

DOWNNS-JONES LIBRARY



Huston-Tillotson University

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LIBRARY MISSION STATEMENT

The **mission of the Downs-Jones Library** is to support the curricular offerings of the University by providing resources and services that supplement the instructional program and meet the needs of the entire University. This is accomplished through the implementation of the following objectives:

1. To acquire, organize, and make accessible a dynamic and growing collection of resources including background and transitional works for students;
2. To provide adequate physical facilities and equipment for maximum use of available resources;
3. To adapt to changes in modes of classroom instruction by acquiring and/or producing materials in various formats;
4. To encourage students to read beyond source assignment for their own enlightenment, enjoyment, and satisfaction, thereby developing skills and habits for lifelong learning;
5. To support, in part, research by faculty and administrators by acquiring, each year, selected basic and current works for that purpose.

LIBRARY HOURS

Monday through Thursday	8 am - 10 pm
Friday	8 am - 5 pm
Saturday	11 am – 6 pm
Sunday	1 pm - 10 pm

**Hours are subject to change.* Please check your email. Also visit the Downs-Jones Library website <http://htu.edu/academics/library>, and follow us on Twitter or Facebook for any updates on hours.

REFERENCE/RESEARCH ASSISTANCE

Comprehensive reference and research services for Huston-Tillotson faculty, staff, and students are provided by the library staff during regular hours. Reference services include consultative support for information literacy skills development, including research planning, topic and focus refinement, identifying and using information resources, technology-related questions, and plagiarism and citation style. Patrons are encouraged to seek reference assistance in person, via telephone (512.505.3088), and/or e-mail. If a question is received via telephone or e-mail after-hours, it will be addressed as soon as possible on the following business day. In addition, Live Chat is available through 'Ask a Librarian' during the open hours of the library.

CIRCULATION POLICY

To register as a library user, you will need to bring a Huston-Tillotson University ID to the library's reference/circulation desk. Student IDs must have the current semester's sticker to borrow items. Borrowers must provide current mailing and email addresses to the library.

The circulation schedule and fees for overdue resources are below:

Item Type	Loan Period	Renewal Period	Overdue Fine	Maximum Fine
Books*	21 days	7 days	\$0.50/day	\$30.00
Reserves**	2 hours	An additional 2 hours if no one is on the wait list	\$0.50/hour	\$30.00
Media	7 days	7 days	\$1.00/day	\$60.00
Periodicals***	7 days	No renewals	\$0.50/day	\$60.00

* Reference books do not circulate and may only be used in the library.

** Reserve items cannot be removed from the library.

*** Current issues of select popular titles may not be checked out.

For after-hours return of books only, please use the book drop located at the upper level entrance.

Damaged Resources Charges

Except in very unusual cases, the fees for damages to any resources are as follows:

1. Repair or rebinding \$15

2. Replacement [charge for resources too badly damaged to be repaired or rebound; see below]

\$15.00 processing fee

Plus replacement charge

Plus overdue charge

\$15 binding fee, if applicable

AVAILABILITY OF RESOURCES

DOWNSON-JONES LIBRARY WEBSITE

<http://htu.edu/academics/library>

How do I find the Library website? At the main <http://htu.edu/> website, drop the black navigational bar and search for “Library” under the “Academic” heading. If using <https://my.htu.edu/ics>, click on “Library Services” under Quick Links for direct access.

CATALOG

<http://voyager.htu.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

The image shows a screenshot of the Downson-Jones Library website. A red box highlights the 'ACADEMICS' menu on the left side of the page. A callout box on the right lists the items under the 'Library' heading: Online Catalog, Renovation, Video Tutorials, Electronic Databases, Interactive Map, Interlibrary Loan Service, University Bulletin, and Special Programs. Another callout box at the bottom left contains a note about the 'Library' heading.

ACADEMICS

- Academic Calendar
- Academic Calendar 2013-2014
- Colleges
- Degrees
- Library
 - Online Catalog
 - Renovation
 - Video Tutorials
 - Electronic Databases
 - Interactive Map
 - Interlibrary Loan Service
 - University Bulletin
 - Special Programs

QUICK LINKS & HELPFUL INFO

Hours of Operation
 M-TH | 8:00 a.m. - 10:00 p.m.
 F | 8:00 a.m. - 5:00 p.m.
 Sat | CLOSED
 Sun | 1:00 p.m. - 9:00 p.m.

