

The Basics

for UCO faculty, staff, and students

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

Library News & Announcements

Do we have your textbooks?
 We have some textbooks on Reserve at the Circulation Desk. Search for title and author from our home page, then on the results page, limit to "Available in Library" on the left side. If we have the textbook on Reserve, it will say "Course Reserves/Circulation Desk 1st Floor." Ask for the book by the call number in parenthesis, such as (Baker #1).

More news:

- ▶ Fall Semester Hours
- ▶ Do we have your textbooks?
- ▶ Guest passes for wireless
- ▶ Schedule library instruction
- ▶ Get oriented with video tours
- ▶ Films on Demand in Central Search
- ▶ netLibrary is now eBook Collection
- ▶ What's the Y-Chapel of Song?
- ▶ Read all the library news

Featured New Books

Shigley's engineering

Ask Us!

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 Facebook and our Instruction Blog:

- Facebook Username: Reference Desk
<http://www.facebook.com/uco library>

Chambers Library | WebCT | UCONNECT | How can we improve? | Tech help |

Accessing Databases Off Campus

1. When you access the library's website at <http://library.uco.edu>, a login screen will appear when you click on a database under the **Articles/Databases** tab asking you to sign in prior to searching.
2. Type in your UCONNECT user name and password in the appropriate boxes.

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 or catalog 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**.

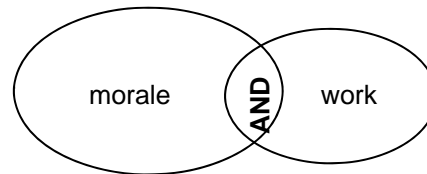
2. Make a list of synonyms for each of the concepts:

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).

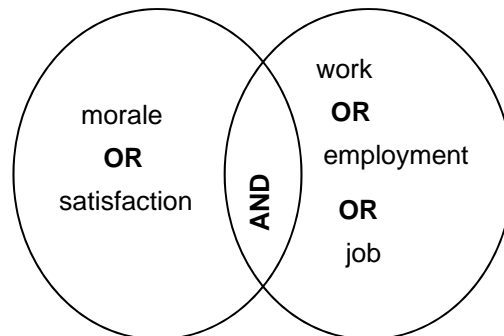


OR requires only one of the terms to appear in a record, for example: **morale or satisfaction**

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 the majority of the 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***

Using Central Search

Find books, videos, music, course reserves, and articles, all in one convenient interface.

The main search box on the homepage retrieves results from the catalog and most of the library's databases in one search



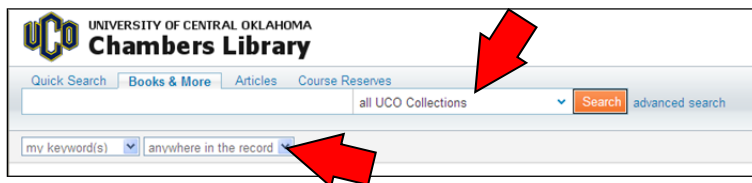
- **Narrow your search as much as you can.** For example: a search on "psychology" will get too many hits. Narrow your search to a topic within psychology, such as searching "dementia or Alzheimer's disease" to get the results you need.
- **Use phrasing.** To search for a phrase, put quotation marks around it, for example: "global warming."
- **Use limiters.** After performing a search, use the limiters on the left-hand side to filter your results. Limiters such as **Full Text Online**, **Peer-Reviewed**, and **Available in the Library** are particularly useful.

TIP: Quick Search is *fast* but doesn't cover everything in our databases. It's a great place to start exploring your topic.

Finding Books and Other Materials Library Owns



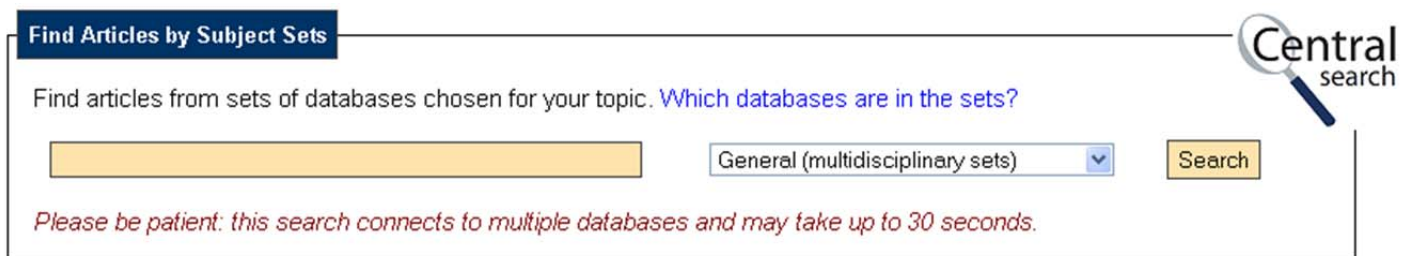
Click on books/catalogs to search only for materials the library owns.



- Limit the search to a specific collection in the library
- Tell the database to search for keywords in specific parts of the record, such as title or author

Finding Articles by Subject Sets

Finding Articles by Subject Sets is a different way to search Central Search.



To access this search mode, from the library's homepage, click on **Find Articles/Databases**.

- **Choose from 19 different database sets.** Each set has been carefully constructed by librarians to give you the most relevant results.
- **Slower loading times.** Because this mode individually searches each database in the desired set, results often take 30-45 seconds to load.
- **Cannot limit to Full Text Online and Peer-Reviewed articles.** Just as with the slow loading times, these limiters cannot be used because of the way this search mode searches each database individually.

Searching for a Specific Database

Click on **articles/databases** for a list of all the library's database subscriptions.



