

## FOR YOUR CONVENIENCE

### COPIERS

Coin operated copy machines are located in each departmental area and on each floor of the Library. The photocopiers are operated and maintained by the Copy Center in Room 112 of the Library. If you need extensive copying done, the Copy Center will do this for you with price based on the number of copies needed.

### CHANGE MACHINES

One dollar bill change machines are located on the first floor near the Reference Desk, and on the second floor in the vending area. One of the change machines in the vending area also accepts five dollar bills. These machines are maintained by the Copy Center. On evenings and weekends the machines are heavily used, so it is a good idea to bring change with you if you plan to use the photocopy machines.

### STUDENT LOUNGE

The Student Lounge is located on the west side of the second floor of the Library. Soft drink and snack vending machines are available. No food or drink is permitted outside this area.

### TYPEWRITERS

Several coin-operated typewriters are available on the first floor across from the Reference

## LIBRARY HOURS

### Regular Hours

Monday-Thursday	7:30 a.m. - midnight
Friday	7:30 a.m. - 11:00 p.m.
Saturday	9:00 a.m. - midnight
Sunday	noon - midnight

### Extended Hours Schedule

(Sunday Sept. 30 through Nov. 30, except for Thanksgiving holidays)

Monday-Thursday	7:00 a.m. - 2:00 a.m.
Friday	7:00 a.m. - midnight
Saturday	9:00 a.m. - midnight
Sunday	10:00 a.m. - 2:00 a.m.

Open 24 hours from Dec. 1, 9:00 a.m. until Dec. 12, 7:00 p.m.

### Interim Schedule

(Between Semesters: Dec. 13 through Dec. 23; Jan. 2-Jan. 13)

Monday-Friday	7:30 a.m. - 7:00 p.m.
Saturday	1:00 a.m. - 5:00 p.m.
Sunday	1:00 a.m. - 5:00 p.m.

The Library will be closed on Nov. 22 (Thanksgiving), Dec. 25 (Christmas), and Jan. 1 (New Year's) only.

### Regular Summer Schedule

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.

For a complete Library schedule, please ask at the Reference Desk.

Desk in the Bibliography area. You must bring your own paper and correction fluid. If you have problems with equipment go to the Circulation Desk.

### GROUP STUDY ROOMS

A number of group study rooms are available on a first-come, first served basis. Please call the Administration Office if you wish to reserve a room.

### TELEPHONES

The telephone lobby on the first floor houses four free phones for local calls and two pay phones.

### LOCKERS

Seniors and graduate students may rent lockers located on the third through sixth floors of the Library. The cost is a \$1.00 key deposit. The Library Administration Office, Room 200, handles locker rentals.

## SPECIAL SERVICES FOR GRADUATE STUDENTS

### GRADUATE STUDENT INSTRUCTION

Make an appointment in the Reference Office and get a personalized tour of the facilities and a demonstration of the specific indexes, abstracts, computerized materials and other sources which apply to your area of study.

### CIRCULATION PRIVILEGES

Graduate students may check books out for one month at a time. Graduate students can also renew their books by phone. Call 845-3807 and follow the instructions to forward your renewal message.

### INTERLIBRARY SERVICES

When resources you need are not available in our Library, items can be borrowed through interlibrary loan from other libraries in the United States and some foreign countries. Resources at the Center for Research Libraries are also available through this service. Depending on the material needed, a request may be filled within a range of less than a week to many weeks; about two weeks is average. Many items can be obtained free of charge, but any charges up to \$5.00 for loans and photocopies levied by the lending institution are passed on to the user. Charges over \$5.00 for interlibrary loans will be absorbed by the Library. Fill out an interlibrary loan request in the Interlibrary Services Office, Room 208.

### STUDY CARRELS

Graduate students working on a thesis or dissertation, or studying for orals, are eligible to apply for a locked study carrel. Carrels are assigned on a first-come, first served basis. A key deposit of \$5.00 is charged for carrels. The Administration Office, Room 200, handles carrel assignments.



## LIBRARY DIRECTORY

<b>Acquisitions</b> Room 117	845-1342
<b>Administration</b> Room 200	845-8111
<b>Archives</b> Cushing Bldg.	845-1815
<b>Budget</b> Room 211	845-5717
<b>Circulation</b> First Floor	845-3731
<b>Current Periodicals</b> Room 119	845-4833
<b>Government Documents</b> Second Floor	845-2551
<b>Government Documents/Microtext Reference</b> Second Floor	845-2551
<b>Government Documents/Microtext Circulation</b> Second Floor	845-2551
<b>Interlibrary Services</b> Room 208	845-5641
<b>Learning Resources</b> Room 604 (Sixth Floor)	845-2316
<b>Maps</b> Room 205	845-1024
<b>Microtext</b> Second Floor	845-1952
<b>Processing</b> Room 117	845-8157
<b>Reference</b> Room 110	845-5741
<b>Reserve</b> Room 118	845-3122
<b>Resource Development</b> Room 117	845-8850
<b>Special Collections</b> Room 210	845-1951

# STERLING C. EVANS LIBRARY

## Your Guide to Sources and Services

Texas A&M University / Fall 1990



## HOWDY

Welcome to the Sterling C. Evans Library. As the major information resource for students and faculty at Texas A&M, the Library has over 1.6 million volumes available for your use. The Library is filled with more than just books. From films to federal documents, from maps to microcomputers, Evans Library offers a wide variety of materials and services to meet the demands of users in a changing society.

Technology is changing the way people find and use information, making computerized data retrieval a necessity in today's library. At the Evans Library, our users not only search printed sources and indexes, they also use the latest laser disk technology to retrieve information within seconds, or search hundreds of online databases providing access to literally millions of sources.

This array of materials, services, equipment and policies may seem overwhelming, but learning to use the library is a skill, and like any skill, once you have a knowledge of the basics and practice a bit, it can be mastered. This guide will serve as a first step in acquiring those skills. This brief introduction to the Evans Library includes basics of library use, descriptions of special services, library hours, and the location and telephone numbers of the different departments. Tours, lectures, and hundreds of other instructional handouts are also available. Your success as a library user depends on your ability and perseverance to find just the information you seek. We want you to be a success at the Evans Library!