



ECSU Library Offers Services To Students

BY LARRY LISTER

The George Roscoe Little Library offers various services to the students and faculty of Elizabeth City State University and the community. The library supplies books, magazines, newspapers, and pamphlets to the students for general use.

A new addition was completed last year to provide better services to the campus and the community through more library books, reference materials, periodicals, and newspapers. Also included in the new wing were two elevators. In addition, a revised educational media center, larger spaces for students to read and study, an upgrading of the periodicals and reference sections from downstairs to upstairs, more encyclopedias, and other reference materials, a private study lounge providing a quieter atmosphere for students, and additional offices for the library staff were included in the new wing.

The library staff is professionally trained to meet the needs of the public. Each staff member is specially skilled in his or her own section whether it is in

the periodicals, reference, educational media maintenance, or study sections. Some of the staff members interviewed were Claude Green, Head Librarian; Miss Rebecca Ware, Periodicals Librarian; Charlie Johnson, Director of the Educational Media Center; and James B. Law, Director of the Reference Section, along with many others.

The Educational Media Center is headed by Charlie Johnson, Director. According to Johnson, the media center provides a wide variety of services to the ECSU family in an overall effort to enhance teaching capabilities and improve instruction. The center, he stated, provides students and faculty with photography equipment, slide projectors with the accompanying sound established by either record or cassette, recordings pertaining to various subject areas, and an assorted selection of audio tapes on cassette or reel-to-reel. Johnson stated that the center also provides videotaping and playback of lectures, seminars, programs, extra-curriculum activities, classroom settings, and other requests. He stated that academic oriented services, such as serving as

instructional resource consultants and materials specialists for teachers and students are also provided. In addition, the staff of the media center works with teachers in curriculum planning, act as resource persons in the classroom when requested by the teachers, works with teachers to design instructional experiences, and assume responsibility for providing instruction in the use of the media and its resources.

Requests for the various services provided by the media, Johnson stated, are made through several different channels. The client may make a personal appearance, a telephone call, or use requisition forms. The majority of the requests, he stated, are made by telephone. Once the caller has identified him or herself, the following should be obtained: the name of the client and department, the type of service requested and necessary materials along with any equipment required to meet the request, the time service is needed, the designated location such as the building and room number in which materials and equipment is to be taken and set up; the date of

request and date in which client would like services and an alternate date if a request cannot be filled.

The information is immediately transferred to the Daily Schedule Book at the Media Circulation Desk to avoid the chance of forgetting the request. The only additional information required in this book is the name of the person assigned to fill the request. Requests made by personal appearance generally take place at the Media Circulation Window. Information secured here is recorded directly into the Daily Schedule Book.

According to Johnson, materials housed in the Educational Media Center are located in the A. V. Stacks Room. By referring to the Materials Accessibility Book, knowledge of what audio and visual instructional aids housed in the center can be assessed. This allows more time to evaluate the materials to determine which will best satisfy the need. This book is located at the Circulation Desk and cannot be removed. Also, a copy is in the media office in case requests are made by telephone.

Johnson stated that the general procedures for handling requests are

routine. After opening the center, the Daily Schedule Book is checked to see what services have been requested for that day. Approximately fifteen minutes prior to the requested time, all materials and equipment needed are retrieved and brought to the Circulation Desk. A student assistant is assigned to take the equipment to the location. However, no student, according to Johnson, is permitted to fill a request without first checking with one of the staff members on duty. Also, no request is filled that has not been recorded in the Daily Schedule Book.

Many services, stated Johnson, are requested that are handled outside the center. These include: filmstrip previews, graphic reproductions, film previews, use of the microfilm, microfiche, microbook readers, and other interior services. These services, according to Johnson, may or may not be recorded in the Daily Schedule Book. In case they are not recorded in the book, they are recorded during the request for statistical purposes.

Also located in the Educational Media Center is

(See LIBRARY, page 7)