

TENNESSEE
STATE
UNIVERSITY

BROWN-DANIEL LIBRARY

NEW FACULTY LIBRARY ORIENTATION



- **Hours & Description of Standard Services**
- **TSU Website**
- **Resources**
- **Librarian Liaison Program**
- **Electronic Reserves (Docutek)**
- **Interlibrary Loan (ILLiad)**
- **Staff**
- **Media Centers**

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**TENNESSEE STATE
UNIVERSITY**

**BROWN-DANIEL
LIBRARY**

<http://www.tnstate.edu/interior.asp?mid=71>

MONDAY – THURSDAY		7:30 A.M. – 11:45 P.M.										
FRIDAY		7:30 A.M. – 4:30 P.M.										
SATURDAY		10:00 A.M. – 6:00 P.M.										
SUNDAY		2:00 P.M. – 11:45 P.M.										
<p><u>CIRCULATION & RESERVES</u> <u>963-5064</u></p> <p>The Circulation and Reserves Desk is located on the first floor of the Library. Staff can assist you in locating and borrowing materials, placing holds on items currently checked out, placing materials on electronic and traditional reserves. A valid TSU I.D. Card is need to borrow any materials. Docutek ERes is recommended for faculty wishing to place materials on reserve.</p>	<p><u>REFERENCE DEPARTMENT</u> <u>963-5201</u></p> <p>The Reference Desk is located on the 2nd floor of the library. Reference Librarians can assist you locate materials, search databases and assist you in researching topics</p> <p>Database tutorials are available via our library website. Reference Librarians also provide information literacy instruction to classes by appointment.</p> <p>Librarians also serve as Liaison Librarians and Embedded Librarians to specific colleges and departments. You may locate your Liaison Librarian via the library’s webpage or in the listing below. The Embedded Librarian can assist in courses that are offered online.</p>	<p><u>INTERLIBRARY LOAN</u> <u>963-5206</u></p> <p>You may request materials not found in the Libraries via the ILLiad Interlibrary Loan system. An online link to this system is found on our website. Each user must register to establish a username and password to use ILLiad. Photocopies of articles can be received within 24-hours. Books and other monographs may take up to 1-2 weeks. All registered users can track all of their transactions online.</p>										
<p><u>SERVICE TO DISABLED USERS</u></p> <p>The Circulation and Reference Departments have computer workstations to accommodate disabled users on the 1st and 2nd floors. Please check at the Reference Desk and Circulation Desk for more information.</p>	<p><u>XEROX COPY SERVICES</u></p> <p>Self-service copiers are located on the 1st and 2nd floors. Copiers operate on cards and cash. A card dispensing machine is available on the second floor.</p>	<p><u>SPECIAL COLLECTIONS</u> <u>963-5219</u></p> <p>Special Collections and Archives includes African American books, digital resources, bibliography of the Afro-American Culture & History Conference, official publications, student publications, brochures, minutes, photographs, and other materials relating to the University. Special Collections is located on the third floor. Reference services are available from 8:00 a.m. – 4:45 p.m.</p>										
	<p><u>OTHER IMPORTANT PHONE NUMBERS</u></p> <table> <tr> <td>Administration</td> <td>963-5211</td> </tr> <tr> <td>Collection Management</td> <td>963-5230</td> </tr> <tr> <td>Electronic Resources</td> <td>963-5226</td> </tr> <tr> <td>Avon Williams Campus Library</td> <td>963-7187</td> </tr> <tr> <td>Media Center</td> <td>963-5743</td> </tr> </table>	Administration	963-5211	Collection Management	963-5230	Electronic Resources	963-5226	Avon Williams Campus Library	963-7187	Media Center	963-5743	
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Media Center	963-5743											

