



2006-2007 GRADUATE GUIDE



www.lib.fsu.edu

*Your starter kit to resources and services provided by the
Florida State University Libraries*

About FSU Libraries

Florida State University is one of the country's major research institutions of higher learning. The FSU Libraries actively contribute to, reinforce, and extend the university's reputation through its collections, services, and expert personnel. The FSU Libraries support FSU's teaching, learning, research, and service mission by providing access to information regardless of format or location.

The Libraries contain over 10.1 million books, videos, microforms, databases, and thousands of full-text electronic books and journals. Strozier Library is also a depository for documents from the United States government, the State of Florida, and the United Nations.

There are nine libraries in the system of libraries at Florida State University. Collectively and collaboratively, they provide information resources and library services to all faculty, students, and staff regardless of location or specific mission.

Strozier Library is the largest library, housing collections in humanities, social sciences and business. Strozier also houses government documents, maps, the Digital Media Center, and the Digital Library Center. The Dirac Science Library houses the collection for all the sciences. The College of Engineering Library provides engineering resources for faculty and students. The FSU libraries in Panama City, Fla. and Panama provide services to users at those campuses.

The Goldstein Library, within the College of Information, has resources for library and information studies, and a collection of children's and young adult materials. The Allen Music Library, within the College of Music, collects composers' works, historical sets, books about music, scores, journals, and sound recordings. The College of Law Library offers primary and secondary legal materials. The College of Medicine Library provides materials in biomedical sciences, health care, social services, and clinical medicine.

The University Libraries are decentralized to provide specialized services, programs, and collections for their users, while sharing a common electronic circulation system and online catalog. Also, as a member of the Center for Research Libraries (CRL), the Libraries offer access to a collection of about 4 million items of research materials, including newspapers, foreign government publications, foreign dissertations, and primary source materials in microform. CRL's catalog is accessible via the Libraries' web site and items may be ordered through Interlibrary Loan.

The Libraries' web site www.lib.fsu.edu is the main online portal for FSU Libraries' resources and services. Use it to:

- Locate books, documents, periodicals and media in the Libraries' collections using the online catalog system.
- Access online databases
- Access electronic books and e-journals
- Find full-text articles online
- Get assistance through the instant messaging reference service "AskUsNow"
- Set up individual or group research consultations
- Submit and access course reserve materials
- Set up an account and use **ILLiad** for Interlibrary Loan
- Renew books online

ONLINE CATALOG

The online catalog contains the records of materials owned by the FSU Libraries, including books, government publications, periodicals, maps, and media. Through the online catalog, you can keep track of materials checked out on your account, as well as renew materials online.

JOURNALS

The FSU Libraries subscribe to thousands of full-text electronic journals in many academic disciplines. The Libraries have two electronic tools to connect users to e-journals:

- SFX is a database management tool that links from a citation in a database to the full text of an article when it's available electronically. SFX offers an "Open URL Generator" to build stable links to the article. Look for the SFX link in the Libraries' databases.
- To find out if we own a specific e-journal, use the E-journal Locator from Serials Solutions.

As well as electronic journals, the FSU Libraries have journals available in print and microform. To learn more, go to the e-journals web page <http://www.lib.fsu.edu/ejournals>.

CITATION MANAGEMENT

RefWorks is a web-based citation management system provided by the FSU Libraries for all Florida State University faculty, students, and staff that allows you to create correctly formatted bibliographies in all major styles (e.g. APA, MLA, etc.). The citation management link is http://www.lib.fsu.edu/citation_management.

DOCUMENTS

The FSU Libraries' Documents Collection (<http://www.lib.fsu.edu/documents>) makes available:

- Government publications from nearly all levels of government, including the U.S. federal government, the State of Florida, the United Nations, local and regional governmental agencies in Florida, as well as research reports from other states in the areas of environment, geology, history, planning, and legislation.
- Microform, such as microfiche, microfilm, etc., covering a wide range of topics and document types, including newspapers, books and magazines.

