

The Basics

for UCO faculty, staff, and students

Library Website: <http://library.uco.edu>

Got Questions? We've Got Answers!

Go to <http://library.uco.edu/ask/> and:

- Chat with us
- Email us
- Check out the FAQ
- Call at 974-2878

Visit us on MySpace and Facebook:

- MySpace:
<http://www.myspace.com/ucolibrary>
- Facebook Username: Reference Desk
- Library Instruction Blog
<http://library.uco.edu/instruction/blog/index.cfm>

Accessing Databases off Campus

1. From the library's website at <http://library.uco.edu>, click on **Find Articles (Databases)**
2. Click on the desired database. A login screen will appear (except when using the UCO Library Catalog).
3. Type in your UCONNECT user name and PIN # in the appropriate boxes. Your User Name usually is your first initial and last name, all in lower case letters without spaces (**Example:** Jane Student's UCONNECT ID is jstudent). Your **default** PIN is your birth date in 6 digits (**Example:** Jane Student's birth date, June 17, 1984 is 061784). If you've logged into UCONNECT before and changed your PIN, use your current PIN rather than the default

Hours (for fall and spring semesters; check website for summer and intersession hours)

LIBRARY	COMPUTER LAB/QUIET STUDY	ARCHIVES – 2 ND FLOOR
Mon – Thurs: 7:30 am – 2:00 am	Mon-Thurs: 7:00 am – 2:00 am	Mon - Fri: 8:00 am – 5:00 pm
Friday: 7:30 am – 6:00 pm	Friday: 7:00 am – 11:00 pm	Saturday: 12:00am – 4:00 pm
Saturday: 10:00 am – 6:00 pm	Saturday: 10:00 am – 11:00 pm	Sunday: Closed
Sunday: 12:00 pm – 2:00 am	Sunday: 12:00 pm – 2:00 am	By appointment: 974-2882

Keyword Searching

Keyword searching uses the words **AND**, **OR**, and **NOT** as connectors between keyword terms to tell a database how to search according to a system of Boolean logic. Your first task is to determine your research question or thesis statement.

Example: What are some factors that contribute to high morale on the job?

1. Identify the key concepts. In the example above, the key concepts are **morale** and **work**.

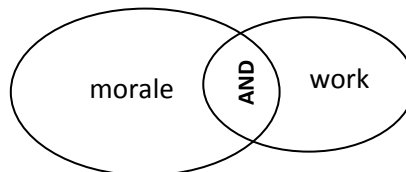
2. Make a list of synonyms for each of the concepts:

morale	work
satisfaction	employment
	job

3. Use Boolean logic to connect these keywords into a search statement.

AND requires both terms to appear in a record, for example: **morale and work**

This search will find all records with the word “morale” (the first circle) and the word “work” (the second circle) but will only show the records in which both terms appear (where the two circles overlap).



OR requires only one of the terms to appear in a record, for example: **morale or satisfaction**

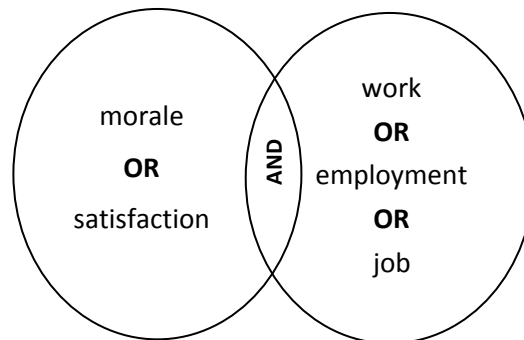
Use “OR” to broaden your search. This search will retrieve all the records in which at least one of the terms in each circle appears.

Put OR terms in parentheses:

(morale or satisfaction) and (work or employment)

Put into one statement, this search looks like this:

(morale or satisfaction) and (work or employment or job)



4. Truncate the keywords to pick up plurals or alternative endings. The truncation symbol in EBSCO databases is an asterisk (*), but some databases will recognize a question mark (?), hash mark (#), or exclamation point (!).