Media Center
 M - F | 8:00 a.m. - 5:00 p.m.
 Sat - Sun | CLOSED

TextShare Card

Events
[Party on the Patio](#)

Social Media
[Facebook](#)

NOTE: Under the “Library” heading, you will find two important links for starting your research: the “online catalog,” which helps you find library books and the “Electronic Databases,” which have academic magazines and journals for secondary support.

ACADEMICS

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Finding a Book?

In the gold box, on the left hand corner of the library webpage, click on “Online Catalog.” The online catalog lists all resources, ebooks, print and non-print that are cataloged and owned by the library. It allows for a variety of searching techniques (i.e., keyword, title, journal title, author, subject, etc.).

Primary Material refers to format of the item. Ex: Book, Visual Materials, etc.

Relevance: ■■■■■■

Database: Downs-Jones Library

Main Author: Hurston, Zora Neale.

Title: Their eyes were watching God : a novel /

Primary Material: Book

Publisher: New York : Perennial Library, 1990.

Database: Downs-Jones Library

Location: NegroColl

Call Number: N PS3515.U789 T639 1990

Number of Items: 1

Status: Not Charged

There are no attachments for this record.

The **location** will let you know the library area the book/video is held. Ex.: Main, Reserve, Media, Electronic Book (ebook), etc.

The **status** will let you know if the book/video is checked-out.

The **call number** gives you the exact location of book/video.

Ex: N PS3515.U789 T639 1990. Break it down! Start with the “N,” which indicates the African American Collection. Then find the “PS” section, then the “3515” area. Once you’re in the “N-PS3515” area, find the remaining numbers. Use this method to find all Library of Congress cataloged books.

eBOOKS

<http://tinyurl.com/n2238lj>

Over 140,000 eBooks are available through the Downs-Jones Library. This collection is accessible without a user name and password on campus. Working off campus requires a username and password that can be obtained by stopping by the reference/circulation desk to obtain a list or laminated card with the applicable usernames and passwords. Don't forget to use 'Ask a Librarian' as well to obtain this information. You will need to identify yourself and provide the librarian with your student identification number.

Read eBooks online or by downloading them to your device.

LIBGUIDES

<http://htu.libguides.com/downsjones>

LibGuides are customized for our students so we have general guides on the research process as well as guides that were created specifically for certain courses. These course specific guides are used during information literacy classes and as standalones for students working on their own as they work on their course assignments.

ELECTRONIC DATABASES

<http://htu.edu/academics/library/electronic-databases>

On campus, all Downs-Jones Library electronic databases are accessible without a user name and password.

If you are working off campus, a username and password is required for each electronic database. Please stop by the library with your Huston-Tillotson University ID for username and passwords. Electronic databases are accessible 24 hours a day, seven days a week.

AFRICAN-AMERICAN NEWSPAPERS, 1827-1998

<http://infoweb.newsbank.com/?db=EANX>

African American Newspapers (1827-1998) contain digitized issues of 270 newspapers that served African-American communities in 35 states.

TEXSHARE DATABASES

<http://tinyurl.com/87jck9l>

Texshare is a cooperative library program among academic, public, and clinical medical libraries in the state of Texas. Administered by the Texas State Library and Archives Commission, TexShare provides online, multidisciplinary, searchable databases, which include Academic Search Complete,

HeritageQuest Online, EBSCO Enhanced Business Search, Gale Literature Resource Center, Handbook of Texas and more! Over 60 databases are included. Many of these resources have full text articles.

INFOTRAC ACADEMIC
<http://infotrac.galegroup.com>

Updated daily, this is a one-stop source for news and periodical articles, covering 1980 to the present, on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. This database contains **millions of full-text articles with images.**

SIRS RESEARCHER, SIRS GOVERNMENT REPORTER AND SIRS RENAISSANCE:
<http://www.proquestk12.com>

Follow link to SIRS Products. Each of these three databases contains thousands of selectively chosen, **full text articles** from domestic and international publications.