BROWN-DANIEL LIBRARY WEBSITE

http://www.tnstate.edu/interior.asp?mid=71

The screenshot shows the website interface within a Windows Internet Explorer browser window. The browser's address bar displays the URL <http://www.tnstate.edu/interior.asp?mid=71>. The website header features the Tennessee State University logo on the left, a Google Custom Search bar, and a navigation menu with options like 'Contact Us', 'myTSU login', 'Map & Directions', and 'People Finder'. Below the header is a horizontal navigation bar with categories: 'Academics About Us', 'Future Students Support TSU', 'Current Students Athletics', 'Student Services Calendar of Events', 'Library Faculty', and 'Alumni Relations Research at TSU'. The main content area is titled 'Tennessee State University Libraries & Media Centers' and includes a 'Home > Library' breadcrumb. A left sidebar lists various library services such as 'Virtual Library Tour', 'Information Literacy', and 'Electronic Resources'. The central content area features a photograph of a campus walkway and three search-related bullet points: 'Search Books and Media Resources', 'Search Periodicals', and 'Search Databases'. To the right, a 'Quick Links' section lists numerous services like 'A Digital Collection Celebrating the Founding of the Historically Black College and University' and 'Off-Campus Access'. A 'Newsworthy:' section highlights 'Libraries & Media Centers Hours for Summer' and 'Historians On The Record--Audio Podcasts from the Gilder Lehman Institute'. Below this, it announces 'This Month's Art Corner Featured Artist: Joan Shannon' and provides information about a meeting of the TSU Reading Group. The bottom of the page shows the Windows taskbar with the Start button, several open applications, and a system tray with the time 3:06 PM.

ELECTRONIC JOURNALS

The Library website allows users to access many electronic journals via our Serials Solutions Database and database subscriptions. Click on [Electronic Resources](#), then on [Journals](#) to locate the ejournal.

ELECTRONIC BOOKS

The Library provides access to a number of electronic books. The resources can be accessed by clicking on [Electronic Books](#). Choose the ebook collection from the list and perform an author, title, keyword or advanced search. Our electronic books include Books 24X7, ebrary, NetLibrary, PsycBOOKS, Safari and many more.

ELECTRONIC RESERVES

The Library provides a system called Docutek Electronic Reserves for faculty to place documents electronically. Faculty may place materials from book chapters, journals, computer files, PPT and websites to their course reserves site. Traditional hard copy reserves remain available and are maintained on our integrated library system – Innovative.

DATABASES

The Library subscribes to over 170 databases many of which provide full-text articles. Databases can be conveniently located via [Databases by Subject](#) or [Databases by Title](#).

METAFOUND AND WEBBRIDGE

[MetaFind](#) allow users to search more than one resource at a time and is linked to our Library website. WebBridge, an OpenURL, is incorporated into our online catalog and databases to assist users find additional sources as well as full-text articles.

eResearch@Tennessee State University

[E-Research@Tennessee State University](#) is an institutional repository of research and scholarly output of researchers at the University administered by the Library. In addition to published research in peer reviewed journals, the repository archives and makes available online theses, dissertations, unpublished papers and student projects approved by the University departmental editorial committees.

LIBRARY LIAISONS

A librarian has been assigned to each TSU academic department and program on both campuses. [Library Liaisons](#) will work with departments to help identify and facilitate cooperative opportunities for building the collection, weeding, compiling bibliographies, locating research materials, and disseminating information. Library liaisons will obtain data on the informational needs of faculty, students and staff and act as advocates. Contacts are below:

