Questions? We’ve Got Answers!
Go to [http://library.uco.edu/ask](http://library.uco.edu/ask) to:
- Live chat with us
- Email us: reference@uco.edu
- Check out the FAQ

Call us: 974-2878
Visit us on Facebook: [https://www.facebook.com/uco.library](https://www.facebook.com/uco.library)

[http://library.uco.edu](http://library.uco.edu)

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Hours: Fall and Spring Semesters

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>COMPUTER LAB</th>
<th>ARCHIVES – 2ND FLOOR</th>
</tr>
</thead>
</table>
| Mon-Thurs: 7:30 am – 2:00 am  
Friday: 7:30 am – 6:00 pm  
Saturday: 10:00 am – 6:00 pm  
Sunday: 12:00 pm – 2:00 am | Mon-Thurs: 7:00 am - 2:00 am  
Friday: 7:00 am - 11:00 pm  
Saturday: 10:00 am - 11:00 pm  
Sunday: 12:00 pm - 2:00 am | Mon-Fri: 8:00 am - 5:00 pm  
Saturday: 12:00am - 4:00 pm  
Sunday: Closed  
By appointment: 974-2882 |

Check website for summer and intersession hours

Accessing Articles and eBooks from Off Campus:
- At the beginning of each search session when you are not on campus, you’ll be asked to log in with your UCOnect user name and password
- Don’t remember your user name? Go to [https://broncho2.uco.edu/lookup](https://broncho2.uco.edu/lookup) for help finding it.
Keyword Searching Tools

Phrase Searching
To search for a whole phrase instead of individual words, use quotation marks around 2+ words that describe one concept. This will give you far more specific results.

For example: Oklahoma land run = 20,175 results
“Oklahoma land run” = 28 results

Spelling Variations and Plurals: Use Truncation
Truncation is a fancy word that simply means replacing one or more letters in a word with symbols in order to increase your results. Most databases use the asterisk * to replace letters at the end of a word.

For example: employ* finds items with the words employ, employs, employee, employed, employment, etc.

Advanced Searching: Use Boolean
Using Boolean logic means using commands to connect your search words. It helps you find better information and avoid the irrelevant. The Boolean connectors are AND, OR, and NOT. To illustrate, let’s say you need to analyze the question, “What creates high morale at work?”

Identify the important words in your question – for this example, morale and work. This diagram shows the different sets of articles you would get if you search for each word separately:

Think about how these two terms could be related. Then use Boolean terms as follows:

AND connects your search terms so you get results that have both of your search terms, but nothing that has only one of the terms.

For example: work AND morale . . . gives you only the shaded results shown here:

• AND results in fewer records
• Use AND if you get too many results to choose from
• Many search engines, including Google, use AND automatically

OR connects your search terms so you get results that have at least one (or more) of your search terms.

For example: work OR employment OR job . . . gives you all of the shaded results:

• OR results in more records
• Use OR if your first list of results is too short
• Works best for synonyms: morale – satisfaction; work – employment, job

You can even combine these search strategies for an even more powerful search. Use parentheses to separate groups of search words.

For example: you want to combine the following words into one search: morale, satisfaction, satisfy, satisfactory, employment, employee, work, job, jobs, service industry. Try this:

(morale OR satisf*) AND (work OR employ* OR job*) AND “service industry”

. . . Your search would find only the results indicated by the shaded area to the left.

NOT will eliminate terms from a search. If you want to search for articles about morale of employees, but not managers, you could search, for example:

(morale OR satisfaction) AND (work OR employment OR job) NOT manager

. . . Your search would find only the results indicated by the shaded area to the right:
Central Search

Find books, videos, music, course reserves, and articles, all from one convenient search box. Find it on our homepage, http://library.uco.edu

- **Narrow your search as much as you can.** For example, a search for “psychology” will get too many hits. Use any of the Keyword Searching Tools on the previous page to narrow your search to a smaller topic, such as dementia or Alzheimer’s
- **If you get no results, check your spelling.** Central Search can guess at some spelling corrections, but not everything
- **Use limiters.** On the results screen, use the limiters (blue-text links) 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

Central Search is fast, but doesn’t cover everything in our databases. It’s a great place to start exploring your topic. You may also want to look for specific types of sources – see below.

Books and Other Physical Materials

From your search results in Central Search, click on the **Books & Media** tab at the top to search only for physical materials the library owns. As you search, you can:

- **Limit** the search to a specific collection in the library, such as Multimedia, Children’s, or Reserves
- **Tell the database to search for keywords in specific parts of the record,** such as title or author
- **Use limiters.** On the results screen, use the limiters (blue-text links) on the left-hand side to filter your results. Limiters such as Resource Type and Creation Date are particularly useful

You may also click the **Advanced Search** button to get more search limiter options.

Finding Books: Call Numbers

Most books at Chambers Library, and most academic libraries, are arranged in a system called the Library of Congress Classification System (LCCS). Each item is assigned a **call number.** That is the number you will need to find an item.

