



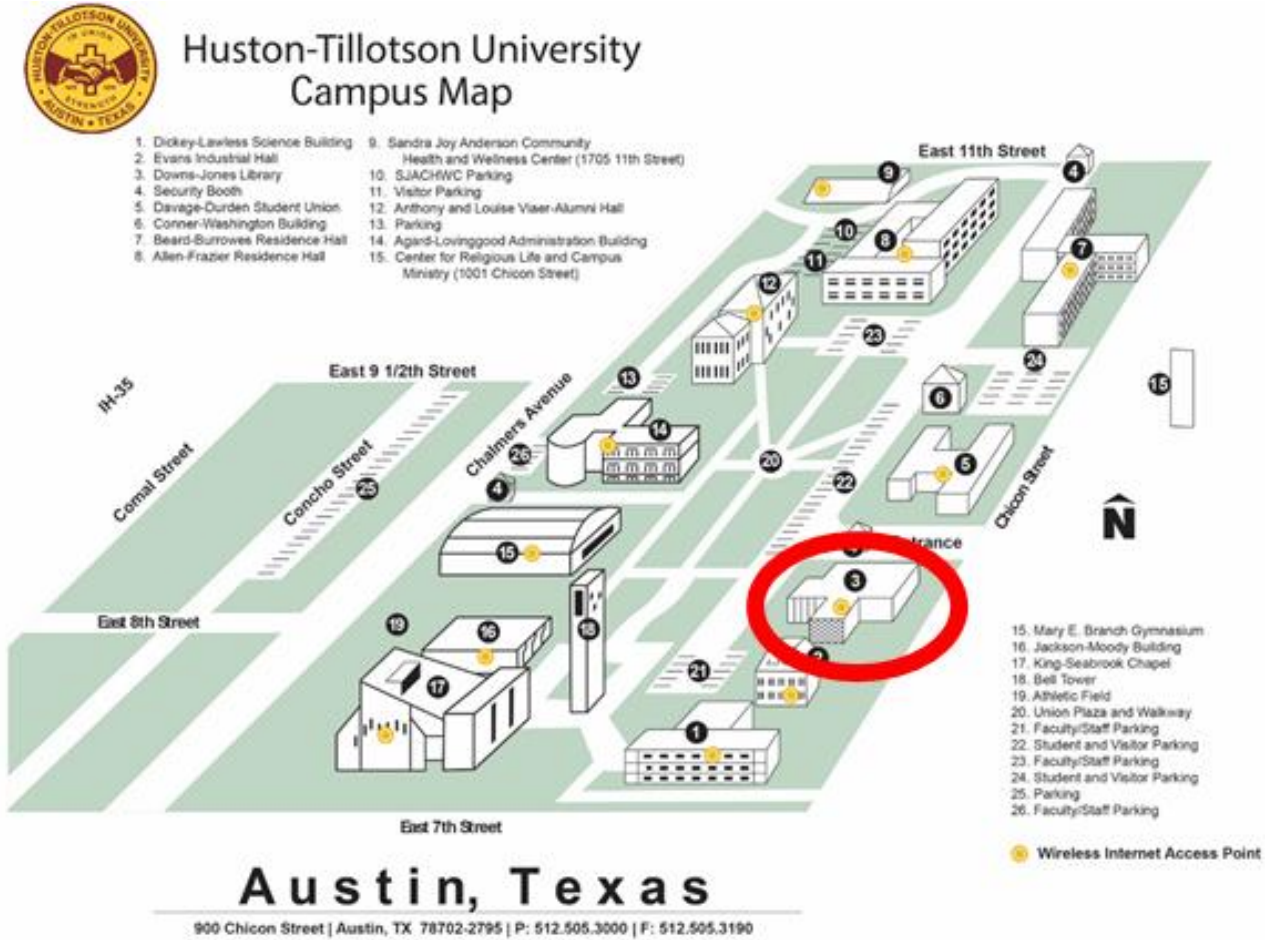
Downs-Jones Library

Handbook: 2023-2024

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YOU ARE HERE (CAMPUS MAP)



ABOUT THE LIBRARY

The Downs-Jones Library is the central study space on campus, located between the Student Union and Evans Hall, and across from Jackson-Moody. It was remodeled in 2013, and is open to all students, faculty, and staff. As the location of one of the campus Wi-Fi (“AirRam”) hotspots, it has reliable high-speed internet and is a popular area for students to relax between classes, do research, play a game, check out a novel or graphic novel, or work on projects. Professional librarians are available to assist students with exploring, using, and citing the library’s print and online resources. The Downs-Jones Library has two levels and is an ADA-compliant building.