Mrs. Lynetta Alexander/Reference Librarian/x5201 <ul style="list-style-type: none"> • Dept. of Dental Hygiene • Dept. of Health Information Management • Dept. of Occupational Therapy 	Mr. Christian Langer/Ref. Librarian/AWC/x7187 <ul style="list-style-type: none"> • Business Information Systems • College of Public Service & Urban Affairs
Ms. Glenda Alvin/Head of Acq. & Serials/x5230 <ul style="list-style-type: none"> • Dept. of Africana Studies • Masters in Nursing Program 	Mr. Fletcher F. Moon/Head, Reference/x5202 <ul style="list-style-type: none"> • Dept. of Music • Dept. of Aeronautical & Industrial Tech. • Dept. of Architectural Engineering
Dr. Yildiz B. Binkley/Dean of Lib. & Media Centers <ul style="list-style-type: none"> • Dept. of Graduate Engineering 	Mrs. Vanessa (Vandy) Owen, Tech. Serv. Software Librarian/x5226 <ul style="list-style-type: none"> • Civil & Environmental Engineering • Electrical Engineering
Mr. Mitchell Chamberlain/Circ. Lib. AVW/x7191 <ul style="list-style-type: none"> • Dept. of Art Education • Dept. of Speech Pathology & Audiology 	Mr. Jim Paxman/Asst. Circulation Librarian/x5243 <ul style="list-style-type: none"> • Physics and Mathematics
Dr. Helen Chen/Coordinator AWC/x7185 <ul style="list-style-type: none"> • Dept. of Business Administration • Dept. of Accounting and Business Law 	Mrs. Annette Pilcher/Head of Circulation/x5242 <ul style="list-style-type: none"> • Dept. of Agricultural Sciences • Dept. of Family & Consumer Sciences
Mrs. Anita M. Etheridge/Ref. & Gov. Docs/x5207 <ul style="list-style-type: none"> • Dept. of Psychology • Dept. of Physical Therapy • Health Care Administration & Planning 	Mrs. Joyce Radcliff/Serials Librarian/AWC/x7187 <ul style="list-style-type: none"> • Dept. of Sociology • Dept. of Economics and Finance
Mrs. Sherry Ge/Metadata Librarian/x5237 <ul style="list-style-type: none"> • Chemistry • Mechanical & Manufacturing Engineering 	Mrs. Sharon Hull Smith, Head, Spec. Coll./x5219 <ul style="list-style-type: none"> • Dept. of Social Work • Dept. of Medical Technology
Mrs. Nancy Henthorne/Reference Lib/x1578 <ul style="list-style-type: none"> • Dept. of Communications • Dept. of Computer Science • Dept. of Criminal Justice 	Mrs. Barbara J. Taylor/Head, Cataloging/x5236 <ul style="list-style-type: none"> • Dept. History, Geography & Pol. Science
Dr. Murle Kenerson/Asst. Dir. Public Service/x5203 <ul style="list-style-type: none"> • Dept. of Educational Administration • Dept. of Teaching and Learning • Dept. of Human Performance & Sports Sci. 	Mrs. Barbara VanHooser/Interlibrary Loan/x5206 <ul style="list-style-type: none"> • Dept. of Language, Literature & Philosophy • Dept. of Biological Sciences • Dept. of Cardiorespiratory Therapy

ELECTRONIC RESERVES

The Library uses Docutek Electronic Reserves (ERes) for faculty wanting to place class materials online. Access is 24/7 and faculty who wish to manage their own course site may do so. If training is desired, please contact Mrs. Annette Pilcher at apilcher@tnstate.edu or 963-5242.

The screenshot shows a Windows Internet Explorer browser window displaying the Docutek ERes Course Reserves Page. The browser's address bar shows the URL: <http://docutek.tnstate.edu/eres/coursepage.aspx?cid=936&page=docs>. The page title is "Docutek ERes - Course Reserves Page".

The main content area displays the course information for "LIBL1001 - Information Literacy (Fall 2008) - Alexander, Etheridge, Henthorne, Kenerson, Langer, Moon, Vanhooser". Below the course title, there are navigation tabs for "Course Info", "Documents", "Chat Room", "Discussion Boards", "Internet Resources", and "Page Management".

The "Documents" tab is active, showing a table of available resources. The table has four columns: "Title", "Primary Author", "Format", and "Size (KB)".

Title	Primary Author	Format	Size (KB)
Syllabus		Other (DOC)	27 KB
Information Literacy Learning Objectives		Other (DOC)	23 KB
Why Take Information Literacy?		Other (DOC)	42 KB
General Library Orientation Guide		Other (DOC)	52 KB
Discovering the TSU Library		Other (DOC)	26 KB
Searching the Online Catalog		Other (DOC)	928 KB
Background Readings: Information Literacy		Folder	-
Databases		Folder	-
Academic Search Premier		Folder	-
Federated Search Engines and OpenURL's		Folder	-
Academic Disciplines		Folder	-

The Windows taskbar at the bottom shows the Start button, several open applications (Windows Explorer, Outlook, Internet Explorer, Docutek ERes, and a new faculty page), and the system clock indicating 2:27 PM.