What does that number mean? Here’s an example. The first two letters are classifications based on main subjects and narrower subjects. The first set of numbers narrows the topic even further. After the decimal, the next set of letters and numbers is a code for the author’s last name. Sometimes the call number ends with the date of publication.

```
Main subject: N=Fine Arts
Subheading: NB=Sculpture
Author's last name initial and a number code
Further refinement of subheading

NB1170 .S35 1993
```

Year of publication
Browsing Books
When you find one call number, look around it on the shelf for other useful titles. Other titles on the same subject will be located near the book you found. If you want to browse in your subject area, a browsing guide is available at http://library.ucol.edu/instruction/lccs.pdf.

Want Books Not Held by UCO?
On the homepage, click on More Search Options, Databases and select the W option at the top. Then select WorldCat, which searches catalogs of 72,000 libraries. You can request for items there to be sent to you (for FREE!) through Interlibrary Loan.

The Interlibrary Loan login link is in the upper right corner of the homepage.

Articles

General Definitions
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 (but not full text) 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

Types of Periodical Literature

<table>
<thead>
<tr>
<th>Audience</th>
<th>Magazines</th>
<th>Trade Journals*</th>
<th>Scholarly, Refereed or Peer-reviewed Journals**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading level</td>
<td>general public</td>
<td>professionals</td>
<td>academics</td>
</tr>
<tr>
<td>Documentation</td>
<td>none or minimal</td>
<td>high school or college</td>
<td>college or graduate</td>
</tr>
<tr>
<td>Authorship</td>
<td>Staff reporter or freelance writer</td>
<td>Staff, free-lance, or contributing professional</td>
<td>Academician or credentialed researcher</td>
</tr>
</tbody>
</table>

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

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

Finding Articles: Specific Databases
If you know what specific database you want to search, look for the More Search Options section and click on Databases to find the one you want.

Finding Articles: Research Guides
If you’re not sure what database to use, our Library Research Guides are designed just for you! Every major field of study at UCO has a guide.
Under More Search Options, click on Subject Guides. The guide will have a box for Recommended Databases, showing you the best databases for your particular subject. You can also find the contact information for your department’s librarian.
Internet Research

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

Documentation:
- Is there adequate documentation for factual statements?
- Is the documentation reliable and 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 come with the reputation or endorsement of a well-known publisher or organization? What is the domain of the URL? Some common domains are:
  - .com or .biz – a business or commercial site
  - .edu – an educational institution
  - .gov or .mil – a US military or government page
  - .net – a personal website
  - .org – a website for a non-profit organization or individual

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
Here is a very broad, general citation helper for Internet resources:

APA Format:
Author, A.A. (Publication year, month day). Title of article or title at top of page. Retrieved from: http://www.website.com

MLA Format:
Last, First. “Title of short work within a project.” Title of entire site. Any identifying number (version, volume, issue information). Name of publisher or organization that sponsors entire project (if not available, use n.p.). Day, month, and year of publication or latest update (if not available, use n.d.). Web. Day, month, and year of accessing the website.

Please note: Some websites may not have all of these elements. If it is missing just a few parts of the citation information, you may leave out that part in the citation. However, beware of using a website if it is lacking much of this information, 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.

Find More Citation Help
Quick reference handouts are available for all types of sources and for various formats. Check out http://libguides.uco.edu/citations for MLA, APA, and Chicago style help.
Chambers Library Floor Maps

Locations
- Administration offices: 2nd S
- Archives: 2nd N
- ATM: 1st N
- Books:
  - Main book collection: All 3rd
  - New books/Ruby Canton: 1st S
  - Reference books: 1st N
  - Audio books and kits: 4th S
  - Children’s books: 3rd S
  - Curriculum materials: 3rd S
- Cafe: 1st N
- Catalog: All floors
- Circulation
  - Interlibrary loan: 1st S
  - Course reserves
- Computer lab: 1st S
- Government Information: 2nd S
- Internet computers: 1st N
- IT help desk: 1st N
- Library instruction classroom: 2nd N
- Map collection: 3rd N
- Multimedia Center
  - Videos/DVDs/CDs
  - Copy machines (color, b&w)
  - Fax machine
  - Scanner
  - Sheet music
- Newspapers, magazines, journals
  - Current issues: 1st N
  - Older issues: 4th S
  - Technical services: 2nd S
  - Vending machines: 1st S

N

Stairs
Reference books
Current magazines & journals
Reference Desk
Computers & printing
IT help desk

1st Floor
Atrium
Restrooms
Elevators
New books
IT computer lab
Circulation Desk

2nd Floor
Administrative Offices
Archives
Library Instruction Classroom
Room 226
2nd Floor Gallery

Atrium
Restrooms
Elevators
Government Documents
Library Staff Offices

3rd Floor
Map Collection
Call Numbers A-H

Atrium
Restrooms
Elevators
Book Collection
Curriculum Collection
Children's Collection

3rd S
1st N
2nd S
1st N
2nd N
3rd S
4th S

4th Floor
Processing
Newspapers on Microfilm

Atrium
Restrooms
Elevators
Help

Multimedia: Videos, Music, Copy Center

Periodicals Back Issues
(Older than 2 years)