LIBRARY HOURS

Library hours remain consistent across spring and fall terms, but may be modified in summer. The library is closed for University and federal holidays. All hours are consistent across in-person and virtual activities, unless otherwise indicated. During finals week, the library may remain open until 11:00 PM.

Sunday	2 PM – 10 PM
Monday	8 AM – 10 PM
Tuesday	8 AM – 10 PM
Wednesday	8 AM – 10 PM
Thursday	8 AM – 10 PM
Friday	8 AM – 5 PM
Saturday	12 PM – 5 PM

LIBRARY POLICIES

The library has two levels. The **upstairs level is for talking**, teamwork, and socializing. The **lower level is a quiet study area**, where talking is discouraged. Librarians will ask anyone in violation of this policy to move to the upstairs floor and continue their conversation there.

Food and drinks are allowed in the library. To keep these shared devices clean and operational, food and drink are discouraged near or at the computers. Students are responsible for keeping their area clean. All trash and crumbs must be disposed of in the appropriate trash cans. Recycling bins are available. Any spills must be cleaned up immediately or reported to a librarian.

Cell phone conversations are currently allowed in the library. People talking on their cell phones are asked to keep their volume at a level respectful of their fellow library patrons.

Please place your cell phone on “mute” or “vibrate”. Please do not broadcast your conversations on speakerphone.

Sleeping is not allowed in the library under any circumstances. Lying down with eyes closed is also not allowed in the library.

Smoking and vaping are not allowed in the library or library bathrooms. Fire alarms will sound. Smoking is not allowed on campus.

All **music and movies** must be watched with headphones or earbuds on. Headphones are available for checkout from the library desk.

Flyers can be posted on the library bulletin board located on the upstairs floor by the men’s restroom. Out of date flyers will be removed by librarians. Flyers posted at the library desk must be stamped by Student Life prior to posting. Any flyers, handouts, or advertisements found on windows, doors, or tables will be removed and recycled.

Librarians cannot **edit, critique, or proofread** student assignments. All requests for writing assistance must be taken to the Writer’s Studio in Jackson-Moody 103.

The librarians are responsible for keeping order in the library, and may ask students to refrain from disruptive activities as needed.

YOUR LIBRARY ACCOUNT

You only need one username and password combination to use all the library’s online resources. With this account, you can see what books you have checked out and renew them before they are overdue, access peer-reviewed journal articles in the databases from home, and place a hold on a book so it will be reserved for you next time you come to the library.

Your username is your my.HTU username, *without* the @htu.edu portion. When you first log in, you will need to set up a password. It is OK to use the same password as your email or my.HTU. If you change your library password, it will not affect email or my.HTU.

To set up your account, click on the “Your Account” button on the library home page. Look for a [“Set/reset password”](#) button under the password entry field. This link can also be found as a “Sign In” button in the top right-hand corner of many library search pages, or when accessing databases remotely.

Click on “Set/reset password”, and type in your my.HTU username. The system will email you a one-time password reset link. Your new password will be good for the entire time you are a student at HT. Use it all across the library website!

USING THE WEBSITE

The library website is at <http://htu.edu/academics/library>. To find it, start at www.htu.edu, hover your cursor over “Academics”, and look for “Library” in the dropdown menu. From my.HTU.edu or Canvas, look for a link to “Library Resources” on the left-hand side of your home page.

To search for books, eBooks, journal articles, or information on any topic, type your keyword/s in the large central search bar on the library main page and click the magnifying glass-shaped “Search” button.

