Access LibGuides @

http://subr.libguides.com

For assistance contact the Ask Here Desk
Telephone Number: (225)771-2841

LIBRARY SERVICES FOR
Southern University Students

Emma Bradford Perry, Dean of Libraries

Revised 2015
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Access LibGuides @
http://subr.libguides.com

CHECK-OUT YOUR LIBGUIDE FOR NURSING

Your John B. Cade Library Liaison has created your own unique subject guide that includes: library handouts, nursing databases, database search strategies, and nursing database tutorials.

Your Nursing LibGuide also has information on locating print & electronic books, accessing dissertations & theses, APA strategies, reference materials, news, and much more!

ACCESSING YOUR NURSING LIBGUIDE

NURSING GRADUATE & PHD STUDENTS GO TO:
URL: http://subr.libguides.com/c.php?id=82068

NURSING UNDERGRADUATE STUDENTS GO TO:
URL: http://subr.libguides.com/c.php?id=39398

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE CONTACT YOUR LIBRARY LIAISON FOR THE SCHOOL OF NURSING
MS. PAYNE @ (225) 771-2604.
EMMA BRADFORD PERRY, DEAN OF LIBRARIES
Library Hours

FALL/SPRING HOURS * Please note library hours are subject to change* Holiday & Special Events hours will be posted at appropriate on the library’s website.

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am-12:00 am</td>
<td>7:30 am-5:00 pm</td>
<td>1:00 pm-5:00 pm</td>
<td>2:00 pm-12:00 am</td>
</tr>
</tbody>
</table>

Library Assistance

Why ask a librarian? Librarians are experts at finding information or guiding you to the sources of information that will help you. Please contact the Ask Here Desk. Telephone Number: (225) 771-2841.

Reference Appointment Request

John B. Cade Library is pleased to offer a reference appointment service to students.

Students may set up individual appointments with librarians in order to receive in-depth research assistance in the selection and use of books, databases and other library resources and services.

Basic appointments will run 30 minutes to an hour. I look forward to meeting with you personally.

Phone Appointment Request

Phone the Reference Department for research or reference assistance at (225) 771-2841. Librarians are available to answer your reference or research queries.
Instant Messaging Service

John B. Cade Library offers an instant messaging service from the library’s webpage. Patrons can utilize the service to chat with librarians. You do not need to be logged into an instant message service simply type in a question and a librarian will answer your question. This instant message service is available 7:30 a.m.-5:00 p.m., Monday-Friday.

Email Request

If you have any questions, you can email you’re library liaison. For more information contact the Ask Here Desk at (225)771-2841.

<table>
<thead>
<tr>
<th>Library Departments</th>
<th>Website: <a href="http://www.lib.subr.edu">http://www.lib.subr.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Dean of Libraries</td>
<td>Telephone Number (225)771-4990</td>
</tr>
<tr>
<td>Ask Here Desk</td>
<td>Telephone Number (225)771-2841</td>
</tr>
<tr>
<td>Circulation/Interlibrary/Reserve</td>
<td>Telephone Number (225)771-2855</td>
</tr>
<tr>
<td>Systems &amp; Technology</td>
<td>Telephone Number (225)771-4934</td>
</tr>
<tr>
<td>Government &amp; Louisiana Documents</td>
<td>Telephone Number (225)771-0071</td>
</tr>
<tr>
<td>Archives</td>
<td>Telephone Number (225)771-2843</td>
</tr>
<tr>
<td>Music Listening</td>
<td>Telephone Number (225)771-2886</td>
</tr>
<tr>
<td>Black Heritage/Camille Shade</td>
<td>Telephone Number (225)771-2843</td>
</tr>
</tbody>
</table>
LIBRARY RESEARCH RESOURCES

Library Website

Website: [http://www.lib.subr.edu](http://www.lib.subr.edu)

John B. Cade Library’s website provides access to library resources and services as well as electronic indexes and databases.

Online Catalog

The online catalog is an electronic database that helps patrons locate books, journals, magazines and other resources in the library’s collection.

Complete list of resources found in the online catalog

- Southern University Archives/Manuscripts
- Audio Visual (VHS, DVD)
- Books
- Electronic Books
- Electronic Journals
- Electronic Media Formats (CD-ROM, disk)
- Magazines
- Journals
- Maps
- Microforms (microfilm, microfiche)
- Music ensemble set
- Newspapers
- Posters, pictures, art work
- Reference Books
- Su Theses/Dissertations

To access the online catalog

- Enter the library's URL [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click on Books and Journals
- Enter your search under POWER SEARCH, *i.e.*, Word or Phrase, Author, Title, Subject, Series, Periodical
- Locate TYPE and select Book from the list of options
- Click on Search
- SEARCH RESULTS will list the number of titles found
- Each book record will include: Title of Book, Author, and Year of Publication, Number of copies available /Location. Click on the hyperlink title to get more information. (See example below)
- If you have any questions concerning the online catalog please contact the Ask Here Desk at (225)771-2841.
Circulation Policy for SU Students

Non-circulating Materials
Library materials are classified as non-circulating for a variety of reasons. High-use materials (e.g. reference and reserved works) are non-circulating to ensure availability to all students. Fragile and rare materials (e.g. manuscripts and rare books) are non-circulating to protect them from wear and theft. Non-circulating materials can only be used on-site. In some cases, the non-circulating material can be scanned or photocopied.