DATABASES

The Libraries provide access to more than 300 databases on a wide range of subjects. Their contents range from indexing and abstracting to full-text articles, images, and data. Get started at <http://www.lib.fsu.edu/databases>

INTERLIBRARY LOAN

Faculty, staff, and students at FSU are eligible to use Interlibrary Loan (ILL) through ILLiad, the Libraries patron-managed online request system. First-time users need to establish a profile and register to use this secure service. Materials not in the collections of FSU and other local libraries can be requested through ILL. Books, journal articles, and proceedings are among the most frequently requested types of materials. For more information and/or ILLiad registration, go to <http://www.illiad.lib.fsu.edu/>

REMOTE ACCESS (EZ PROXY)

Worldwide access to online full-text and citation databases licensed and purchased by the FSU Libraries is available for FSU faculty, students, and staff. Whenever you want to use the Libraries' electronic resources while off-campus, you will need to connect through EZProxy. Go to the EZProxy web page. Then enter your FSU email username and password. You will now have access to any database or electronic resource on the Libraries' web site. Materials not in the collections of FSU and other local libraries can be requested through ILL. Books, journal articles, and proceedings are among the most frequently requested types of materials. To use off-campus access, log onto http://www.lib.fsu.edu/remotearchive_proxy



DIGITAL LIBRARY AND MEDIA CENTER (DLMC):

The DLMC in the Strozier Library basement provides customized multimedia instruction, consulting, and digitization services to help students and faculty create, manage, use, and sustain digital content. Services offered by the DLMC include:

- Conversions to .pdf for Electronic Thesis/Dissertation preparations
- Workshops to help you create multimedia materials and presentations
- Video collections (VHS, DVD) for individual and group viewing
- Digitization of images, audio, and video for BlackBoard, class room, and/or professional use

LEARNING SERVICES

Instruction in Library Research introduces you to research strategies and critical information sources needed for effective use of the Libraries. Taught by librarians, instruction is designed to complement a course or field of study. Graduate students teaching a course may request research instruction sessions for their students. To obtain more information or to schedule a session, refer to the Instruction Page. Tours are available at Strozier, Dirac Science Library, Goldstein Library, and Allen Music Library.

DISTANCE LEARNERS

The Libraries are committed to providing their resources and services to students on campus and off. Information about services for FSU Distance Learners is online. Distance Learners may request materials held by the FSU Libraries as well as those at other libraries through Interlibrary Loan (ILL). Distance Learners can use the “Ask Us Now” Instant Messaging service to request information about the Libraries’ resources. Online tutorials and research guides are available on the Libraries’ web site to provide assistance in the research process and in using various information resources.

LOAN PERIODS FOR LIBRARIES MATERIALS

Books

- Graduate students and Staff — 6 weeks
- Faculty and Teaching Assistants — 16 weeks
- Undergraduates — 3 weeks

Strozier Media Center Collection Materials:

- Teaching Assistants and Faculty— 3 days/3 items
- Other Users—3 hours/1 item/In-house use only

ONLINE RENEWAL SERVICE

Click on the Book Renewal link on the Libraries' web site to see a current list of titles you have checked out and to renew eligible items. To renew an eligible item, choose the link next to the books in the loans list. The new due date will be displayed. If an item cannot be renewed, an explanation will appear. Call 644-5425 for more information.

Recall/Search Request

You may fill out a Recall/Search Request for items that are checked out or that you are unable to located in the Libraries. The form for Strozier and Dirac is available on the Libraries' Forms Page. If the item is checked out, a recall notice will be sent to the current borrower.

You will be notified as soon as the item is available. If the item is not checked out, the staff will search for it at regular intervals. You will be notified when the item is found or referred to Interlibrary Loan if the item is missing. You may also fill out a Quick Search form. If at all possible, circulation staff will look for the item right away or within 24 hours. You will be notified when the item is found and it will be held for you at the Circulation desk.