Example: **employ*** finds records with the words **employee, employed, or employment.**

Complete search statement: **(morale or satisf*) and (work* or employ* or job*)**

→ **One last tip:**

You may also use **NOT** to eliminate terms from a search.

Example: For articles about motivation of employees, but not managers, use this search statement:

(morale or satisf*) and (work* or employ* or job*) not manag*

Books

Click **Find Books (Catalogs)**. Chambers Library Catalog is accessible from anywhere by going to the library website at <http://library.uco.edu>.

Basic Searching

From the Basic Search screen, you can search the catalog in three steps:

Search for – Enter keyword(s) of a topic, title, author, call number, or Library of Congress subject heading (be sure to read the search hints on the search screen). Make keyword searches simple and broad to retrieve records for books that may address your topic.

Search by – Select the type of search you need for the terms you have entered.

OPTIONAL:

Limit results to one area of the library's collection or a particular format, for example "Main" (excludes special collections such as government documents or archival material) or "DVDs."

*More extensive instructions and search examples are available on the catalog web page.

Advanced Search

Advanced Search enables you to enter more than one set of search terms and to indicate how they should be searched without entering Boolean operators or quotations. Select "all of these," "any of these," or "as a phrase" from the drop down menu. The search by field options are also provided in a drop down menu. They allow you to specify the field of the record in which your terms should appear (i.e., keyword anywhere, title, author's name, or subject), or to search for records by ISSN, ISBN, Series title, publisher name, etc.

Course Reserves

Course Reserves are materials set aside by your professor for your class to read. You can find Reserves by clicking the "Reserves" link on the front page of the library website or by clicking the "Course Reserves" tab of the catalog. Search by professor name, department, or course number. Some materials are in print and can be picked up at the Circulation Desk. Some materials are electronic and may be read online.

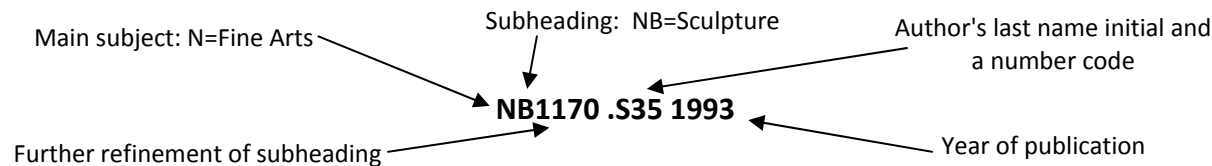
Other library catalogs

You may find materials at other libraries by clicking on "More Catalogs" on the library website. The most comprehensive catalog is WorldCat, which searches 45,000 libraries at once. If the library does not own an item that you need, click on the link for Interlibrary Loan and the ILL department will borrow that item for you. Alternatively, you can obtain an OK Share card from the Circulation Desk that will allow you to borrow materials from other academic libraries around the state.

How to read an LC Call Number

A subject browsing guide is available on the library website – click "Handouts," then "Library of Congress Call Numbers."

Most materials in the library are organized by the Library of Congress Classification System (LCCS). LCCS classifies all subjects into main headings under letters of the alphabet (N is for Fine Arts, for instance). A second letter narrows the topic further (NB is Sculpture, a subheading under Fine Arts). Numbers help to define a topic even further. A period is followed by another letter, usually the first initial of the author's last name, followed by numbers that narrow down the possibilities of another book with the same call number. Sometimes this call number is followed by the date of publication of the book.



Articles

Periodicals – newspapers, magazines and journals

Citation – the information identifying a source, e.g., article title, title of journal, volume, issue number, and page

Abstract – a short summary of an article

Index – a systematic listing of citations to source materials, such as articles, books, or dissertations.

Database – an online index, searchable by keyword, title, author, or subject

Specialized database – indexes literature in one discipline; e.g., ERIC is a database which indexes education literature

Record – citation, abstract, notes, and other information pertaining to one item in a database

You may view a complete list of databases on the library website under **Search Databases**.

