

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

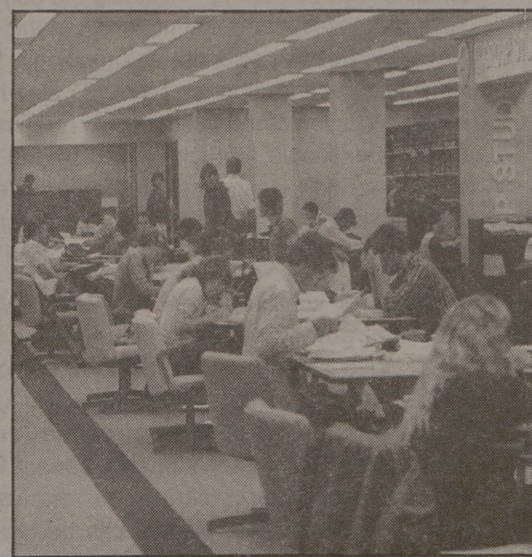
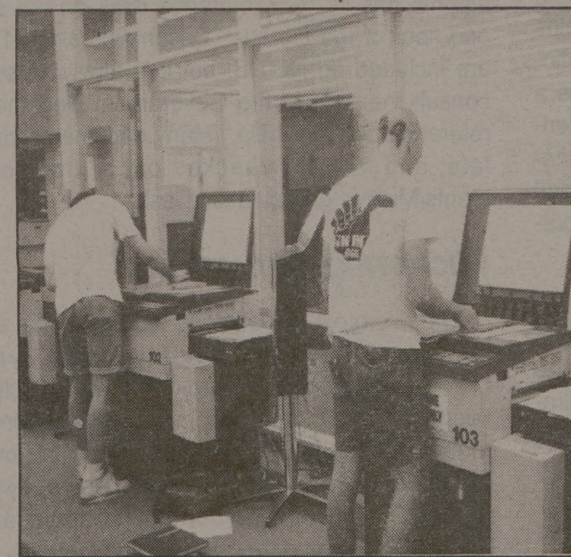
• **CIRCULATION PRIVILEGES** . . . Graduate students may check books out for one month at a time. Graduate students can also renew their books by phone. Call 845-3807 and follow the instructions to forward your renewal message.

• **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 for loans and photocopies levied by the lending institution are passed on to the user. 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 is charged for carrels. The Administration Office, Room 200, handles carrel assignments.

LIBRARY DIRECTORY

Acquisitions Room 117	845-1342
Administration Room 200	845-8111
Archives Cushing Building	845-1815
Budget Room 211	845-5717
Circulation First Floor	845-3731
Current Periodicals Room 119	845-4833
Government Documents Second Floor	845-3826
Interlibrary Services Room 208	845-5641
Learning Resources Room 604 (Sixth Floor)	845-2316
Maps Room 205	845-1024
Microtext Second Floor	845-1952
Processing Room 117	845-8157
Reference Room 110	845-5741
Reserve Room 118	845-3122
Resource Development Room 117	845-8850
Special Collections Room 210	845-1951
Thesis Clerk Room 118A	845-2225



STERLING C. EVANS LIBRARY

Your Guide to Sources and Services

Texas A&M University / Fall 1992

Howdy!

Welcome to the Sterling C. Evans Library. As the major information resource for students and faculty at Texas A&M, the Library has more than 1.9 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 brief introduction to the Evans Library, including basics of library use, library hours, and descriptions of special sources and services.

Tours, lectures, instructional handouts, and personal assistance 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!