- Researcher explores social, scientific, health, history, business, and economic, environment, political and global issues.
- Government Reporter covers foreign affairs, business and industry, science, politics, historical government documents, U.S. Supreme Court Decisions, U.S. Justices, U.S. Presidents, Elected Leaders, Federal Departments and Agencies and Humanities.
- Renaissance contains a current perspective on the arts. and humanities providing information on architecture and design, culture, literature, multimedia, music, performing arts, philosophy and religion and visual arts.

JSTOR
<http://www.jstor.org>

JSTOR indexes scholarly journals in the arts and humanities, social sciences, biology and mathematics.

*Detailed instructions for searching each database listed here are given on the respective websites.

Education Source

<http://tinyurl.com/kwmkzo6>

Coverage spans all levels of education from early childhood to higher education and also includes educational specialties such as multilingual education, health education and testing.

Women and Social Movements in the United States, 1600-2000

<http://tinyurl.com/yj6qpf>

Currently includes more than 155,000 pages of additional full-text documents, written by 2,300 primary authors.

SEARCH TIPS!

1. Don't place your essay topic into the search box; instead use topical key words for better results
2. Make sure your topic is not too broad or too narrow! If your topic is too broad, you will capture everything including information you don't need. If your topic is too narrow, you will not hit the information you do need.
3. Ask a librarian for assistance.

Search Box

The screenshot shows the EBSCOhost search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. A search bar is located in the center, with the text 'Searching: Academic Search Complete | Choose Databases' and buttons for 'Search' and 'Clear'. Below the search bar, there are links for 'Search Options', 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The main content area is titled 'Search Options' and includes a 'Reset' button. Under 'Search Modes and Expanders', there are radio buttons for 'Boolean/Phrase', 'Find all my search terms', 'Find any of my search terms', and 'SmartText Searching'. There are also checkboxes for 'Apply related words' and 'Also search within the full text of the articles'. The 'Limit your results' section includes checkboxes for 'Full Text', 'Scholarly (Peer Reviewed) Journals', and 'Publication', along with a text input field for 'Publication'. There are also dropdown menus for 'Number of Pages' and 'Published Date from' (Month and Year). A 'Publication Type' dropdown menu is open, showing options for 'All', 'Periodical', 'Newspaper', and 'Book'. There is also a checkbox for 'Image Quick View'.

Limit Your Result: full text, scholarly (peer reviewed) journals, publication date, and more!