To search specifically for books and eBooks, click on the “Book” tab in the discovery search bar at the top of the library home page and enter the book’s title, author, or associated keyword.

To see if the library has your textbook, click on the “Textbooks & Guides” link in the Research menu. Look for the “Course Reserves” guide.

To find a specific database by name, click on the “Explore Databases” link in the Research menu. To find a database by subject area, click on the “Databases by Subject” link.

Your library account username and password are your login for all library resources.

Stuck? Click on the “Chat with a Librarian” button on the library home page. This is an online chat feature that puts you directly in touch with a librarian who can answer your questions and walk you through the research process, without any need to pick up a phone. This service is available whenever the library is open.

DOING RESEARCH

Resources available in the library building or through the library website include:

Books... are in-depth, focused investigations of a single topic. Authors have researched their subjects extensively and assembled their findings in an organized format to inform others. The Downs-Jones Library organizes books using the Library of Congress system, used nationwide by large libraries and academic (university) libraries. It is different from the Dewey Decimal System, largely used in public libraries. To find a specific book, click on “Search for a Book” or type the title into the main search bar on the library home page. Select the *Books* icon before searching. If you see the book you want, look for a string of numbers and letters like “TS171.57 .G73 2017”. This is the book’s address on the shelves, which librarians can help you find. We are working to update and improve the print book collection. Find our newest books on the shelves at the top of the staircase.

eBooks... are essentially the same as print books, containing the same information, level of credibility, and sometimes formatting as a physical copy of that same title. Click on “Search for a Book” and look for the blue *View eBook* button beneath your results, or use the main search bar on the library home page. eBooks can be read online or downloaded to tablets or phones. Depending on your data plan and the speed of your internet access, eBook pages may take a few seconds to load. The pages of some eBooks can be copied from or printed out. eBooks expire after a set period and are automatically removed from your device. Some titles can only be read by one person at a time.

Peer-Reviewed Journal Articles... are scientific and rigorously conducted studies of the researcher’s area of expertise. They are also called **Scholarly Sources**, and are regularly used in university-level assignments. **Peer-Reviewed** means that other experts in the field have looked over the article and approved it for publication. These research articles are published in specialized periodicals that are read by students, experts, and other scholars. For easy searching, they are collected in **Research Databases**, which can be searched by keyword through the main search bar on the library home page, or found through the “Explore Databases” link in the Research menu. These articles are highly focused and designed to answer a specific question. They use technical terms. They may be reports on drug trials, social experiments, statistical analyses, criticism of other studies, or summaries of new data. When searching for journal articles, look for the filters on the left-hand side of your screen. Select “Full Text” to get only articles you can read right now. Select “Peer-Reviewed” to get only scholarly sources. For help or to get an article not available in Full Text, ask a librarian.

Primary Sources... are original documents written by people who were present at the event they are describing in their own words. They include diaries, letters and emails, scientific studies, speeches, photographs, interviews, eyewitness testimony, legal proceedings, government documents, birth certificates, artworks, autobiographies, editorials, and original social media posts. Primary sources are the closest a researcher can get to a historical event, but they are not without bias. When using a primary source, consider what you know about the speaker or writer, and what forces might be shaping their view of the world. Like all sources, primary sources can be wrong or misleading. Primary sources can be difficult to find, so begin your search for these sources early, and ask a librarian for assistance if needed.

Magazines and eMagazines... are a form of periodical: a short collection of timely and current articles, letters, advertisements, and commentary published weekly or monthly, and not meant to be kept for long. Magazines cover current events and focus on a single area of interest such as sports (*Sports Illustrated*), personal finance (*Fortune*), fashion (*Vogue*), popular science (*Smithsonian*), health (*Men’s Health*), a region or area (*Texas Monthly*) and politics (*Time*). Magazines are a good place to find news about recent events or breakthroughs in a particular field. They tend to be written for a popular audience and avoid excessively technical terms, making them easier to read than academic journals. Some magazines may be used for research assignments.