Articles -- General Information

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 **Find Articles/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.

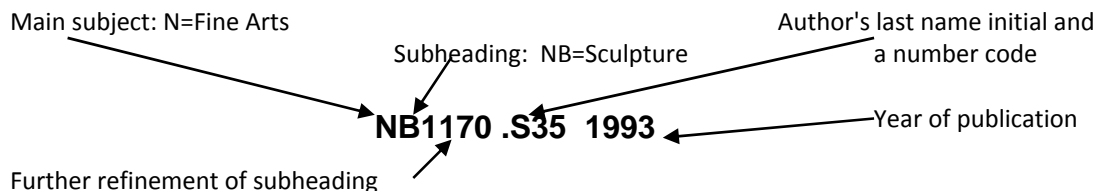
**Refereed journals - the articles have been reviewed by professionals in the same field as the author.

Books -- Library Call Numbers

How to read an LC Call Number

A subject browsing guide is available on the library website – click on the “Library Instruction” link, then “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.



Need to find books outside UCO?

Click on **Catalogs** on the website and select WorldCat, which search 54,000 catalogs.

Internet Research

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 " Library Instruction->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:

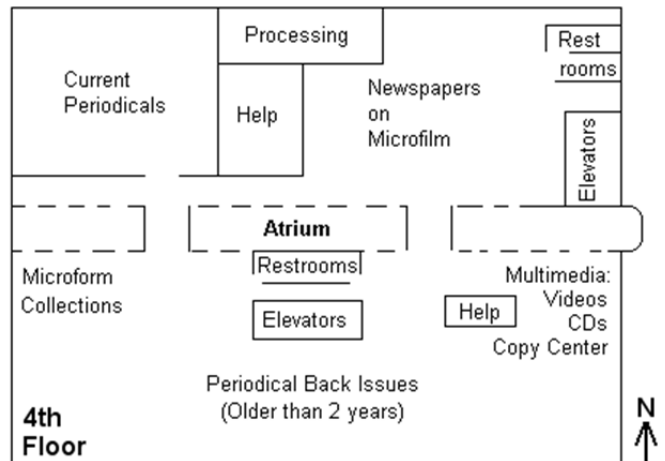
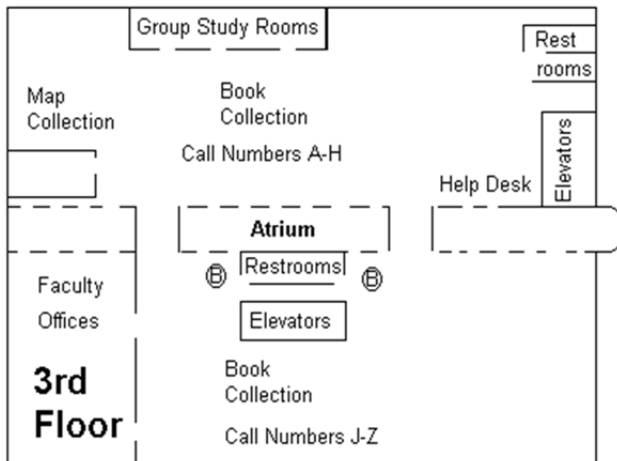
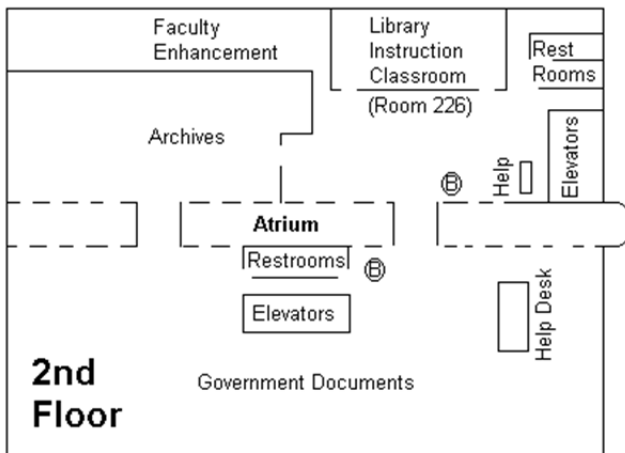
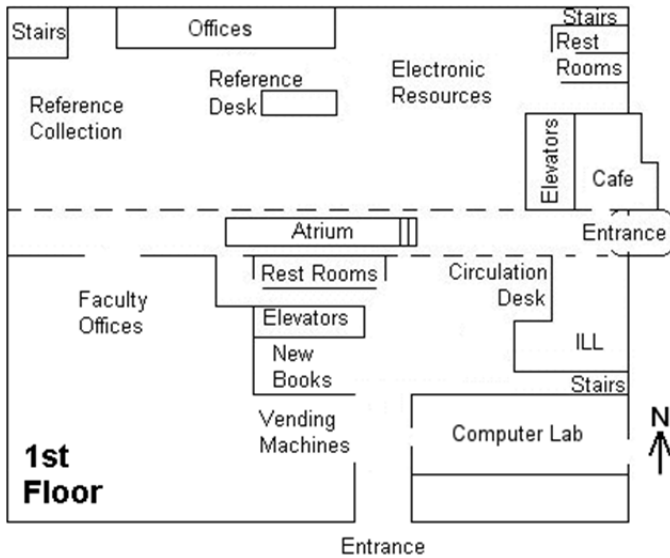
Author. "Title of short work within a larger project." Editor or compiler. Publication information of any print version. Title of entire project. Editor of entire project or database. Any identifying number (version, volume, issue information). Date of publication or latest update. Name of institution 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.

Need help citing Internet Sites? Find more under "Library Instruction->Handouts" on the library website

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