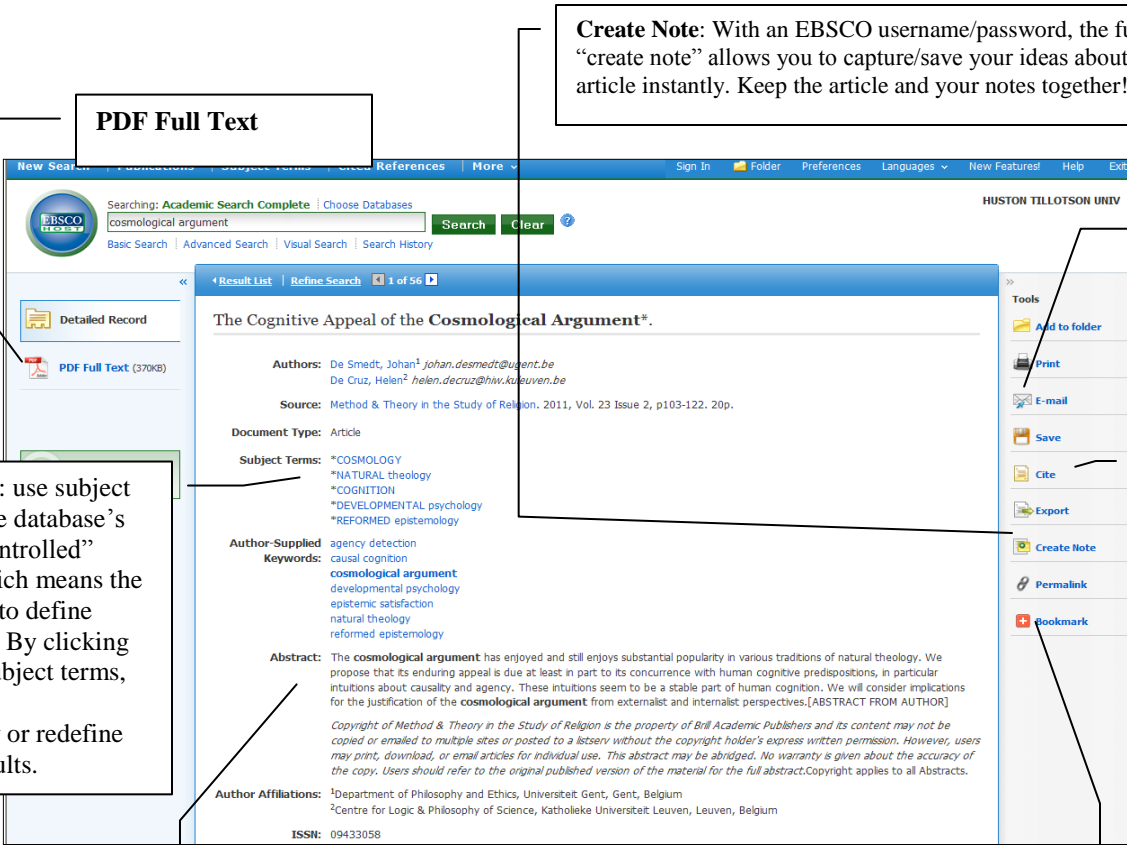
Refine your result: full text, reference available, scholarly (peer reviewed) journals and publication date. Always use FULL TEXT!

The screenshot shows the EBSCO Academic Search Complete interface. At the top, there are navigation tabs: New Search, Publications, Subject Terms, Cited References, and More. The search bar contains the text 'cosmological argument' and has 'Search' and 'Clear' buttons. Below the search bar, there are options for 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. The main results area shows three search results, each with a document icon and the text 'Academic Journal'. The first result is 'The Cognitive Appeal of the Cosmological Argument*' by De Smedt, Johan; De Cruz, Helen. The second result is 'Emilie du Chatelet on the Existence and Nature of God: An Examination of Her Arguments in Light of Their Sources.' by Lascano, Marcy P. The third result is 'Closed systems, explanations, and the cosmological argument.' by Davey, Kevin; Lippelmann, Mark. On the left side, there is a sidebar with '59 Results for...' and various filters like 'Full Text', 'References Available', and 'Scholarly (Peer Reviewed) Journals'. There is also a 'Refine your results' section with a 'Publication Date' range from 1978 to 2013. At the bottom of the sidebar, there are sections for 'Source Types' (All Results, Academic Journals (53), Book Reviews (3)), 'Subject: Thesaurus Term', 'Subject', and 'Publication'. On the right side, there are two callout boxes: one pointing to the 'Add to folder' button and another pointing to the 'PDF Full Text' link. A third callout box points to the 'Type of Article (ex: academic journal)' label.

If you have an EBSCO account, you can add this article to your **folder** for later review.

PDF Full Text

Type of Article (ex: academic journal)



PDF Full Text

Create Note: With an EBSCO username/password, the function “create note” allows you to capture/save your ideas about the article instantly. Keep the article and your notes together!

Email: send the article and citation to your personal

Subject Terms: use subject terms to find the database’s pre-defined “controlled” vocabulary, which means the words they use to define search subjects. By clicking on one of the subject terms, you are able to broaden/narrow or redefine your search results.

Cite: view multiple citation formats! Although a citation guide is made available, always consult your library resources for the exact formatting and punctuation guidelines.

Abstract: a short summary of what the article is about.

Bookmark articles to your favorite social media sites (Facebook, Twitter, etc.)!

RESERVES COLLECTION

Offered at the reference/circulation desk is the Reserves Collection which includes books and other resources designated by faculty for use in the library for a two hour period.

MAGAZINES AND JOURNALS

The print periodicals collection holds over 120 scholarly and trade journals from all disciplines. Also featured are leading news and opinion magazines, along with fashion, sports and education titles.

