

Library Guide for International Students

Introduction

Welcome to the Houston Cole Library. The librarians and staff in the library are here to help you. This leaflet is only a brief introduction to the services and facilities which the library can offer; more detailed information is available both on our web site (<http://www.jsu.edu/depart/library>) and in the printed guides displayed at various points throughout the library. Please take any which are useful to you.

Hanrong Wang, the Law/Technology Librarian (hwang@jsu.edu) has specific responsibility for helping International Students to use the Library but all members of the Library staff are here to help you so please don't be afraid to ask.

Library Hours

Monday-Thursday: 7:30am-11:00pm
Friday: 7:30am-4:30 pm
Saturday: 9:00am-5:00pm
Sunday: 3:00pm-11:pm
Library will be closed on University holidays.

Locating Library Material and Borrowing

The Library is "open access" which means you will need to search the library catalog (<http://www.jsu.edu/depart/library>) for books and periodicals you require and then go to the shelves yourself to retrieve them. If you need help in finding material, ask the librarian. Once you have found the items you want you may read them within the Library at any of the study spaces provided and take them to any floor without needing to ask permission. If you wish to borrow books to use outside the Library take them to the Circulation desk on Lobby Floor. You must have your student ID card or an ID with a photograph. Undergraduates can borrow as many as 25 books for 14 days, and graduate students can borrow as many as 50 books for 28 days. Fines are charged on overdue books.

Periodicals & Reference Material

Periodicals and publications such as dictionaries and encyclopedias are for in-library use only, which means that they cannot be taken out of the Library. However, you can photocopy an article or a chapter, provided that you observe the US copyright law. If you try to take material out of the Library without having had it charged to you, the security alarm will activate as you try to exit the building.

Electronic Books & Journals

Many books and periodicals (journals) are available electronically, even if the Library does not subscribe to the print version. You can have 24-hour access to them from any computer on the campus network. Your student ID number and your last name will allow you to access many of our electronic resources from anywhere in the world while you are a JSU student.

Reserves

The reserves are small collections of library materials that professors set aside in the Library for students. These are located at the Reserve Desk on the Lobby floor. These materials are for use only in the library for a limited time.

Photocopying & Printing

	\$/PAGE	PICKUP	PAY
Print from all computers in the Library (including computer lab)	\$0.05	Lobby UniPrint	ID/Guest Card
Photocopy at floor copy machine	\$0.05	Floor copy machine	ID/Guest Card; Coins
Microform Reader Printer	\$0.15	2 nd Floor Microform reader printer	Cash

Helpful tips for Library Research

Start your library research early because the library materials you need may be checked out. Allow extra time if you need interlibrary loan materials.

Keep careful and complete notes for your reference citations including author, title, place of publication, publisher, date of publication, volume, and page numbers. You will need this information for your bibliography.

Library Regulations

When you are in the Library, please respect other users and avoid disturbing them. Please keep talking to a minimum, switch off your mobile phone and don't eat or drink. Don't leave your laptop or other valuables unattended, even for a short time.

We hope that you will enjoy studying at JSU. Please don't be afraid to ask for help whenever you need it.