INTERLIBRARY LOAN

The Interlibrary Loan Department of the TSU Library supports the research needs of the faculty, staff, and students of the Tennessee State University Community by borrowing books and obtaining articles from other libraries, both academic and public, and from commercial document delivery services. Should you have a question concerning your request, please contact our Interlibrary Loan Librarian, Mrs. Barbara VanHooser (Main Campus), at 963-5206 or via electronic mail at bvanhooser@tnstate.edu. Mr. Mitchell Chamberlain (AWC) at 963-7188, or via email mchamberlain@tnstate.edu. On Wednesday and Thursday nights and on weekends, you may contact Mrs. Nancy Henthorne, Reference Librarian at 963-5201 or via electronic mail at nhenthorne@tnstate.edu. Should you need to inquire about delivery at any other time, you may contact the Reference staff on the second floor and they will be happy to assist you.

https://elearn.tnstate.edu/d2l/lms/content/preview.d2l?tid=8130779&d2l_stateGroups=search-grid- - Windows Internet Explorer

https://elearn.tnstate.edu/d2l/lms/content/preview.d2l?tid=8130779&d2l_stateGroups=search~grid~gridpagenum~treeste

File Edit View Favorites Tools Help

https://elearn.tnstate.edu/d2l/lms/content/preview.d...

TENNESSEE STATE UNIVERSITY

Google Custom Search

I want to... Contact Us myTSU login Map & Directions People Finder

Academics About Us Future Students Support TSU Current Students Athletics Student Services Calendar of Events Library Faculty Alumni Relations Research at TSU

Library

- Virtual Library Tour
- Information Literacy
- Electronic Resources
- Periodical Holdings
- Services
- General Information
- African Am. Resources
- Policies and Procedures
- Public Services
- Circulation
- Reference
- Special Collections & Archives
- Interlibrary Loan (ILLIAD)
- Government Information
- Collection Management
- Site Index
- Virtual Information
- Media Centers
- Library at Avon Williams Campus

Home > Library > Public Services > Interlibrary Loan (ILLIAD)

Interlibrary Loan (ILLIAD)

General Information	Privacy Issues
Frequently Asked Questions	Information about ILLiad
Tips for Faster Service	Connect to ILLiad

WE DO NOT PROCESS REQUESTS FOR REQUIRED TEXTBOOKS IN YOUR CLASSES!

Click [here](#) to connect to the Online Catalog

Click [here](#) to connect to the Online Databases

[Barbara VanHooser](#), Main Campus Interlibrary Loan Librarian
[Mitchell Chamberlain](#), Library at Avon Williams Campus Interlibrary Loan Librarian

Print E-Mail Bookmark

start Windows Media Player Inbox - Microsoft Out... 4 Internet Explorer New Faculty Orientati... 2:37 PM

Staff

Administration

Dr. Yildiz B. Binkley , Dean of Libraries & Media Centers	963-5212
Dr. Murle Kenerson , Assistant Dir of Administrative & User Services	963-5203
Glenda Alvin , Assistant Director of Administrative Collection Management	963-5230
Estella R. Whitaker , Assistant to /Webmaster	963-5213
Colette Bradley , Computer Specialist	963-5489

Acquisitions /Serials

Glenda Alvin , Head	963-5230
Vanessa (Vandy) Owen , Technical Services Software Librarian	963-5226
Linda Bell , Senior Library Assistant	963-5230
Paulette Calhoun , Account Clerk 3	963-5227
Ernest Miah , Library Assistant 3	963-5229
Shirley Wallace , Library Assistant 2	963-5232

Avon Williams Campus Library

Dr. Helen Chen , Coordinator	963-7185
Mitchell Chamberlain , Circulation Librarian	963-7188
Christian Langer , Reference Librarian	963-7187
Joyce Radcliff , Serials Librarian	963-7383
Jianhua Fan , Library Assistant II	963-7191
Elaine Brown , Clerk Typist	963-7195
Ruifang Wang , Library Clerk	963-7186

Cataloging

Barbara Taylor , Head	963-5236
Xuemei (Sherry) Ge , Metadata Librarian	963-5237
Julie Brown , Cataloging Technical Services Manager	963-5235
Mattie Leatrice Emanuel , Library Assistant 2	963-5239