MEDIA SERVICES

The Media Center holds over 500 DVDs, 1300 VHS tapes, laptops and projectors. The Center also offers such media-related services as the duplication of non-copyrighted CD/DVDs and lamination. Lamination is \$.25 per 8.5x11 sheet.

Students must have HT ID to checkout or view media.

In order to checkout Media Equipment such as the PA system, Camcorder or Projector, a student must have a Faculty/Staff member sign out the equipment. This procedure ensures that students are not financially responsible for the loss or damage of equipment.

Hours of Operations: Monday-Friday 8:00-5:00 p.m. Summer and Intersession hours may vary.

WHAT HAPPENS IF I CAN'T FIND WHAT I NEED FROM THE DOWNS-JONES LIBRARY RESOURCES?

Try one or both of the **FREE** services below.

1) INTERLIBRARY LOANS

Interlibrary Loan (ILL) is a service that allows Huston-Tillotson University faculty, staff, and students to request books, articles, and media to be mailed from other libraries. These requests should be for library materials not accessible through our online catalog and electronic databases. This service is free. An Interlibrary Loan Request Form must be filled out to complete a request. Forms are located at the following website:

<http://htu.edu/academics/library/interlibrary-loan-service>

Forms can also be retrieved in person at the library's reference/circulation desk.

Most ILL requests arrive within 5-10 business days. However, some requests arrive much earlier or later. Once a request arrives and is available at the Library for pick up by the requestor, the Technical Services Librarian will notify you by email.

Loan periods and renewal options are determined by the library lending the item. Photocopies and PDF files of articles do not need to be returned; they are the requestor's to keep.

2) TEXSHARE CARD

The TexShare Card permits Huston-Tillotson University students, faculty and staff to directly borrow materials from participating TexShare libraries across Texas. To obtain a TexShare card, students, faculty and staff must present their University ID at the reference/circulation desk. When visiting a participating library, remember to bring both your TexShare Card and your University ID. TexShare cards expire and may be renewed subject to patron eligibility.

HOW DO I BECOME MORE PROFICIENT AT USING ALL OF THESE RESOURCES?

1) INFORMATION LITERACY INSTRUCTION

The Downs-Jones Library provides drop-in workshops to all users. Drop-in workshop topics include searching the online catalog, searching electronic databases, library research basics, evaluating websites for research, plagiarism and citation style, copyright, and many more.

In addition, library staff provides comprehensive course-related instructional services to all students through partnership with faculty. Library staff coordinates library session curricula, assignments, and handouts with faculty as requested. Content of library instruction sessions is catered to the instructional needs of individual courses and supports information literacy skills development. To schedule a library instruction session, please contact a library staff member.

2) ONLINE TUTORIALS

<http://htu.edu/academics/library/video-tutorials>

Can't make it to the library to participate in the Information Literacy Instruction? **Don't worry.** With the new DJL online video tutorials, you can now master those need to know research questions with a click of the mouse: Why You Need to

Cite Sources, Incorporating Sources into Your Research Paper, Primary and Secondary Sources, and what is a Library Database and more!!! DJL YouTube channel: <http://www.youtube.com/user/downsjoneslib> .

3) ONE ON ONE REFERENCE HELP OR CONSULTATIONS

Schedule an appointment at the reference/circulation desk or by calling x3088

CITATIONS

After locating and analyzing information for your research and assignments, you will need to cite the sources correctly. Any time you mention, quote, or paraphrase an idea that is not your own original work, you need to provide a citation. The citation shows you are giving credit to the original author and gives your audience a way to retrace the path of your research. Failing to cite your sources, whether intentionally or unintentionally, is plagiarism (passing off others' work as your own) and is a violation of the university's Academic Code of Conduct (see the University Bulletin at <http://htu.edu/academics/university-bulletin>).

