



L. Zenobia Coleman Library

Library Handbook

Tougaloo College
2017-2018

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GENERAL INFORMATION

L. Zenobia Coleman Library

Welcome to the L. Zenobia Coleman Library! Through its collection, its service, and its staff, the Coleman Library supports the academic programs of Tougaloo College by providing print and electronic resources to support all curricular studies at Tougaloo College. We are here to help you in any way possible—Let us serve you!

The Library staff is trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Tougaloo College develops transferable skills to enhance life-long learning through instruction and skilled use of the materials available. With these skills, students will be empowered to navigate resources at libraries worldwide.

Mission Statement

The mission of the L. Zenobia Coleman Library is to identify and provide the information and library resources needed by members of the College community in their study, teaching, research, public service and professional development; to instruct and assist in the use of library resources and services; to share in the development and implementation of the College's educational and research programs; to cooperate with other libraries and information providers; and to participate in area, state, and national professional library activities.

Physical Building

Completed in 1972, the L. Zenobia Coleman Library building houses the Library collection and College Archives on the first, second, and third floors. The building also houses classrooms on the first and third floors and comfortable seating and study spaces for individual students and student groups.

Computers and Printers: The Office of Information Technology Department provides 64 computer stations connected to 2 networked printers on the first floor. Students can print from library computers at no cost, but printing is limited to academic study purposes only.

Photocopiers: One photocopier is available for use at 10 cents per page.

Hours and Contact Information

Library Hours:

| | |
|-----------------|------------------|
| Monday-Thursday | 7:45am – 11:00pm |
| Friday | 7:45am – 5:00pm |
| Saturday | 12:00pm – 4:00pm |
| Sunday | 3:00pm - 9:00pm |

Hours will vary during exams, school holidays, breaks, and summer term.

Contact Information

Coleman Library
Tougaloo College
500 W. County Line Rd
Tougaloo MS 39174

Phone: 601-977-7706

Library website: <https://www.tougaloo.edu/library>

Email: libraryservices@tougaloo.edu

LIBRARY RESOURCES

Electronic Resources

The L. Zenobia Coleman Library offers access to research databases, ebooks, ejournals, images, and other resources. Access is available using computers on campus and visiting <https://www.tougaloo.edu/library>, or by logging into the LOO using your Tougaloo credentials and selecting the Library tab. Research guides providing help and search tips can be found on the library website.

Physical Resources

Circulating Collection: Most material in the library can be checked out. The library uses the Library of Congress Classification system.

Reference Collection: The reference collection contains encyclopedias, dictionaries, indexes, almanacs, and bibliographies. Reference materials can only be checked out with special permission. Otherwise, these titles must only be used in the library. Our reference collection is located on the first floor. The Library also has access to eBooks via Credo Academic Core Reference collection online. The link to this helpful database is located on the library website.

Reserves: Items professors have placed on reserve for their classes are located behind the circulation desk. Professors decide circulation specifics for each item. Most items must remain in the building.

Periodicals: Current journals and magazines are located on the first floor. Older volumes and issues must be requested at the Reference Desk. Periodicals do not circulate.

College Archives: University Archives contain historical materials. The Archives are located on the third floor. Materials cannot be checked out and access is restricted. To gain access, contact the College Archivist or the Director of Library Services. See pages 9-10 for descriptions of some of the collection.

COLEMAN LIBRARY REGULATIONS

The Coleman Library is a place of study and research and also contains a classroom environment. All are encouraged to use the facility for individual and group work, but are also expected to behave in a civil manner that does not interfere with other people using the facility. Those who participate in groups that become disruptive through excessive noise or other disorderly behaviors will be held accountable for disturbance.

- Food and drink are not permitted in the Coleman Library. Food and drink are a hazard to library materials and computer equipment and the spilling of such can also create a slip and fall hazard and/or a pest problem.
- Playing music and/or videos without headphones is considered a disturbance.
- Talking in a normal voice that does not disturb others or quiet cell phone use is permitted in all parts of the library, but please turn off notification sounds on all devices as noises from these devices can impede the study and research of others.
- Leave the furniture, equipment, and facilities in excellent condition.
- Follow directions or instructions of library and college staff.
- Return all borrowed material on time and in the same condition as when borrowed. Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and college accounts.
- Do not remove materials designated for Library Use Only from the facility. This includes course reserves, and any other library property so designated.
- Obey copyright laws and applicable software licenses.
- Follow the ***Policies and Procedures*** set forth by the Office of Information Technology while using all computer and printing equipment located within the Coleman Library.

Students who violate these guidelines may be referred to Student Affairs, lose their library privileges, and have an academic HOLD placed on future registration. Students who take library material without permission or do not return borrowed material can be charged with a crime.

LIBRARY SERVICES & POLICIES

Access and Borrowing Privileges

The L. Zenobia Coleman Library provides full access and borrowing privileges to Tougaloo faculty, staff, and students. Limited access and borrowing are available for Tougaloo alumni. Others may use library resources in-house only. Users with outstanding fines or fees may have their privileges revoked until monies are paid.

Reference Assistance

Tougaloo College Librarians are available to answer questions and offer research assistance in person or via telephone, or email. A **Library Services** email form link can be found on the library homepage at <https://www.tougaloo.edu/library>.

Information Literacy

PrepStep: Self-paced information literacy modules are available through Ebsco's Learning Library to increase student information literacy and knowledge. The link can be found on the library homepage, <https://www.tougaloo.edu/library>, or by logging into the LOO with Tougaloo credentials..

Circulation and Fines

Patron Registration: Students, faculty, and staff must present their Tougaloo ID card at the Circulation Desk, and library staff will enter each patron into the circulation system.

