

## AT YOUR DOORSTEP

WHAT'S NEW AT THE HOUSTON COLE LIBRARY FOR DISTANCE EDUCATION STUDENTS/FACULTY

FALL 2007

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### ***Newsletter Premier Issue***



Welcome to the first issue of *At Your Doorstep*. This newsletter is designed to keep distance education students and faculty members informed about the services and resources that the Library at JSU provides. The newsletter will be published at the beginning of each fall and spring semesters.

We hope that this method of communication will help you become aware of and comfortable with what the JSU Library can offer. Furthermore, this newsletter will also serve as a way to keep those distance education students and faculty who may never physically visit the campus informed about any updates to the Library's services and resources.

In addition, each issue will introduce you to one of the Library's staff members.

We want to make sure this newsletter meets your needs and keeps your interest, so please feel free to contact the Distance Education Librarian by email or phone if you have any questions, concerns, or comments. Complete contact information is provided in the Keep In Touch section on the back cover.

### ***Meet the Staff***

#### **Jodi Poe, Distance Education Librarian & Electronic Resources Manager**



Ms. Jodi Poe is the Distance Education/Electronic Resources Manager. Jodi graduated from JSU with a degree in Accounting and received her masters degree in Library and Information Studies from the University of Alabama. Although she has worked at the Houston Cole Library since September 1991, Ms. Poe joined the Library faculty June 2001. Jodi is the main contact for all distance education students and faculty.

"I took all of my library science courses as a distance education student and continue to participate in online courses/workshops. I feel this experience helps me understand the issues our distance education students face and helps me determine the best way to address those issues."

To contact Jodi, please email [jpoe@jsu.edu](mailto:jpoe@jsu.edu) or call 256-782-8103 or 1-800-231-5291 (JAX1).

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**Do you need help with your research?**

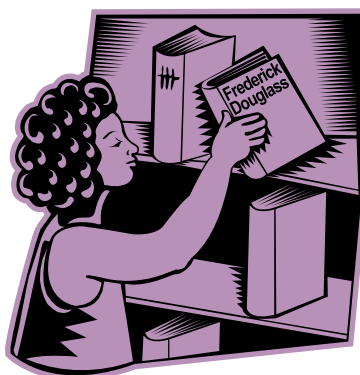
**Do you need help with the Library in general? The JSU Library staff is here to help!**



**Reference Services**

JSU students and faculty who need assistance on how to search particular databases, how to prepare bibliographic citations for papers and projects, how to evaluate sources, or other questions should call the Houston Cole Library Reference Desk at 1-800-231-5291 (JAX1), (256) 782-8034, or email a reference librarian. The Library's web-based catalog is available from the University's website at <http://library.jsu.edu/>. JSU students, faculty, and staff with an active ID number can access the Library's web-based indexes and full-text articles. An Electronic Reference Desk is available at <http://www.jsu.edu/depart/library/graphic/vrd.htm>, 1-800-231-5291 (JAX1), or (256)-782-8034

## Research Assistance



The JSU Library staff want to reassure the distance education students and faculty about the ease of conducting research. Research does not have to be difficult. Help with your research projects is available! Please contact the Distance Education/Electronic Resources Manager at [jpoe@jsu.edu](mailto:jpoe@jsu.edu) or 256-782-8103 for more information and/or assistance. In addition, you can contact the Reference Desk at nights and on weekends for assistance. Simply call 256-782-8034 or 1-800-231-5291 or use our "Ask A Question" option at <http://www.jsu.edu/depart/library/graphic/ask.htm>.

### Need Additional Assistance?

If you need more help than a simple email or telephone call can provide, you may need to contact the library for a one-on-one library instruction session. See the information below for more information about instruction.

## Library Instruction



Library faculty are available (in person, via telecommunications, etc.) to provide instruction to JSU students. In fact, we encourage these types of sessions!

If you are interested in scheduling an instruction session, please contact Mr. John-Bauer Graham, Head of Public Services, at 256-782-5252, [jgraham@jsu.edu](mailto:jgraham@jsu.edu), or via our online form at <http://www.jsu.edu/depart/library/graphic/biform.htm>.

**Learning to use the library is an essential life-long learning tool. Both information technologies and library literacy will continue to play a dominant role in your education, career, and world experiences. The JSU Library staff looks forward to serving our students and faculty and providing them with this knowledge.**

## Receiving Library Materials



Do you need a journal article or book for a research project? The Library can help you with that.