Leisure Reading... is material read for personal reasons or entertainment. It is not considered a research source, except for literary criticism or reading response assignments. The Leisure Reading collection, located on the upper floor by the stairs, includes recently published novels, poetry, short story collections, memoirs, and graphic novels. These titles are available to encourage all library patrons to enjoy reading, and cover a range of topics, genres, and styles. Don't see a book you'd like to read? Ask a librarian for it and we will do our best to get it for you.

COMPUTERS

The Downs-Jones Library has 24 PCs and 4 Macs, available to all students. There is no time limit on the use of the computers. Access to some computers may be limited in support of social distancing restrictions.

Your **username** is the first part of your university email address (before @htu.edu)
Your **password** is the same as for your university email or for my.htu.edu

Do not log into a library computer using any other account than your own.

Files saved to the computer on the Desktop or in the My Documents folder remain on the computer after you have logged off. However, since the library is the main campus computer lab and frequently busy, there is no guarantee that you will be able to access that specific machine again. Save all work to a flash drive (jump drive, USB drive, memory stick, etc.) or your HT Microsoft 365 (cloud) account before logging off.

Protect your account by **logging off** when you leave your computer!

CHROMEBOOK LAPTOPS

The Downs-Jones Library has a limited stock of Chromebook laptops available for **1-week checkout** by students. To check out a Chromebook, you must be a current student and have your student ID. Chromebooks **cannot be renewed** online.

Chromebooks cannot install additional software, including Microsoft Office. Users must have a @gmail.com address to log on and use Google Documents and Drive.

There is no charge to check out a Chromebook, unless the laptop is returned **late during a period of high need, returned damaged, or returned without the included charger cord.**

- Late fees for Chromebooks during periods of high need are \$5.00 per day. Students checking out a Chromebook during a period of high need will be informed of this status and the associated fines at the point of checkout.

- If a Chromebook is checked out and never returned, the student will be charged \$215 for a replacement Chromebook.
- If a Chromebook is checked out and returned broken, the student will be charged \$215 for a replacement Chromebook.
- If a Chromebook is returned without the power cord, the student will be charged \$45 for a replacement charger.

PRINTING

To print in the library, email your document from your HT email address as an attachment to library@htu.edu with the subject line "Print". Specify in the subject line or email body if the printout should be double-sided, in color, a nonstandard size, or multiple copies.

Emails from personal email addresses may be delayed or be caught in spam filters.

Please pick up your printouts as soon as possible. The library will not store unclaimed printouts overnight.

Printing in the library is currently free.

COPYING AND SCANNING

Copying (making a reproduction of something you have already) and scanning (creating a digital image to read or send on the computer) are done by the same machine. Copying is free and makes copies in both black and white or color. The copier has paper in 8.5"x11" and 11"x17" sizes. Please ask a librarian for help with changing the paper size settings.

Scanning is free and can accommodate up to an 11"x17" document. The scanner can scan to your HT email (small files only, not recommended for images), your OneDrive account, or a flash drive. The scanner can scan both pages of an open book at once with the correct settings. It can scan multiple pages to a single document for easier review.

The Knowledge Imaging Center (KIC) Click Mini scanner is a self-service overhead scanner that allows the user to scan and export content to email or USB. This device is located downstairs and is ideal for scanning textbook chapters or other media that do not benefit from being placed face down on a scanner screen. Follow the prompts on-screen to use. Use of this device is free.

Please ask a librarian for help if you are unfamiliar with any copier or scanner. View or download the Printer Manual online at <https://htu.edu/academics/library/media-and-tech-services/technology-in-the-library>

RESERVE TEXTBOOKS

The library has some textbooks that are required for certain courses. The library does not buy textbooks, and depends entirely on donations and loans from the professors teaching those courses or students previously enrolled in those courses. The final decision about which textbooks are available in the library is at the discretion of the professor who owns the book and/or teaches the course.

To find out if the library has the textbook you need, ask at the main desk, Chat with a Librarian, or check out the Course Reserves link on the library home page, under the Visit the Library menu. Courses are listed by four-letter subject (BIOL, KINE, PSYC, etc.) and course number.