[Lisa Parrish](#), Library Assistant 2 963-5238

Circulation

[Annette Pilcher](#), Head 963-5342

[James Paxman](#), Circulation Librarian 963-5243

[Kirk Kirkwood](#), Library Assistant 3 963-5064

[Michelle Vaughn](#), Library Assistant 3 963-1352

[Mary Swanson](#), Library Assistant 2 963-1352

[Phillips, Frances](#), Library Assistant 1 963-5064

Maintenance

Earl Driver (Lead Worker) 963-5064

Gloria Turner 963-5064

Media Centers

[Dr. Karen Gupton](#), Coordinator 963-5743

[KeAnthony Brooks](#), Media Specialist 963-5744

[Anderson Cook](#), Media Specialist 963-7199

[Don McElhiney](#), Media Specialist 963-7198

[John Anderson](#), Media Specialist 963-7323

Reference

[Fletcher Moon](#), Head 963-5205

[Anita Etheridge](#), Government Doc Librarian 963-5207

[Barbara VanHooser](#), Interlibrary Loan Librarian 963-5206

[Lynetta Alexander](#), General Reference Librarian 963-1529

[Nancy Henthorne](#), General Reference Librarian 963-1528

[Neal Mumphrey](#), Library Assistant 3 963-5201

Special Collections

[Sharon Hull Smith](#), Head 963-5219

[Loretta Divens](#), Library Assistant 3 963-5234

Media Centers

The Media Centers are available to serve the audio-visual needs of the faculty and students. Limited production of materials to support the academic curriculum is done at both locations. The Media Center's policies are supportive of the University policies and procedures.

Location and Hours

Main Campus

Learning Resource Center Building

Room 101

Phone 963-5743 or 5744

Monday-Friday 8:00-4:30

Avon Williams Campus

Room 129

Phone 963-7198, 7199, or 7323

Monday-Friday 9:00 a.m-9:00 p.m.

Saturday 8:00-12 noon

Media Circulation and Purchase

Media is available for use by faculty, staff, and students. Media may be checked out by faculty or staff for three (3) days and renewed once by telephone or in person for an additional three (3) days. Students may view any media in the media centers, check-out is not allowed. Faculty recommendations for additions to the media collection may be submitted to the Media Services Coordinator.

Media Classroom Criteria

A small pod casting studio is available to faculty and students in the media center on the main campus. A larger multimedia special projects studio is also available to faculty and students (up to four) in the media center on the main campus. Each of these studios are equipped with iMAC Apple laptops and Dell laptops containing high level software.

The Main Campus media center has two classrooms (a large classroom accommodating up to fifty (50) and a small classroom accommodating up to twenty-five (25) students). Criteria for scheduled use of the classrooms:

- The group must be a regularly scheduled class listed in the current Class Schedule.
- The class must be accompanied by the instructor who remains with the class until the period is finished.
- The class must be using media/equipment.
- NOT FOR USE BY SOCIAL GROUPS, SORORITIES, FRATERNITIES, CLUBS, ETC.
- Scheduling for use may be done by telephone (5743 or 5744) or in person.

Equipment Loan

On the main campus laptop computers and portable LCD projectors are available for faculty check out if a media center classroom is not available or if the class is after media center hours. Audiovisual equipment is available for check out by faculty for classroom instruction. The user is required to pick up and return equipment to the Media Centers. Due to limited quantities of some

equipment, advance reservation is requested. Operator service is not generally provided.

Digital Taping

The media centers offer on site (classroom) or media center digital taping for academic support. Advance consultation and scheduling is required. All request for digital taping must be scheduled through the Media Services Coordinator (ext. 5743). When requesting please provide: time your class meets, day your class meets, and the location of your class. Please send your written request to arrive at least seven (7) days prior to the date of the requested digital taping. When your written request is received, you will be contacted for confirmation and assignment of a multimedia specialist. If the digital taping is scheduled to be done outside the normally scheduled hours of the multimedia specialist, compensation must be provided for the multimedia specialist by the requesting department.

Computer Lab - William campus

A computer lab with 32 computers is located next to the media center on the Williams campus. Media center staff will assist faculty and students as needed in this computer lab. A laptop computer is available for check out by faculty.

[Dr. Karen L. Gupton](#), Coordinator of Media Centers