MySAU (Campus Portal)

Faculty, Staff, and Student Account Login
MySAU provides access to most online services including Blackboard, student e-mail, my SAU, and the library’s electronic resources.

Usernames: Students may obtain their username by selecting mySAU from the “Quick Links” on the SAU homepage. Once at the mySAU webpage, select “View My Login Information” and submit your request. Typically, the Username is the first and middle initial, last name, and an assigned four digit number. (i.e., iastudent4321).

Passwords: If you are unsure of your password, you may reset it using the “I forgot my password.”

IMPORTANT: Always log out when finished!

Campus Connect
Through Campus Connect, you may:

- View current class schedule
- View grade report
- Check course availability
- View financial aid functions
- View unofficial transcripts
- View demographic information
- View holds on your account
- See your username & email address

Blackboard
Blackboard is a Web-based education tool that accompanies many SAU courses. Blackboard allows students to access information about their courses and performs a variety of tasks, such as submitting assignments. To access, go to the SAU homepage, select the Blackboard link. Log into Blackboard from the SAU home page using your login ID (i.e., ABStudent1234).

Campus Printing
Your technology fee provides you an allotment of $5 for printing per semester (color $.10 / b&w $.02 -per page). Additional pages can be purchased in increments of $5 at the Business Office. Students may call or go by the Business Office, Monday-Friday from 9 a.m. to 4 p.m. and purchase additional allotments with a debit or credit card. Unused pages that were purchased above the allotment will be rolled forward to the next semester.

Other Helpful Contact Information

Information Technology Services Helpdesk
E-mail: helpdesk@saumag.edu
Phone: (870) 235-4083

Southern Arkansas University
100 East University
Magnolia, Arkansas 71753
Telephone: (870) 235-4000  Webpage: web.saumag.edu

Contact Information
100 East University, MSC 9401
Magnolia, AR 71753
Circulation Desk: 870-235-4170
Email: Library@saumag.edu
https://web.saumag.edu/library

Library Staff
Del Duke  Director, Instruction, and Business Librarian
Holli Howard  Public Services Librarian
Tanya Knight  Acquisitions Assistant
Anne Lee  Electronic Resources Assistant
Donna McCloy  Reference and Education Librarian
Julie Metro  Electronic Resources and Liberal & Performing Arts Librarian
Margo Pierson  Government Documents, Systems, and Science & Engineering Librarian
Kayla Rasberry  Circulation Assistant
Peggy Rogers  Periodicals Librarian

Regular Fall/Spring Semester Hours:
Sun  2:00 p.m.- 11:00 p.m.
Mon-Thurs 7:30 a.m.-11:00 p.m.
Fri 7:30 a.m. – 5:00 p.m.
Sat 10:00 a.m. - 4:00 p.m.
(Holiday, Summer, and Break hours vary from above)
Magale Library Check-Out Policies

A University I.D. card or non-university card is **required** to check out books, other items, and reserves.

**How long may I keep the items I’ve checked out?**

- **Books** – 28 days
- **Video tapes, DVDs, Music CDs, and records** – 7 days
- **Audio tapes and books on CD** – 14 days
- **Reserves** – according to professor’s request: in-library use only, 1 day, 3 days, or 7 days

**How much are fines on overdue books, other items, and reserves?**

- **Books/other items** – 10¢ per day past due date
- **Reserves** – $1 per hour for every hour overdue.

Overdue and fine notices are sent via email. Student fines and other fees are paid at the Business Office in Overstreet Hall. **Student records will be put on hold for overdue items.**

Non-university user fines and lost book fees are paid at the library Monday—Friday 8 a.m.—4 p.m.

**May I renew items?**

- **Books/other items** – May be renewed **once** by phone or in person for same period of time as original check out.
- If another patron has requested an item you have checked out, you will not be able to renew it.

**What items cannot be checked out?**

Reference books, magazines, newspapers, and maps are in-library use only.

**Research and Study Areas are available throughout Magale!**

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**Magale’s Online Resources**

Available via: [https://web.saumag.edu/library](https://web.saumag.edu/library)

**Magale’s Quick Search Electronic Collections**

Magale Library subscribes to a discovery service that allows students to search most of Magale’s electronic resources simultaneously. The Quick Search Electronic Collections tool is available via the Magale Library webpage. Users often find it best to limit their search to “Full-text” items to only retrieve items they can view in their entirety via the computer. Users often also choose to limit their items to “Scholarly/Peer-reviewed Journals” to assist them in retrieving scholarly materials.

**Online Databases**

Magale Library subscribes to many online databases. Databases are collections of online journals, magazines, newspapers, and other publications that typically contain thousands of full-text articles and citations. Magale’s online databases are available via the library’s home page; see “Electronic Resources,” then “Databases by Title.”

<table>
<thead>
<tr>
<th>Magale’s Popular Online Collections:</th>
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<tbody>
<tr>
<td>EBSCO Host</td>
</tr>
<tr>
<td>Gale Databases</td>
</tr>
<tr>
<td>JSTOR</td>
</tr>
<tr>
<td>Science Direct Database</td>
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<tr>
<td>Films on Demand</td>
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<tr>
<td>EBSCO eBooks</td>
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**PrepStep**

This database provides resources based on the LearningExpress platform and includes additional content oriented towards 4-year universities. Included materials help with basic skills, computer applications, test preparation, and more in Adult Learning Center; Career Center; College Preparation Center; College Center; Computer Skills Center; High School Equivalency Center; Recursos para Hispanohablantes (Spanish Center); School Center (gr. 4 & up).

**Online Journals**

A quick way to see if the library subscribes to a specific full-text online journal is by using the A to Z list. The A to Z list is located via the library’s home page; see “Online Resources,” then “E-Journals by Title.”

**Interlibrary Loan Services**

Current students, faculty, and staff of Southern Arkansas University may use Interlibrary Loan Services to obtain materials from other libraries not available from Magale Library. Response times from lending libraries vary. Please allow up to two weeks for delivery of materials. You may use the appropriate online forms available via the Magale Library website under “Library Services” when Interlibrary Loan materials are needed.

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**Not sure how to find something or need help with research?**

**ASK A LIBRARIAN!**

Email: Library@saumag.edu Phone: 870-235-4170

Also, see helpful library guides and video tutorials on the library’s webpage: [https://web.saumag.edu/library](https://web.saumag.edu/library)