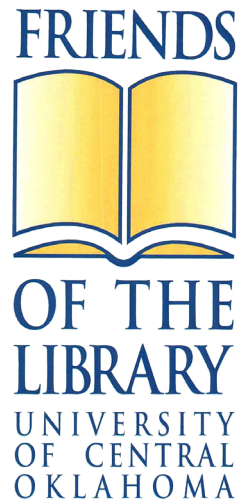


Be a Friend



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

The UCO Library
100 N University Box 192
Edmond, OK 73034
library.uco.edu
Phone: 405-974-3361
Fax: 405-974-3806



YOUR UCO Library Graduate Student Guide

Research @ Your Library

The UCO 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.



Your Research 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 direct 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. You may also request an appointment with a reference librarian or your department's designated Library Liaison for a one-on-one introduction to our resources in your discipline. A service we recommend for new graduate students, especially.

Ask Us!

library.ucok.edu/ask/

Connects 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 Tutorial & Quiz](#)

Helping Your 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 calling Ms. Amanda Lemon @ 974-2848.



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 teachers is [Course 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 all students requires your 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.



Submitting Your Thesis

Some graduate programs require a master's thesis. Students completing a thesis should follow the instructions of their thesis committee concerning the development and preparation of their projects. Additionally, thesis students must comply with the JCGS and the Chambers Library requirements.

Following successful public defense of the thesis, all students must submit the thesis in both paper and electronic formats before they will be cleared for graduation. Students must submit two (2) paper copies to the Archives & Special Collections in Room 215 on the 2nd floor of Chambers Library. An electronic copy, which must be an exact replica of the paper copy including a signature page with your committee member's signatures, must be submitted to UMI in pdf format at the following web address, <http://dissertations.umi.com/uco>.

Both the paper copies and the electronic copy must be submitted by 5:00 p.m. on the last day of the semester in which you intend to graduate. This is usually the Friday of finals week.

There is a fee for binding the paper copies and a fee for submitting the electronic copy that must be paid at the time of submission. For current fee information please see thesis deposit guidelines at library.uco.edu/services/thesis.cfm

If you require assistance in this process please contact the Library's Archives & Special Collections Department at 405-974-2882.

On behalf of the UCO Library, congratulations on this momentous achievement.