The two most common formats for citing sources in academic works are MLA (Modern Language Association) and APA (American Psychological Association). Some fields of study use other, more specialized formats. Consult with your professor to find out which format you are expected to use. The library keeps the following resources at the desk for your use within the library building:

- MLA Handbook, 7th edition and 6th edition
- Publication Manual of the APA, 6th edition
- Manual for writers of term papers, theses, and dissertations, 6th edition, by Kate L. Turabian
- Chicago Manual of Style, 15th edition
- AP Stylebook, 2009

Another free resource is the **Purdue Online Writing Lab's guide to citations**, which includes instructions and examples for MLA and APA citations of many common types of information sources. Find it online at <http://owl.english.purdue.edu/owl/>. You can also ask the librarians for assistance in identifying what type of sources you are using and how to build citations in each format.

EVALUATING WEBSITES

Sometimes, if your professor allows it, you may want to use Internet sources in your research as well as articles from the library's electronic databases. It is important to understand the difference between these types of sources.

- The library's databases contain articles from journals, magazines, and newspapers that have been chosen for their reputation and reliability. Many, but not all, are peer-reviewed (checked for quality by other experts in the authors' field).
- Websites may be set up anyone with any type of content they wish. They are not regulated and might be written by a company selling a product, a political group pushing an agenda, or even a child working on a class project.

Of course, it is also possible to find accurate information suitable for academic work on the Internet. Some websites are produced by universities, government agencies, museums, and other reliable organizations and individuals. If you do choose to use a webpage as a research source, you should first evaluate it to make sure it is trustworthy and appropriate to your needs. Here are some questions you should ask to help determine a page's reliability:

- Accuracy:
 - Who wrote the page?
 - What is the purpose of the document?
 - Can you find a name and contact information of the author(s)?
- Authority:
 - Is the person qualified to write this document?
 - What credentials does the author have? What organizations are they affiliated with?
 - What institution published the page? What type of institution is it? (Hint: look at the domain name – domains with .gov, .edu, and .org may be more reliable).
- Objectivity:
 - Does the author express opinions or biases on the page?
 - Does the page include advertising? If so, how much?
 - Why was this written, and for what audience?
- Currency:
 - When was the page produced, and when was it last updated?
 - Is the information up to date?
 - Are links on the page still current?
- Coverage:
 - Is the information presented in an orderly way?
 - Are you being charged or required to use certain software to view the page?
 - Are the links and sources used cited correctly?

If a page meets these criteria, it may be a good source for your research. If you have questions about whether a page is appropriate for your work, check with your professor or ask a librarian for assistance.

List adapted from:

Kapoun, Jim. "Teaching undergrads web evaluation: a guide for library instruction." *College & Research Libraries News* 59 (July/Aug. 1998).

ONCE YOU HAVE SUCCESSFULLY RESEARCHED YOUR PAPER OR CLASS ASSIGNMENT, YOU MAY NEED THE FOLLOWING.

LIBRARY COMPUTERS

The library currently has 24 PCs and 4 MACs available for student, faculty, and staff use. Students may access the computers with their personal network logins. Users must comply with all University policies regarding computer usage. All computers are connected to the University network to access the Internet, the library's website and electronic databases, as well as the printer located behind the circulation desk. The library also has AirRam wireless Internet throughout for patrons to connect via their laptop, tablet, or mobile device. Accordingly, the library is equipped with several stations for patrons to plug in these devices.

PRINTING

Each computer station is configured to automatically print to the Downs-Jones Library's color DOJO--HP4600 printer. Color copies: \$.25 per page. Black/White copies: \$.10 per page. To print only in black/white: click on the properties tab next to the printer's name, click on the "color" tab, and check "Print in grayscale."

If you do not see "DOJO--HP4600" in the printer setting, please notify the librarian on duty for printer help.

COPIER

The self service coin-operated copy machine makes black/white, double-sided, enlarged, and reduced copies for \$.10 per page.

The Copy Machine also scans and creates PDF/JPEG copies to a USB flash drive. **Scan: FREE.** Please ask the librarian on duty for assistance.

COPYRIGHT NOTICE

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified by laws, libraries and archives are authorized to furnish a photocopy or other reproduction. One of those specified conditions is that photocopy or reproduction is not to be used "for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a

photocopy or reproduction for, purposes in excess of “fair use,” that user may be liable for copyright infringement.