Textbooks check out for 2 hours, and must remain inside the library building. Textbooks may not be marked on, written in, or otherwise defaced, and must be returned in the condition in which they were loaned.

Textbooks may be photographed, photocopied, and/or scanned. Ask a librarian for assistance.

STUDY ROOMS

Study rooms and spaces in the library can be reserved at the library desk or [online at our Skedda site](#) for 30 minutes to 3 hours. The student making the reservation must show their student ID at the library desk.

Spaces Available

- Group Study Rooms: Two rooms fit **1-4** people.
 - Contents: table, chairs, OneScreen smartboard, Oransi air filter.
 - Upstairs.
 - Food and drink permitted, but students are solely responsible for cleanup.
 - Primarily for student and faculty use.
 - Students without a reservation or a group may be asked to vacate the room.
- Multipurpose Room: One conference room fits **20** people.
 - Contents: movable but connected tables, chairs, OneScreen smartboard, laptop, moveable whiteboard, Oransi air filter.
 - Downstairs.
 - Dry erase markers are available at the Circulation Desk upon request.
 - Food and drink permitted, but attendees and participants are solely responsible for cleanup. Trash can and recycling bin must be removed from the room upon end of session.
- WhisperRoom Recording Booth: One sound-isolated booth fits **1** person.

- Contents: desk, chair, light fixture, laptop, Blue Yeti USB microphone (on request).
- Downstairs.
- Air filtration and circulation system is built into the booth.
- Food and drink are NOT permitted in the booth under any circumstances.
- Sleeping is not allowed in the booth under any circumstances.
- The WhisperRoom recording booth is locked when not in use. Please ask at the Circulation Desk for the booth to be unlocked.

CHECKING OUT BOOKS

To check out books, bring your selections to the library desk and present your HT ID. You must have a current HT ID card to remove books from the library. Some titles cannot be checked out, including material from the Archives (downstairs), Reserve Textbooks (behind the main desk), and Reference (marked as REF).

By checking out a book and removing it from the library, you accept responsibility for that item and its condition when returned. Please look after your borrowed books.

Students may check out up to 25 books at a time for three weeks, and may renew the books twice either in person or online. Books returned late do not currently incur late fines, but patrons are encouraged to return their books before the due date. Books never returned or considered lost incur fines of \$45 per item. This supports purchase of a replacement copy. If the lost item is replaced by the borrower, these fines may be waived at the librarian's discretion.

Faculty and staff may check out up to 25 books at a time for four weeks, and may renew the books three times either in person or online. Faculty and staff are not charged late fees, but books never returned or considered lost incur fines of \$45 per item. This supports purchase of a replacement copy. If the lost item is replaced by the borrower, these fines may be waived at the librarian's discretion.

All members of the HT community are eligible to check out books. However, patrons with fines of \$50 or more may be blocked from removing books from the library until their fines are paid.

To check the status and due dates of your books, or renew a book, click the "Your Account" button on the library home page.

CHECKING OUT MEDIA

Circulating DVDs may be checked out from the library under the same policies as books.

CHECKING OUT TECHNOLOGY

Circulating media technology and equipment may be checked out from Room 103 (downstairs) with a valid HT ID card and active library account. Devices may also be checked out from the Circulation Desk (upstairs) if requested in advance. A full list of circulating devices can be found starting at the [Check Out Technology](#) page of the Media and Technical Services pages. These items cannot be reserved online and must be requested in person, through email, or through Chat with a Librarian.

Students may check out up to 2 devices for 1 week each. Additional items may be permitted upon request.

Faculty and staff members may check out up to 3 devices for 3 weeks each. Additional items may be permitted upon request.

Late fines are not charged for media technology, except during periods of high demand. Patrons will be informed at the time of checkout if late fees for media technology are currently in effect.