Borrowing Library Materials: All borrowers must take their items to the Circulation Desk and present their Tougaloo ID card. A date-due receipt will be provided. The individual who checks out library material assumes responsibility for those items until they have been turned in, regardless of who uses them during the time they are checked out. Checkout limits vary.

| MATERIAL | LOAN PERIOD | LIMITS | FINE RATE | MAX FINE | GRACE PERIOD | RENEWALS |
|------------------------|-------------|----------|------------|----------|--------------|----------|
| Books | 21 days | 10 books | \$0.10/day | \$15.00 | 1 day | 2 |
| Course Reserves | varies | 5 items | \$3.00/day | \$15.00 | none | varies |
| Bailey Ward Collection | 1 Day | 2 items | \$0.10/day | \$15.00 | none | varies |

Renewing Library Materials: Patrons may renew items in person at the Circulation Desk, via telephone, or email. Items will not be renewed if another patron has requested them.

Placing Holds: Patrons may place holds on items in person at the Circulation Desk, via telephone, or email.

Returning Materials: Library materials may be returned to the Circulation Desk.

Course Reserves: Students may request course reserves from staff at the Circulation Desk.

Fines: Fines are not charged for the days the library is closed. Fines will accrue until materials are returned. When accumulated fines exceed \$15.00, borrowing privileges are suspended. Unpaid fines and/or overdue books will prevent a student from receiving transcripts, receiving a diploma, or registering for a new term.

Lost Items: Patron accounts will be assessed a charge of \$60.00 for each lost item.

Interlibrary Loan (ILL)

Interlibrary Loan provides articles and books from other libraries that the Coleman Library does not own. ILL is restricted to Tougaloo College students, faculty, and staff. A request form must be completed for each item. Please visit <https://www.tougaloo.edu/library/interlibrary-loan> to complete form.

ACCESSING OTHER LIBRARIES

Central Mississippi Library Council and InfoPass

Tougaloo College is a member of the Central Mississippi Library Council (CMLC), a consortium of eighteen libraries (<https://centralmiss.wordpress.com/>), whose purpose is to promote optimal access to books and other informational materials, to provide reference services to patrons of member libraries, and to further develop interlibrary cooperation.

Access to other libraries within the CMLC is provided via the Information Passport or InfoPass which provides a means by which participating libraries may refer patrons with serious research needs to another library when the patrons require access to sources of information not housed in the home library. Since participation in the InfoPass program is voluntary, cooperating libraries are free to determine the extent of service they will render to individuals from outside their own user community. InfoPasses are required for several of the CMLC libraries and can be obtained from a library staff member.

ARCHIVES COLLECTION

The Tougaloo College Archives are located on the third floor of the Coleman Library and contain many special collections. The Archives are open to the public during normal 9:00am – 5:00pm business hours and special appointments can be arranged.

In 2004 Tougaloo College and the Mississippi Department of Archives and history (MDAH) entered into a Collaborative Partnership whereby a selective portion of the Tougaloo College Civil Rights Collections will be housed at MDAH for the purpose of maintaining, preserving, conserving, and providing broader access for scholarly research and study.

The Tougaloo College Archives and MDAH include the following:

Bennie G. Thompson Papers

Delta Ministry Papers (Rims Barber Collection).

Charles Horwitz Collection of Civil Rights and Delta Ministry Papers.

Kudzu file of Radical News – original papers and photographs used in publishing of *The Kudzu*.

Freedom Information Service (Michael Bruhland Memorial) Papers of Civil Rights, Third World, and Radical materials.

Charles Evers collection

Jane Schutt Papers of the Mississippi Office of the U.S. Commission on Civil Rights.

Legal papers of the Civil Rights Movement in Mississippi – consisting of materials from the NAACP Legal Defense Group, The Lawyers' Constitutional Defense Committee, and Lawyers Committee for Civil Rights Under Law.

Southern Black Arts Coalition Collection of papers including correspondence, playbills, posters by southern literary groups.

Gordon Henderson Papers

James A. Loewen, et al. Collection of Raw and Compiled Data and other printer materials on Mound Bayou, MS.

Hilda C. Wilson Collection of Civil Rights Material.

Emery Ross Collection of Africana (books, clippings, periodicals, correspondence, etc.) approximately 100,000 items processed.

Original manuscripts of publications of Tougaloo Graduates, faculty, staff and friends of the College.

Jerry Ward Collection of correspondence – contains correspondence to/from Dr. Ward (Tougaloo

College '64), a published poet and critic.

Robert Staples Manuscript Collection – handwritten articles by Dr. Staples of Black Sociological Research which span from 1967-1990.

Aaron Henry collection of papers, audio tapes, photographs, and other personal data collected during his years as a Civil Rights advocate and public official.

Edwin King Collection of Civil Rights papers which include articles, brochures, boycott leaflets, position papers representative of CORE, SNCC, the Mississippi Freedom Democratic Party, and various other groups dating from early 1950's to the mid 1970's.

Robert Smith, M.D. collection of speeches.

The Annie C. Rankin correspondence papers.

The Fannie Lou Hamer collection – Plaques, certificates, citations, photographs documenting honors and activities of Mrs. Hamer's life, including the founding of Freedom Farms Corporation in June, 1970. Also included are three of her speeches and academic regalia for the honorary doctorates.

The Tom Dent Mississippi Civil Rights Oral History Collection – 47 cassette tapes containing the interviews with key figures of the Mississippi Civil Rights Movement of the 1960's.

The Jessie Morris Collection of Civil Rights Tapes, 1963-1966.

Lance Jeffers Papers – Original and printed manuscripts, correspondence of this noted Black poet and professor.