

Be a Friend



For more information contact
Gwen Dobbs at 405-974-2877
or visit the Friends at
library.uco.edu/support/friends.cfm

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YOUR UCO Library

A Faculty Quick Guide

Research @ Your UCO Library

UCO's Max Chambers Library offers a wide array of research tools and services through its website, instruction program, course reserves and by working directly with a professional librarian.



Faculty Research

<http://library.uco.edu>

Catalogs and Databases

The [Find Books](#) link directs you to our library catalog, Worldcat and other state library catalogs. The [Find Articles and Find Facts](#) links directs you to over 140 databases and online reference tools. They are listed alphabetically, but databases can also be sorted by discipline or vendor at the top of each page. The majority of our research tools are available on or off-campus through the library website, but a select few must be accessed from within the UCO Library. Faculty may also request an appointment with a reference librarian or their department's designated Library Liaison for a one-on-one introduction to our resources in their discipline. A service we recommend for new faculty, especially.

Ask Us!

<http://library.uco.edu/ask/>

A page connecting you to our professional staff, by telephone, email, chat, and text in real time. Need help now? Contact us on our ASK US! page whenever the Library is open.

Services Available online

The [Library Services](#) and [Faculty Services](#) links direct you to our many different services, such as:

[Interlibrary Loan](#)

[Materials Ordering](#)

[Copy Services](#)

[Electronic Reserves](#)

[Library Instruction Scheduling](#)

[Create a Library Assignment](#)

[Check your Library Account](#)

[Report a Technical Problem](#)

[Information Literacy Tutorials & Quizzes](#)

Helping Students Learn

Library Instruction

The [Library Instruction Program](#) offers basic and advanced classes in a 45 station hands-on learning environment. Our goal is to familiarize students with the resources and services of the library, and teach information literacy skills necessary to find, filter, and use information appropriately. Classes are most often scheduled for a single session. However, some find that two class sessions result in better retention and skill acquisition. For best results, we recommend students receive their library research assignments and choose their research topics just prior to their instruction session. Students are generally more engaged when they arrive with their information needs in hand. Instruction sessions may be scheduled through the Library Instruction link on the library's website or by contacting Jason Cimock, jcimock@uco.edu 974-2947. If you are involved with CPDE and teaching classes online, contact our eLearning Librarian Deborah Thompson, dthompson@uco.edu or 974-2880, to discuss a custom library tutorial for your distance students.



Online Instruction

The Library also offers two alternative methods for incorporating information literacy and library research in your curriculum. If your schedule precludes an in-person [Library Instruction Session](#), the library hosts an online, self-grading tutorial entitled [SearchPath](#), as well as a 30 question [Information Literacy Quiz](#), which can also be incorporated into WebCT. Other services available under the same link include: [Creating Effective Library Assignments Tip Sheet](#), popular library handouts, class specific guides/blogs/videos (contact an instruction librarian to create one for your class), and an online form that generates an effective, subject specific library assignment for you, the [Assignment Machine](#).



Course Reserves

Another tool for students and faculty is [Library Reserve](#). Faculty members may place materials on reserve, either electronically or in print, which will be used intensively by their students. Online materials can be accessed 24/7 through the library's catalog. Print Reserve materials are located at Circulation and will circulate from 2 hours to up to 7-days. Please allow 3 days for items to be placed on Reserve.

Your UCO Library

The UCO Max Chambers Library is committed to one-on-one service on and off campus. We offer a wide array of research tools and services through our website. Access to electronic resources is seamless on-campus; off-campus access for Faculty and Staff requires your network user ID and password. Off-campus access for students requires their UCONNECT user id and password. The library is open Monday through Thursday from 7:30am to 11pm, Friday from 7:30am to 6pm, Saturday from 10am to 6pm and Sunday from 12pm to 11pm .



Assignment Tip Sheet

Help in Making Library Assignments

Assume minimal library searching skills

- Provide clear instructions about accessing databases or materials.
- Include explanations of unfamiliar terms, such as "Scholarly journal".
- Tie all library research exercises to class projects to increase retention.
- Avoid making assignments requiring many different research tools or databases.
- Assign students the library's Information Literacy Quiz or Searchpath tutorial or schedule a library instruction session tailored to the assignment.

Make assignments painless

- Clarify which research tools or databases students must use, giving the resource's name, access directions, and any other information necessary. Call the reference desk for assistance or suggestions at 974-2878.
- Distinguish between public websites and sources in the library's online databases (i.e., Ebsco in not the web).
- Do not limit sources by format (i.e. print only). Review topics with your students to avoid a topic too broad or too narrow.

And finally...

- Check to see that the library owns the material students must consult.
- Make sure required materials haven't changed format.
- Put individual materials that all students must use on Reserve.