Lost item fines of up to \$300 will be charged if devices have not been returned by the end of the semester in which they were checked out, or if they are returned damaged. Fatal damage to a device may include but is not limited to broken hinges, cracked casing, ruined or blacked-out screen, corruption by virus or other malware, food or liquid damage, or broken or missing keys. Lost item fines will be assessed based on the original purchase price of the device.

TEXSHARE

The TexShare program allows patrons of Texas libraries to check out books from other Texas libraries that they visit.

TexShare cards are available free at the Circulation Desk, and allow all HT students, faculty, and staff to visit and use the resources of the University of Texas, Austin Community College, the Austin Public Library, and many other libraries across the state. TexShare cards are valid for one semester for students and one calendar year for faculty.

TexShare card holders must abide by the rules of all libraries that they visit, and responsible for returning their books to the original library – *not* the Downs-Jones Library – on time and in good condition. You are liable for any late fines, lost item fines, or damaged item fines charged by the original lending library.

INTERLIBRARY LOAN

Interlibrary Loan is a cooperative lending program between libraries worldwide. If you need a book or DVD that cannot be found within a reasonable driving distance, or a journal article from a publication the university does not subscribe to, Interlibrary Loan can get that item for you for free.

To place an Interlibrary Loan request, click on the “Interlibrary Loan” link on the library home page and fill out the form. Articles may take 3-5 days to be scanned and sent to you. Books and DVDs must go through the United States Postal Service, and may take 1-2 weeks to make the trip. You will receive an email when your request has been sent by another library, and another email when it is ready for pickup or download.

Interlibrary Loan physical items must be returned in good condition to the Downs-Jones Library on or before the due date printed on the attached paper slip. You are liable for any late fines, lost item fines, or damaged item fines charged by the original lending library. PDFs obtained through Interlibrary Loan do not need to be returned.

FINES AND FEES

Library fines exist as an incentive for patrons to return their items and to provide for the replacement of lost or damaged items. This keeps library items available to the entire campus community for as long as possible.

Please be gentle with library items – they are only on loan to you. **Do not** write in, tear, fold, bend, or otherwise mark library items.

Items **returned late** do not currently incur late fees. If Chromebooks or media technology are experiencing high demand, these devices returned late will incur a fine of up to \$5.00 per day. Patrons will be informed at the time of checkout if late fees for devices are currently in effect.

Items that are **never returned** – more than 4 months overdue – incur a lost item fine of \$45.00. This allows the library to purchase a new copy or otherwise replace the item. Because of its higher value, technology that is never returned – more than 4 months overdue – incurs a lost item fine of up to \$300, depending on the replacement cost. If the device is returned but accessories, such as the charger or memory card, have been lost, this situation will incur a lower fine of \$45.00.

Books or media technology returned so **damaged** that they can no longer be checked out to new patrons are considered “lost” and incur the same fines as a lost item.

- Fatal damage to a book may include but is not limited to severe water damage; covers or pages torn; spine cracked; pages missing, colored on, or otherwise defaced; food stains; or dust jacket missing.
- Fatal damage to a device may include but is not limited to broken hinges, cracked casing, ruined or blacked-out screen, corruption by virus or other malware, food or liquid damage, or broken or missing keys.

Fines may be paid in the library in cash, or in the business office with cash, credit or debit cards, or – in some circumstances – financial aid. To pay fines in the business office, students must pick up a receipt from the library. Please remember to contact the library again after the fines are paid so they can be removed from the patron’s record.

Fines do not accrue interest over time, but must be paid before graduation or upon withdrawal from the university. Students with outstanding library fines **will not be permitted to graduate**.

CITATION HELP

Citations must follow these formats to be correct. Always credit every source you use using both in-text and full citations. Not citing is plagiarism, and **plagiarism is theft**.

If you are citing a source from a library database, look for a button labeled “Cite”. Clicking on this and selecting a citation style will automatically create an appropriately formatted citation. Just copy and paste to your References or Works Cited page!

Visit our Writing & Citing LibGuide at <https://htu.libguides.com/citing> for assistance with citing your sources properly.

APA, MLA, and Chicago style guide handouts are available in the library. See the next page for the APA and MLA guides.