USE OF THE LIBRARY SPACE

Upper Level

The **upper level is designated for collaborative work.** On this level, you can expect students to be studying and discussing projects and assignments together, with a noise level higher than that of many traditional libraries.

Group Study Rooms

The group study rooms (Rooms 204 and 205) are located on the upper level. Each room has a table and chairs, and room 204 also includes a whiteboard.

Requirements for use

1. HT ID with current semester sticker required
2. Scheduling by reserving in advance or as you enter the library
3. Groups of a minimum of 3 and maximum of 6 students
4. Two hour blocks of time
5. Renewals possible if no one else has scheduled the room
6. Erase whiteboard, remove clutter and return chairs at the end of scheduled booking
7. Last use of the day ends 15 minutes prior to the closing of the library

Lower Level

The **lower level is the individual study level,** with an expectation of near silence.

Multipurpose Room

The Multipurpose Room (Room 104) is on the lower level. It has seating for 18 people and features a Promethean smartboard and projector system. The requirements for use include: 1) HT ID with current semester sticker required; 2) scheduling by reserving in advance or as you enter the library; 3) groups of 7 to 18 people; 4) two hour blocks of time; 5) renewals possible if no one else has scheduled the room; 6) removal of clutter and returning the room to the original configuration; scheduling time for instruction on use of Promethean smartboard and project system at least 4 hours prior to use. Students may reserve this room for meetings or study groups by contacting (512) 505-3081 or pawilkins@htu.edu.

CELL PHONES

Please Hold. Your call is important.

In order to ensure a productive academic environment, please answer all phone calls outside the library.

SPECIAL COLLECTIONS

AFRICAN – AMERICAN COLLECTION

The library's African American collection, written by or about African Americans, offers fiction, biography, other nonfiction, drama, poetry, and literary collections by eighteenth, nineteenth, and twentieth century writers as well as contemporary ones. Also included is an African American juvenile literature collection. This collection serves several courses of the curriculum and supplies many choices in extracurricular reading. Books in this collection are designated by the prefix 'N' in front of the classification number (e.g., N PS3515.U789 T639 1990).

MUSLIM JOURNEYS COLLECTION

Received as a grant from the National Endowment for the Humanities (NEH) in 2013, the Bridging Culture's Bookshelf/Muslim Journeys Collection features books/videos about religion, faith, culture, gender, ethnicity, race and how these issues shape both the Islamic American community and our collective past.

STATE-ADOPTED TEXTBOOK COLLECTION

In partnership with Region 13 and Huston-Tillotson University's Education Department, the state-adopted textbook collection contains K-12 printed resources approved by the State of Texas. These resources are used to help familiarize education majors with the current textbooks used in the classroom. Please ask the librarian on duty for help locating the appropriate grade, subject and publisher. These items are available for check-out.

HUSTON-TILLOTSON UNIVERSITY ARCHIVES

Located on the lower level of the Downs-Jones Library, the HT Archives houses the history of the University from the inception of the two parent schools to current University activities.

In addition, the University Archives houses an African Art collection consisting of 174 pieces.

Use of Archives or viewing of the African Art collection is by **appointment only**. For inquiries, please contact Library Director Patricia Wilkins at pawilkins@htu.edu .or 512.505.3081.

*For help locating **any** item in the Downs-Jones Library collection, please notify the Librarian on duty.*

LIBRARY STAFF

Patricia A. Wilkins, M.L.S.
Director of Library and Media Services
512.505.3081
pawilkins@htu.edu

Rosie Amaya, M.L.S.
Media Specialist/Curriculum Librarian
512.505.3079
ramaya@htu.edu

Ana Knezevic, M. A. (Library and Information Studies)
Public Services Librarian
512.505.3088
aknezevic@htu.edu

Jessica L. Wood, M.S.I.S.
Technical Services and Systems Librarian
512.505.3078
jlwood@htu.edu

Katrina Ashton, M.S.I.S.
Public Services Library Assistant
512.505.3088
kgaston@htu.edu

Timothy Jace Furches, M.S.I.S.
Public Services Library Assistant
512.505.3088
tjfurches@htu.edu