computers available primarily for research only. LOIS, Tech's Online Catalog (for locating books and other materials in the LRC) and various electronic databases (for locating articles) may be accessed through the Internet on these computers. Printing is free.

A Word About ARKLink

ARKLink is a statewide library consortium that enables students at member institutions to borrow books from other participating libraries. There's an ARKLink handout (located on the brochure rack on the wall next to the Circulation Desk) listing the participating members or you may go to <http://arklink-libraries.arkansas.edu/reciprocal/reciprocal.asp> to access their online catalogs. To sign up for an ARKLink card simply register at the Circulation Desk during normal library hours.

LIBRARY HOURS

Fall and spring semesters library hours are from Monday-Thursday 8:00 a.m. – 7:00 p.m. and on Fridays from 8:00 a.m. till 12 noon. When library hours vary they are posted on the front door and are typically announced in *Bits N Bytes*, the student newsletter.

CIRCULATION DESK

- The Circulation Desk is staffed with friendly LRC staff here to assist you in using the LRC. If you don't see anyone at the desk, please ring the bell for assistance.
- The lost and found is also located here.
- For more circulation details, read the *Circulation Guide* available on the literature rack beside the Circulation Desk.

THE RESERVE COLLECTION

- The Reserve Collection is housed behind the Circulation Desk. These are high demand items and materials that faculty place on short-term loan.
- Items in this collection circulate for varying lengths of time, for example 2 hours, 1 day or 2 days.
- Be sure you know when these materials are due for overdue fines can result as high as \$1.00 per hour if late.

- Also please be respectful of your classmates and return these materials in a timely manner so they will be available for the next student in the class.

LOIS - HANDOUT

- LOIS is the **L**ibrary's **O**nline **I**nformation **S**ite located at www.youseemore.com/sautech.
- This site allows you to search the catalog for books, ebooks, audiocassettes, videocassettes, and DVDs located in the LRC or access articles through subscription online databases or search a combination of both.

CIRCULATING STACKS

- The non-fiction collection or books in the main stacks are located on the tall shelves in the East wing of the LRC and circulate for two weeks with an option to renew. There is a nominal charge of \$.10 a day if the book is overdue.
- Books are arranged according to the Library of Congress Classification System. The LC system is an alpha-numeric system in which books are grouped by subject.
- A's start against the North wall and wrap around to the Z's.
- There is a guide available at www.youseemore.com/sautech/tutorials.asp entitled UNDERSTANDING LC CALL NUMBERS that is helpful for accessing this collection.

OVERSIZED COLLECTION

- The oversized collection is located at the end of the main non-fiction circulating stacks after the Z's. This collection includes books from the main circulating stacks that are too large to fit on regular shelving.

FICTION COLLECTION

- Fiction books are located on the tall shelves along the North wall in the East wing of the LRC.
- They are arranged by the first three letters of the author's last name.
- If you need assistance in locating books in the LRC, please inquire at the Circulation Desk.

REFERENCE COLLECTION

- The Reference Collection is located on the six short shelves in the East wing of the LRC. It, too, is arranged according to the Library of Congress Classification System with the A's starting along the North wall and wrapping around to the Z's.
- Books in this collection are for use in the library only and do not circulate.
- The collection includes indexes, dictionaries, encyclopedias, handbooks, directories and guidebooks.
- You may make photocopies of the articles or entries found in these books.

EBOOKS

- The library owns a perpetual collection of approximately 16,000 electronic books available through netlibrary.com.
- Titles are accessible through the library's online catalog (LOIS).
- To be able to access the ebook collection from home or another remote location, you must first go to www.netlibrary.com from any workstation on campus, to set up a unique username and password.

MULTIMEDIA COLLECTION

- Audiocassettes, Videocassettes and DVDs in the main collection circulate free for two days. There is a charge of \$1.00 per day if the item is overdue so please remember to return these materials on time.
- Videocassettes are located in the lounge area shelving while the DVD's are located along the East wall of the South wing of the LRC.

PERIODICAL COLLECTION

- The library does subscribe to approximately 60 periodical titles in print with some titles dating as far back as the 1940's.
- Current issues of magazines/journals are located on the Current Periodical shelves with past issues of the current year located under the slanted shelving.
- Previous years are located in the Bound Periodicals collection and are arranged alphabetically by title.

ELECTRONIC DATABASES - HANDOUT

- To access periodicals use our subscription electronic databases.
- You can access the library's online databases by going to www.youseemore.com/sautech and clicking on the ONLINE DATABASES tab.
- The library subscribes to several online databases. The descriptions of the individual databases and usernames and passwords to access them are located on handouts on the brochure rack next to the Circulation Desk. (*BOOKS N BYTES* HANDOUT & EBSCOHOST HANDOUT).
- The State Library provides SAU Tech access to EBSCO*host*, Gale's Discovering Collection, FirstSearch and Grolier's Online Encyclopedia.
- EBSCO*host* comprises several databases on Literature, Health, Nursing, Legal Collection, Elementary Education, Professional Development, Business, and Education. The main general databases are *Academic Search Elite* and *MasterFile Premier*.
- *SIRS Researcher* is a general reference database that contains full-text articles on a wide variety of social, scientific, historic, economic, political and global issues.
- *Gale's Discovering Collection* comprises databases on authors, biography, science, US history, world history, multicultural America, novels, short stories, poetry, Shakespeare, and geography.
- *Issues and Controversies/Facts on File* provides in-depth, objective information on the most prominent and hotly debated issues of the day, such as abortion, gun control, etc.
- These databases are accessible on campus as well as remotely. Please keep up with the handout that provides descriptions of the databases as well as username and password information.
- Please remember that passwords and access information are for SAU Tech students only. Please do not give this information to anyone else.

PHOTOCOPY MACHINE

- While computer generated copies in the LRC are free, the photocopy machine costs 10 ¢ per copy.
- The machine takes dimes, nickels, quarters, dollars, five, tens and twenties and makes change.
- If you need change for the copier or assistance using the copier, please inquire at the Circulation Desk.

INTERLIBRARY LOAN

- Most articles and books that you cannot locate in the LRC may be requested through our Interlibrary Loan Service.

- The service is generally free of charge.
- Since it can take as long as two weeks to receive materials, it is advised that you conduct your research early so that materials may be received and reviewed long before the assignment is due.
- Interlibrary Loan forms are located on the brochure/literature rack next to the Circulation Desk and online at http://www.sautech.edu/students/library/interlibrary_loan_form.html.