For help, ask a librarian or check out the Purdue Online Writing Lab at <https://owl.english.purdue.edu/owl/>.

<p>APA HELP</p> <p>Education Social Sciences Business</p> <p>IN-TEXT CITATIONS</p> <p>Everything you quote, refer to, or paraphrase. End sentences with (Author's Last Name, Year).</p> <p>For more, go to the Purdue OWL - search "purdue owl apa"</p>	<p>BOOKS</p> <p>Author, A. A. (Year of publication). <i>Title of work; Subtitle of work</i>. Location: Publisher.</p> <p>Author, A. A. & Author, B.B. (Year of publication). <i>Title of work; Subtitle of work</i>. Location: Publisher.</p> <p>Author, A. A. (Year of publication). <i>Title of work; Subtitle of work</i>. Available from URL.</p> <p>WEBSITES</p> <p>Author, A. A., & Author, B. B. (Date of publication). <i>Title of document or page</i>. Retrieved from URL.</p> <p>JOURNAL ARTICLES</p> <p>Author, A. A. (Date of publication). <i>Title of article. Title of Journal, volume number, page range</i>. Retrieved from URL.</p> <p>NEWSPAPER: Author, A. A. (Year, Month Day). <i>Title of article. Title of Newspaper</i>. Retrieved from URL.</p> <p>SOCIAL MEDIA</p> <p>Name or username. (Year, Month date). Title or text of post. Message posted to URL.</p> <p>VIDEOS</p> <p>Movie: Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). <i>Title of motion picture [Motion picture]</i>. Country of origin: Studio or distributor.</p> <p>YouTube: Username. <i>Title [Video file]</i>. Retrieved from URL.</p>	<p>MLA HELP</p> <p>English Liberal Arts Humanities</p> <p>IN-TEXT CITATIONS</p> <p>Everything you quote, refer to, or paraphrase. End sentences with (Author's Last Name, Page Number).</p> <p>For more, go to the Purdue OWL - search "purdue owl mla"</p>	<p>BOOKS</p> <p>Last Name, First Name. <i>Title of Book</i>. Publisher, Publication Date.</p> <p>Last Name, First Name, and First Name Last Name. <i>Title of Book</i>. Publisher, Publication Date.</p> <p>WEBSITES</p> <p>Author's Last Name, First Name. "Title of Web Page." <i>Title of Website</i>, URL of webpage. Accessed day month year.</p> <p>JOURNAL ARTICLES</p> <p>Last Name, First Name. "Title of Article." <i>Title of Journal</i>, vol. #, issue no. #, Year of Publication, URL or Permalink. Accessed day month year.</p> <p>SOCIAL MEDIA</p> <p>Name or Username. "Title or text of post." Facebook, day month year, URL. Accessed day month year.</p> <p>@twitterhandle. "Complete text of tweet." Twitter, day month year, time, URL of tweet.</p> <p>"Title of Video." YouTube, uploaded by Username, day month year, URL.</p> <p>OTHER</p> <p>Images: Artist's Last Name, First Name. <i>Title of Image</i>. Year of creation. Location of artwork (if physical). Host Website, URL. Accessed month year.</p> <p>Interviews: Subject's Last Name, First Name. Interview with Interviewer's Full Name. Date. Source of Interview, volume, issue, page numbers, or URL.</p>
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EVENTS IN THE DOWNS-JONES LIBRARY

Scheduling

- The Downs-Jones Library requires two weeks' notice before any event can be staged in the library.
- Event organizers **must** visit the library at least three days before the event, preferably earlier, to evaluate the space.
- Guests are required to observe all health and safety procedures related to COVID-19 as mandated by Huston-Tillotson University.
- Huston-Tillotson and the Downs-Jones Library reserve the right to refuse events and reservations if the event is disruptive to university operations, destructive of or damaging to university property, too large for the requested venue, or misrepresented to university staff.

Spaces Available

- Upstairs Floor: Sunlit upper floor accommodates up to **50** free-moving people.
 - Movable furniture includes: 7 tables, 80 wheeled chairs, 25 couches or plush seats, and 2 low circular tables.