BORROWING PERIODICALS

Unbound periodical do not circulate at any time. Bound periodical volumes in the Strozier, Dirac, and Goldstein Libraries circulate overnight to faculty, staff, and graduate students. Bound periodical volumes in the Music Library do not circulate.

COURSE RESERVES

The Libraries offers Course Reserves through the ERes System. Students can determine if materials are on reserve by following the Course Reserves link on the Libraries web site. Some reserve

materials are available in the library buildings, while others are available electronically. Teaching assistants may place material on reserve through ERes. Guidelines for placing materials on reserve and submitting requests electronically can be found online. For more course reserve information, go to http://www.lib.fsu.edu/course_reserves.

Course Reserves Services - Information for Students

Accessing Reserve Materials

There are many libraries on the FSU campus which put materials on reserve for faculty. Strozier and Dirac maintain a reserves system called "ERes" that you can use to identify materials that have been placed on reserve with these libraries as well as linking you to the materials available online.

Frequently Asked Questions

1. [How can I get the password to see what is on reserve for my course?](#)
2. [How can I see a list of the items on reserve for my class?](#)

1. [How can I get the password to see what is on reserve for my course?](#)
Your instructor should have given you the password. It is your responsibility to provide it if he or she has not provided it; or if you misplaced it, you will need to provide staff member with your official course schedule and picture ID such as your FSU ID card. [\[top\]](#)

HOURS OF OPERATION

Hours will vary for each library and are subject to change. Hours will also vary during exam weeks, holidays and breaks. Libraries Hours are regularly updated on our web site at www.lib.fsu.edu/hours.html or call 850-644-3278.

GRADUATE STUDY AND COMPUTER ROOMS:

Strozier Library has two rooms specifically designated for graduate student use. These are the "Graduate Student Study Room" and the "Graduate Students Computer Lab." The Study Room can accommodate ten students on a first-come-first-served basis. Check out keys for room entry at the Circulation Desk. The eastern front section of the 3rd floor of Strozier is designated as a quiet study area. Graduate students are also welcome to use group study rooms in Strozier Library on a first-come-first-served basis. Check out keys for room entry at the Circulation Desk. Study rooms are also available in Dirac Science Library.

RESEARCH CARRELS

A limited number of carrels are available at Strozier Library and Dirac Science Library for FSU graduate students working on their dissertations. Applications are available online. To learn more about carrels, go to http://www.lib.fsu.edu/policies_circulation.

ADA WORKSTATIONS AND EQUIPMENT

In addition to “wheelchair-accessible-tables” and computer workstations in the Libraries, Strozier Library has one private study room, located on the second floor, equipped with a variety of programs and equipment to meet ADA requirements.

COMPUTERS

Both Strozier and Dirac Libraries are wireless. Computers with Internet access are also available. A computer lab with a variety of software applications is located in the basement of Strozier.

PHOTOCOPY INFORMATION

The Libraries offer copiers managed by FSU Business Services. The FSUCard functions as a copy card. Copies cost .08¢ - .10¢ each. Color copiers (.15¢) are available in Strozier and Dirac Libraries.

FSU LIBRARIES	
Contact Numbers	
<i>Strozier Library</i>	Area code 850
Libraries Administration	644-5211
Circulation Services	644-5425
Course Reserves	644-5268
Documents/Maps/Micromaterials	644-6061
Information	644-2706
Interlibrary Loan	644-4466
* <i>ILL FAX</i>	644-4702
Library Instruction/Tours	644-1967
Digital Library & Media Center	644-5924
Reference/Research Services	644-1486
<i>TDD (Hearing Impaired)</i>	644-6414
Special Collections	644-3271
<i>Dirac Science Library</i>	644-5534
<i>TDD (Hearing Impaired)</i>	644-7058
<i>College of Engineering Library</i>	410-6328
<i>FSU-Panama City ARC</i>	522-2007



FSU LIBRARIES

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This guide can be made available in alternative formats on request