

TROY GLOBAL CAMPUS LIBRARY

A CLASSROOM HANDOUT FOR TROY 1101 (T1/11)

Greetings, students! This is Global Campus Librarian, Mr. Jay Brandes, writing.

On the pages that follow are directions for some show-and-tell for you to do, but before we get there, I want to make sure you know how to receive assistance from the Library staff.



HOW DO YOU GET LIBRARY HELP?

In general:

Live Chat can be used to contact us 24/7, when classes are in session. From the Library Web site, click the "Have a Question?" image.

Ask a Librarian allows users to contact TROY's professional librarians via e-mail at libhelp@troy.edu (during operating hours).

Telephone may be used to contact the front desk of the Troy Campus Library during operating hours. The number is 334-670-3255.

Troy Campus Library hours (Central Time) are:

Sunday 2 pm–Midnight (10 pm during Term 5)

Monday–Wednesday 7:45 am–Midnight (10 pm during Term 5)

Thursday 7:45 am–11 pm (10 pm during Term 5)

Friday 7:45 am–6 pm

Saturday 10 am –5 pm (No Saturday hours during Term 5)

Global Campus Librarian, Mr. Jay Brandes:

Telephone: 334-808-6344 or toll-free 800-800-9660

E-mail: jayb777@troy.edu

8 am–5 pm, Monday through Friday. Central time.

Dates that Mr. Brandes is out of the office will be posted online.

Continued...

Subject Librarians:

Business & Management/Government Documents:

Dr. Kristine Stilwell, kstilwell@troy.edu, (334) 670-3261

Education (includes counseling and psychology):

Ms. Lisa Vardaman, lisavardaman@troy.edu (334) 670-3262)

Humanities (Art, Music, Literature, etc.):

Dr. Tony Garrett, wagarrett@troy.edu, (334) 670-3257

Social Sciences (Political Science, History, Criminal Justice, etc.):

Mr. John-Phil McLaney, jpmclaney@troy.edu (334) 670-3254

Science (including math):

Mr. Brian Webb, bwebb@troy.edu (334) 670-3198)

CLASS ACTIVITIES

The address of the TROY Global Campus Library Web site is <http://uclibrary.troy.edu>. To get there you can just take the *Current Students* link from the top menu of your TROY site page, e.g., <http://orlando.troy.edu>, and then look for the *Library* link on the left-side menu. **(Try that now.)**

Notice that this is a special Library Web site for those of you who are not on an Alabama Campus. It offers you all the materials available from TROY, with a lot more, besides.

On the left-side menu of the Library site, try the link for “Get Individual Help Now.” **(Try that now.)** You probably won’t be carrying this printed handout around everywhere you go, so just remember where to click online to find the Library contact information.

Getting back to the Global Campus Library page is simple. Click where it says “Global Campus Library,” on the left-side menu, or you can click the word “Main” at the top. **Go ahead and do that** (get back to the Library home page).

I want you to see THREE things today...



The Library Catalog. From the Library home page, click on **Library Catalog** (right in the middle of the center menu). The catalog will open in a new window. Using the drop-down menu, change a “words or phrase” search to an author search. Search for: **Angelou, Maya**

Continued...

Angelou, Maya author Search

library: ALL

Power Search

The fourth item found should be the book, *I know why the caged bird sings* (held at the Troy Campus library). If you needed this book, you would request it by Interlibrary Loan (ILL). There is no charge for ILL (you will need to pay the return postage). ILL books may be kept for three weeks. Overdue fines are charged, so if you need to keep a book longer than three weeks, make sure to contact us to renew it **before it is due**. If you ever need to request an ILL, just use the Interlibrary Loan link, located in the center menu of the Library home page. You do not need to look at that now ... just know that this service is available to you.



A journal article database. The one you will try in class is *Academic Search Complete*. Get back to the Library home page. (We are done with the Library Catalog, so that screen can be closed.) From the Library home page, click on **Databases** (from the center menu where it says “**Databases** (book and journal) Help me choose a database. What's my password?”). SCROLL DOWN the page to see a very long alphabetical list. We want *Academic Search Complete*. Click on the title—to log in, you will use your TROY email username and password. After you have logged in, try a search for: **florida and high speed rail**



Searching: **Academic Search Complete** | [Choose Databases >](#)

florida and high speed rail

Search

Clear



▼ [Search Options](#) | [Basic Search](#) | [Advanced Search](#) | [Visual Search](#) | [Search History/Alerts](#) | [Preferences >](#)

You should get a mixed bag of results. Some articles are full text as HTML (Web pages). Others are full text as PDF (Portable Document Format) files that require Adobe Reader to view. Others just have the citation (brief information about the article) or an abstract (summary of the article), but no text. For articles for which the text is not provided, you can use the Interlibrary Loan (ILL) service. With articles, there is usually no charge for ILL, and the articles do not need to be returned. Many articles are sent within a few days, but ILL may take longer (plan on a week).

From the results list, take a look (just to see how it works) at the article “MOVING At the Speed Of Steel.” It should be about number 53 on the results list (you will need to go to the sixth page of citations (aka hits, results, items found) to see it).

ADDITIONAL COMMENTS:

So how do you know which databases to use? On the library page, just to the right of the Databases link, is a link named “Help me choose.”

The online databases contain over 18,000 full-text periodicals, including journals and newspapers, as well as special reference tools. The book databases contain over 50,000 full-text books. All of these may be read online at any time of the day or night.

When you do your homework assignment you will look at book databases.



The *Information and Help* section of this Library site. From the center menu of the Library site, choose *Information and Help*. Take scroll through the page to see the many resources available to you. You do not need to look at any of them in detail as a class (though you may desire to), but I want to make sure that you are aware of a few specific items:

Under the section for Writing Resources are guides to help you with documentation (citations and references). There is also a guide to proofreading. The guide to plagiarism, which is linked there, provides information that can be critical to your academic success.

In the section for Researching Resources are Library Presentations arranged by major. Whatever you are studying with TROY, there is a guide just for you.

Near the top of the *Information and Help* page is a detailed tutorial on how to use your library. It covers just about everything you need to know. Here is one suggestion for you to try: Take the link for Troy University Libraries Tutorial. Look in Module 7, Evaluating Information Sources. Within that module, just look at *Terminology (Part 1): Scholarly, academic, peer-reviewed, refereed*. This is terminology that is frequently used by your instructors.

QUESTIONS AND COMMENTS

If you have questions about the resources you have seen, Mr. Brandes will be glad to answer them.

Please provide us with comments/feedback regarding the material that was discussed in this show-and-tell activity. You may do so online at: <http://www.surveymonkey.com/s/5HFY9RM>