Did you know that you can receive printed materials from the Library? If we own a book you need, we can mail the book to you. The only requirements are that you live outside of Calhoun County (the county in which JSU is located) and that you are responsible for returning the book by the due date.

If you need a journal article that is not available through one of our databases, we can also deliver that to you, either through email or regular mail.

For more detailed information, see the *Document Delivery* section of the Distance Education Services Policy page at <http://www.jsu.edu/depart/library/graphic/DEPolicy.pdf>.

Distance education students and/or faculty who wish to obtain materials from the Library's printed collection should use the *Document Delivery Request Form* at <http://www.jsu.edu/depart/library/graphic/deform.htm> or contact Ms. Jodi Poe, Distance Education/Electronic Resources Manager at 1-800-231-5291 (JAX1), 256- 782-8103, or [jpoe@jsu.edu](mailto:jpoe@jsu.edu).

**Do you need materials for research? Did you know that you can access our electronic resources from the comfort of your home?**

## Connecting to Resources Remotely



Distance education students and faculty can access the Library's electronic resources (databases, ejournals, ebooks, etc.) from off campus through an authentication process. The process is fairly simple. When you click on the link for one of our resources, you will be prompted for your JSU student/faculty ID and your last name. If you have any problems accessing our resources remotely, please contact Ms. Jodi Poe, Distance Education/Electronic Resources Manager at 1-800-231-5291 (JAX1), 256- 782-8103, or [jpoe@jsu.edu](mailto:jpoe@jsu.edu).

## Services for Faculty



The Houston Cole Library offers a variety of services and resources to assist JSU faculty teaching distance education courses. These include electronic course reserves, remote access to journals, reference assistance, and instruction. The librarians can work closely with you to design assignments, customized web pages, and online interactive tutorials tailored to your course. We are familiar with Blackboard and would welcome the opportunity to become embedded in your course. We can provide reference assistance, research assistance, and/or instruction through videoconferencing and/or virtual chats or discussion boards. Further, we are available to assist faculty members in incorporating

online resources into your courses, which will provide your students with a comprehensive learning experience. To find out more about incorporating the library and online resources into your courses, contact Ms. Jodi Poe, Distance Education/Electronic Resources Manager at 1-800-231-5291 (JAX1), 256- 782-8103, or [jpoe@jsu.edu](mailto:jpoe@jsu.edu).

**Faculty members: the Library is here for you as well. Contact us to find out what we can offer you.**



## ***Mission Statement***

The mission of the Houston Cole Library is to provide information services and bibliographic resources to support the scholarly and informational needs of the University community. In doing so, the Library strives to reflect the curriculum first, with secondary emphasis on faculty research and statewide resource sharing. The Library serves students, faculty, administration, and staff of the University. It also makes its resources available to the local community, businesses, schools, and Alabama libraries, thereby contributing to the educational, cultural, and economic well-being of the area. It is an integral part of the Academic Affairs Division and reports to the Vice-President. Librarians work in partnership with the academic departments to enhance the learning experience outside the classroom. Library instruction, reference, database searching, circulation of books and reserve materials, interlibrary borrowing, and audio-visual services contribute directly to the faculty's pedagogic success. Materials acquisitions and cataloging build the Library's collections and make them accessible to its clientele.

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## ***Eligibility for Library Resources and Services***

All students currently enrolled in a distance education course offered by Jacksonville State University are eligible for distance education services offered through the Houston Cole Library. The only limitation involves document delivery. Document delivery is only available to distance education students who live outside of Calhoun County.

All faculty and staff involved with a distance education course offered by Jacksonville State University are eligible for distance education services offered through the Houston Cole Library.

Images of the JSU Library provided by Steve Latham, JSU Photographer.

Clip art courtesy of Microsoft.

## ***Contact Us***

If you need to contact us, here are some of the ways:

### **Phone Reference Assistance**

1-800-231-5291  
256-782-8034

### **Distance Education Librarian**

Jodi Poe  
256-782-8103



### **Email Ask-A-Question**

<http://www.jsu.edu/depart/library/graphic/ask.htm>

### **Distance Education Librarian**

[jpoe@jsu.edu](mailto:jpoe@jsu.edu)



### **JSU Library Homepage**

<http://www.jsu.edu/depart/library/>



## ***JSU Library***

Join us online!

Stay connected to the Library by checking out *Cole Train*, the Library's newsletter, at <http://www.jsu.edu/depart/library/graphic/coletrain.htm>.