Types of periodical literature

	Magazines	Trade Journals*	Scholarly Journals	Refereed or Peer-reviewed Journals**
Audience	general public	professionals	academics	academics
Reading level	high school or lower	high school – college	college or graduate	upper-level college graduate
Documentation	none or minimal	some, not consistent	fully documented	fully documented
Authorship	Staff reporter or free-lance writer	Staff, free-lance, or contributing professional	Academician or credentialed researcher	Academician or credentialed researcher
Examples	Newsweek, Ladies Home Journal	American Libraries, Progressive Grocer	Journal of Economic Issues, Lancet	JAMA, History of Education Review

*Trade journals contain information for people working in a particular occupation.

**Refereed journals - the articles have been reviewed by professionals in the same field as the author.

How to Find Articles

1. **Choose a database** appropriate for your search topic – you may find a list of recommended databases by clicking on Subject Guides on the library website or choose a database from the general list of databases. General databases such as Academic Search Complete cover many topics; subject-specific databases cover one subject area such as ERIC for education.
2. **Search by keyword using Boolean logic** (see page 2 of this handout). (Some databases also offer a thesaurus to facilitate subject searching.)
3. **Select and retrieve the articles you want.**
 - If there is a link to “full text” in the record, you will be able to obtain the complete article online. You can read it on the screen, print it out, save it to a flash drive, or email it to yourself. Click the “Find It” button to see if there is a “full text” link.
 - If the database provides only a citation, the journal may be owned by the library in print. Look up the title of the journal on the Periodical Title List on the library website. If it is in print on 4th floor, you may retrieve it by the Call Number. Journals in print are shelved on the 4th floor by call number. The most recent two years are on the north side in the Current Periodicals Room. Older issues are on the south side of the 4th floor.
 - If the journal is not available online or in print, you may order the article through Interlibrary Loan. Allow 7 days for completion of an ILL request.

Internet Research

We recommend these starting points:

Librarians' Index to the internet – <http://www.ii.org>
The Reference Desk – <http://www.refdesk.com>
Government Information – <http://library.uco.edu/gov/>

High-quality Internet research requires critical thinking skills – you must evaluate websites carefully before using them. Consider the following:

How to evaluate information from the Internet

Documentation:

Is there adequate documentation for factual statements?
Is the documentation reliable, verifiable from a second source?
Is there enough information to cite this information in a paper (author, title, source, date)?

Content:

Is the information current? When was the last time the page was updated?
Does the page have good flow, indicating that some thought went into its design?
Are there many spelling or grammatical errors that indicate hurried thought?
Is it flashy, with little content?

Authority:

Who produced this site – is it a credible source? Anyone can put up a website – be skeptical of the source.
Is this document self-published or does it carry the weight of a publisher or organization? What is the domain of the URL? Some common domains are:

- .com or .biz – a business or commercial website
- .edu – an educational institution
- .gov or .mil – a US military or government webpage
- .net – a personal website
- .org – a website for an non-profit organization

Persuasiveness:

Is the document biased or slanted?
Are there few or no logical errors such as appeal to authority, circular reasoning, etc?
If you found this information in a printed source, would you trust it?

Citing information from the Internet (Find more under "Handouts" on the library website)

APA Format:

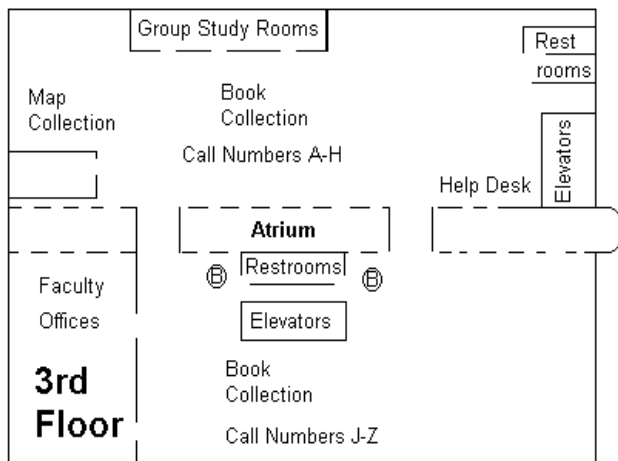
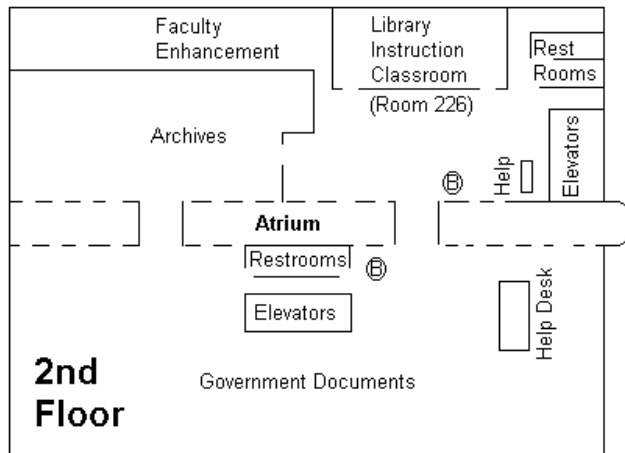
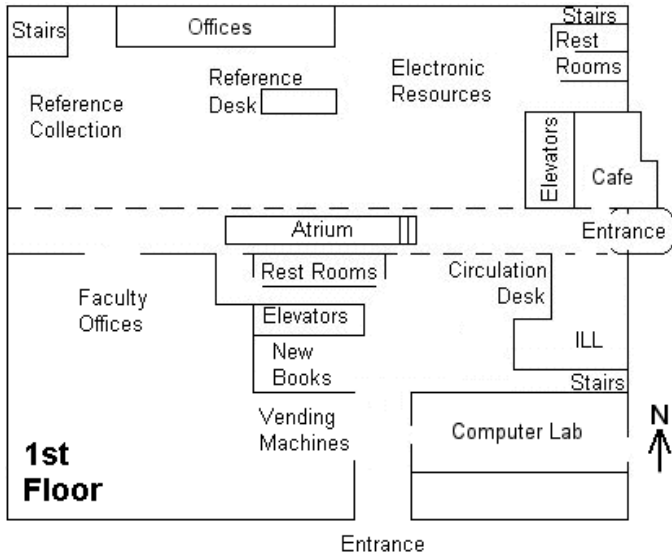
Author (Year). Title of article or title at top of page. Title of source such as magazine, if available. Retrieved date from the World Wide Web: <http://www.website.com>

MLA Format:

Author. "Title of short work within a larger project." Editor or compiler. Publication information of any print version. Title of entire project. Editor of entire project or database. Any identifying number (version, volume, issue information). Date of publication or latest update. Name of institution sponsoring the website. Date researcher accessed the website <<http://www.website.com>>.

PLEASE NOTE: Some websites may not have all of these elements. Beware of using a website if it has obvious flaws or bias, or if you cannot find someone responsible for its content and a date when it was posted or updated.

Chambers Library Floor Maps



Locations

Administration Offices	2 nd S
Archives	2 nd N
ATM	1 st S
Audio Collection	4 th S
Book Collection	All 3 rd
Cafe	1 st N
Catalog	All floors
Children's Books	3 rd S
Circulation	1 st S
Computer Lab	1 st S
Copy Center	4 th S
Curriculum Collection	3 rd S
Electronic Resources	1 st N
Government Information	2 nd S
Interlibrary Loan	Circulation
Internet Computers	1 st N
Library Instruction Room	2 nd N
Map Collection	3 rd N
Multimedia Center	4 th S
New Books	1 st S
Newspapers	4 th N
Periodicals	All 4 th
Reference	1 st N
Reserves	Circulation
Ruby Canton Collection	1 st S
Technical Services	2 nd S
Vending Machines	1 st S
Video/DVD	4 th S

