

CONTACT INFORMATION

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Houston Cole Library
Jacksonville State Univ.
700 Pelham Rd. N.
Jacksonville, AL 36265

Library Hours

Mon-Thurs	7:30AM - 11:00PM
Friday	7:30AM - 4:30PM
Saturday	9:00AM - 5:00PM
Sunday	3:00PM - 11:00PM

Telephone Information 1-800-231-5291 (JAX1)

FAX (256) 782-5872

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

MISSION

The Houston Cole Library strives to meet the information needs of JSU distance learners and faculty. The Library provides an Electronic Reference Desk that includes frequently asked questions and links to the subject specialists' email addresses. The library's web-based catalog is available from the University's website. Currently registered JSU distance learners can access the library's web-based indexes and full-text articles. Printed materials owned by the Houston Cole Library will be loaned and sent to JSU distance education students and faculty. These patrons must reside outside Calhoun County and in an area where no formal agreement exists between JSU and the local library to support course offerings. Librarians are available to provide instruction sessions for off-site locations. Questions about the library's distance education services should be directed to Jodi Poe. Telephone 1-800-231-5291 (JAX1), (256) 782-8103, fax (256) 782-5872, or email jpoe@jsu.edu.

FACILITY

The Houston Cole Library is a twelve-story structure divided into eight subject area collections. Each of the subject floors has a reference, periodical, microfilm, and circulating collection arranged by the Library of Congress classification. Each floor is managed by a subject specialist

librarian who is responsible for collection maintenance and development, reference, instruction, and liaison communications for the disciplines on their floor. The library also houses a music lab, a computer lab, and a conference center. The collection is comprised of over 616,000 titles and is supplemented by electronic access to various full text databases. Information about the library and access to the library's catalog is available through <http://www.jsu.edu/library/>.

DISTANCE EDUCATION SERVICES

Reference, Instruction, and Document Delivery services are provided for Distance Education students and faculty. Information on these services can be found at http://www.jsu.edu/library/services/de_services.html.

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 "Ask a Librarian" form is available at http://www.jsu.edu/library/forms/ask_a_librarian.html, 1-800-231-5291 (JAX1), or (256)-782-8034

Library Instruction Services

Library faculty are available (in person, via telecommunications, etc.) to provide instruction to JSU students at off-campus sites.

Document Delivery

Mediated document delivery is offered for printed materials owned by the Houston Cole Library. For more detailed information, see the *Document Delivery* section of the Distance Education Services Policy page at <http://www.jsu.edu/library/pdfs/policies/DistanceEdPolicy.pdf>. Distance learners who wish to obtain materials from the library's printed collection should use the *Document Delivery Request Form* at http://www.jsu.edu/library/forms/document_delivery_request_form.html or contact Ms. Jodi Poe, Distance Education/Electronic Resources Manager at 1-800-231-5291 (JAX1), (256) 782-8103, or jpoe@jsu.edu.