- Immovable furniture includes: 3 diner-style booths, 4 long computer desks; 4 periodicals shelves; library stacks (main print collection); copy machine; 18 computers; central library desk.
- Central library desk and librarians' offices are off limits.
- Food and drink permitted, but event coordinators are solely responsible for cleanup.
- Entire Library: Two sunlit floors accommodate up to **80** free-moving people.
 - Movable furniture includes: 13 tables, 114 wheeled chairs, 34 couches or plush seats, and 2 low circular tables. Furniture may not be moved between floors.
 - Immovable furniture includes: 3 diner-style booths, 9 computer desks; 4 periodicals shelves; library stacks (main print collection); copy machine; 30 computers; central library desk.
 - Central library desk and librarians' offices are off limits.
 - Food and drink permitted, but event coordinators are solely responsible for cleanup.

Events that reserve entire floors or the entire library force the closure of the library to students, faculty, and staff. As such, requests to use the library during peak academic periods may be denied. The library asserts the right to refuse event reservations that do not fit the space available.

Please contact Ms. Linda Jackson, Huston-Tillotson University's Vice President of Institutional Advancement, ljackson@htu.edu and Dr. Cynthia Charles, ccharles@htu.edu, for the library's complete Terms of Service for events.

CHILDREN AND ANIMALS

Children of all ages are welcome in the library, on the condition that they are accompanied by an adult guardian or a currently enrolled student. Librarians cannot take responsibility for unattended minors left in the library, and this practice is not permitted.

The library is an academic space and is not designed to accommodate or entertain children. Parents and guardians are required to supervise their children at all times and ensure that their presence does not disrupt other students at their studies.

Service animals are welcome in the library. Emotional support animals are permitted in the library with appropriate supervision.

All animals must be under the care of their handlers at all times. Animals causing distress to other patrons or disturbing the normal operation of the library may not remain in the building.

UNIVERSITY ARCHIVES

The Downs-Jones Library Archives and Special Collections (located on the lower floor) house general collections such as institutional reports, deeds, artwork, photographs, newspapers, proclamations and certificates, sports ephemera, and other relics of Huston-Tillotson's history. All special collections consist of materials created by HT staff, faculty, alumni, and presidents. Some artworks are on display throughout the library, the reading room in the archives, the President's Dining Room, Evans Hall, and the Jackson-Moody building.

Yearbooks published by Samuel Huston College, Tillotson College, and Huston-Tillotson College are housed in the archives' repository. The yearbooks are not for sale. Board Reports of the President to the Board of Trustees are also housed in the repository.

This space is overseen by the University Archivist. Items may not be removed from the Archives, and the African artwork collection is currently not available to lend.

Learn more about the Archives [on our website](#).

Currently, not all collections at the Downs-Jones Library and Special Collections have been processed. Preliminary finding aids are available to view [on the University Archives' website](#) to assist researchers in understanding the contents of a collection. Researchers can also view finding aids on [Texas Archival Resource Online](#) for further information about collections. Efforts to improve the organization of the Archives are ongoing.

The University Archives owns the rights to digitized materials located in the [Digital Collections](#). Please consult the [Archives Policy](#) before conducting research in the archives and [Digital Preservation Policy](#) before using materials from the Digital Collections.

[HT RAMS Media Archive](#) is one of the many services that the University Archives offers to HT's faculty, staff, students, as well as TexShare Card holders in good standing. Patrons are eligible to check out DVDs from the Circulation Desk. Patrons must have an HT ID card or a TexShare card to check out items, and may check out up to 5 DVDs at once for 7 days.

Access to the Archives is available by appointment between the weekday hours of 8:30 AM and 4:30 PM. Visit the University Archives website to [schedule an appointment](#) and direct all questions to archives@htu.edu.

Inquiries about the provenance and value of the African artwork collection should be directed to the Office of the President.

Food and drink are not permitted within the Archives. Non-flash photography, use of laptops, and note-taking using pencils and a non-spiral notepad are allowed.

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