Circulation Policies for Students

<table>
<thead>
<tr>
<th>Loan Period for Graduate Students</th>
<th>28 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period for Undergraduate Students</td>
<td>21 Days</td>
</tr>
</tbody>
</table>

Books checked out to Students through John B. Cade Library General Collection are subject to the Circulation Department Policies on borrowing materials (See library website). Each book checked out to graduate students will have a due date stamped inside the book’s cover. Students can renew a book as long as there are no holds on the title and your library account is clear of fines.

*Please note an overdue fine(s) will prevent all students from accessing the library electronic resources (databases) remotely. All library fines can be paid through Banner Accounts. For more information, please contact the Circulation Department at (225)771-2855.

Non-circulating items
- Reference collection
- Archives, manuscripts
- Special collections

How to renew books electronically
- Go to the Library's Website http://www.lib.subr.edu
- Under FIND click on Books and Journals
- Locate MY ACCOUNT
- Click on RENEW MY MATERIALS

- USER ID=BANNER
- IDENTIFICATION NUMBER
  (Example: S01234567)
- PIN=CHANGEME
- Click on LIST OF CHARGED ITEMS
- Renew your books
Electronic Books
The EBSCO eBook collection contains over 65,000 titles covering a broad range of academic titles.
Subject Coverage includes:

- Art
- Business & Economics
- Education
- Language Arts
- Literary Criticism
- Medical
- Performing Arts
- Philosophy
- Poetry
- Political Science
- Religion
- Social Science
- Technology & Engineering
- And many others

Accessing Electronic Books

To access EBSCOhost eBook Collection off campus

- Enter [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Locate LETTER E
- Select eBook
- Select OFF CAMPUS
- Enter your User Name = Banner Identification Number (example: S01233456)
- Pin = CHANGEME
- Click on Authenticate

If you experience any problems accessing EBSCOhost eBooks please contact the Ask Here Desk at (225)771-2841 or contact Systems and Technology at (225)771-4934.

Electronic Book Database Search
To search for eBooks:

1. Enter your search terms in the **Find** field and click the **Search** button

2. A Result List of eBooks related to your search terms is displayed.
   Click the eBook Full Text link to read the book in the eBook Viewer tool.

3. Click the Download (Offline) link to check out the book and read it on your computer using Adobe Digital Editions.

4. Click the Table of Contents link to view the chapters of an eBook. You can go directly to a chapter in the eBook Viewer tool by clicking on a hyperlinked chapter. Note: Sections in the Table of Contents with a plus sign (+) can be expanded further by clicking the plus sign.
**Electronic Book Detailed Record**
A Detailed Record can be viewed by clicking an eBook title in the Result list. From the Detailed Record, you can read or download the eBook using the links in the left column. From the right column, you can print, email, save, or export the record, as well as add the details about the eBook to your folder.

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**Directory of Open Access Books**
Open access (OA) is the practice of providing unrestricted access via the Internet to peer-reviewed scholarly journal articles.

**Open Access Website**
- Directory of Open Access Books  
  Website: [http://www.doabooks.org](http://www.doabooks.org)
  Description:

**Electronic Periodical Databases**

The library subscribes to over 100 databases covering specialized and multiple disciplines. Electronic periodicals databases are accessible by:
- Databases A to Z
- Databases by Subject
- E-Journals by Title

For a complete list of nursing databases, please access the Nursing LibGuide to begin your search.

**General Databases**

<table>
<thead>
<tr>
<th>Academic Search Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertations Abstracts</td>
</tr>
<tr>
<td>EBSCO Discovery Service</td>
</tr>
<tr>
<td>JSTOR</td>
</tr>
</tbody>
</table>

**To access electronic periodicals**
- Go to the library’s website ([http://www.lib.subr.edu](http://www.lib.subr.edu))
- Locate FIND
- Click on Articles and Databases
- Scroll down and locate the alphabet bar
- Select the database of your choice
- Click on OFF-CAMPUS

- You will be prompted to login to LOUIS Licensed Databases
- Enter your User name = BANNER IDENTIFICATION NUMBER (example: S0123456)
- PIN=CHANGEME
- Click Authenticate
- Enter your search
*The minimum browser requirements for EBSCO Interfaces are as follows:

<table>
<thead>
<tr>
<th>Browser</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer</td>
<td>7.0 or later</td>
</tr>
<tr>
<td>Fire Fox</td>
<td>8.0 or later</td>
</tr>
<tr>
<td>Safari</td>
<td>5.1 or later</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>16 or later</td>
</tr>
<tr>
<td>Other</td>
<td>Java Script, Cookies Enabled</td>
</tr>
</tbody>
</table>

The recommended screen resolution for EBSCOhost is 1024x768

**DOAJ (Directory of Open Access Journals)**

DOAJ offers over 2,500 scholarly electronic full-text periodicals covering different subject areas. Subjects include:

- Agriculture and Food Sciences
- Arts and Architecture
- Biology and Life Sciences
- Business and Economics
- Chemistry
- Earth and Environmental Sciences
- General Works
- Health Sciences
- History and Archaeology
- Languages and Literatures
- Law and Political Science
- Mathematics and Statistics
- Naval Science
- Philosophy and Religion
- Physics and Astronomy
- Science General
- Social Sciences
- Technology and Engineering

**Accessing DOAJ**

- Go to [http://www.doaj.org](http://www.doaj.org)
- Click on Search
- Enter your Subject

**To find print periodicals using the online catalog**

- Go the library's website [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click on Books and Journals
- Locate and click on **periodical title**
- Click on **Search**
Electronic Newspaper Databases

Access electronic newspaper databases through the library’s A to Z list. Electronic newspaper databases include:

- African American Newspaper Databases 1827-1998
- AP News
- Lexis Nexis Academic
- Regional Business News
- Newspaper Source
- Southern Digest(Campus Newspaper)

Reference Databases available at John B. Cade Library

- To access reference databases go to the library’s website at [http://www.lib.subr.edu](http://www.lib.subr.edu)
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Select a reference database

Suggested Reference Databases

- Alt Health Watch
- Associations Unlimited
- Gale Biography in Context
- Book Collection: Nonfiction
- CQ Researcher
- Credo General Reference
- Funk & Wagnalls New Worlds Encyclopedias
- Gale Virtual Reference Library
- History Reference Center
- Learning Express
- Literary Reference Center
- Mental Measurements Yearbook
- MLA Directory of Periodicals
- MLA International Bibliography
- Occupational Outlook Handbook
- Oxford African American Studies Center
- Oxford English Dictionary
- Religion & Philosophy Collection
- Serials Directory
- Twayne Author Series
- United States Patent and Trademark
- World History Collection
- Worldcat
Basic Search Strategy

The following list provides a guideline for you to follow in formulating search requests, viewing search results, and modifying search results. These procedures can be followed for virtually any search request, from the simplest to the most complicated. For some search requests, you may not want or need to go through a formal search strategy. If you want to save time in the long run, however, it's a good idea to follow a strategy, especially when you're new to a particular search engine.

A basic search strategy can help you get use to each database's features and how they are expressed in the search query. Following the 10 steps will also ensure good results if your search is multifaceted and you want to get the most relevant results.

1. Identify the important concepts of your search.
2. Choose the keywords that describe these concepts.
3. Determine whether there are synonyms, related terms, or other variations of the keywords that should be included.
4. Determine which search features may apply, including truncation, proximity operators, Boolean operators, and so forth.
5. Choose a search engine.
7. Create a search expression, using syntax, which is appropriate for the search engine.
8. Evaluate the results. How many hits were returned? Were the results relevant to your query?
9. Modify your search if needed. Go back to steps 2-4 and revise your query accordingly.
10. Try the same search in a different search engine, following steps 5-9 above.

Common Search Features of Search Tools

Boolean Operators

- and indicates that only those Web pages that have both words in them will be retrieved
- or will result in Web pages that have either term
- not is used when a term needs to be excluded (in some search engines, type and not)
- When ands and ors are used in one search statement, you must put parentheses around the items that are to be performed separately, for example, (apples or oranges) and tangerines. This is called nested Boolean logic.
Implied Boolean Operators

- Shortcuts to and and not. If search engine supports this feature, type "+" in front of a word that must appear, and "-" before a word that must not appear.

Phrase Searching

- A string of words that must appear next to each other, for example, "global warming."

Truncation

- Retrieval of a root word and its different endings, for example, postmodern* would retrieve postmodernist, postmodernism, and so forth.

Proximity Searching

- Proximity operators are words such as near or within. By placing the word NEAR between the two segments of the search expression, you would achieve more relevant results than if the words appeared in the same document but were perhaps pages apart.

Field Searching

- The capability limiting search results to parts of a Web page, for example, URLs, headings, summaries, and so forth.

Case Sensitivity

- Some search engines recognize capitalization in words and some don't. This can be very important when looking for proper names, like Sting, or the Who.

Limiting by Date

- Some search engines allow you to search the Web for pages that were entered between certain dates.

Search Tips

For multifaceted searches a full-text database is best. For a search involving one facet like a person's name or a phrase without stop
words, search engines that provide keyword indexing will be sufficient.

After determining whether your search has yielded too few results (low recall), there are several things to consider:

- Perhaps the search expression was too specific; go back and remove some terms that are connected by ANDs.
- Perhaps there are more possible terms to use. Think of more synonyms to OR together. Try truncating more words if possible.
- Check spelling and syntax (a forgotten quotation mark or a missing parentheses)
- Read the instructions on the help pages again.

If your search has given you too many results with many not on the point of your topic (high recall, low precision), consider the following:

- Narrow your search to specific fields, if possible.
- Use more specific terms; i.e., instead of sorting, use a specific type of sorting algorithm.
- Add additional terms with AND or NOT.
- Remove some synonyms if possible.
Database Help Guides

Featured Database : EBSCO Discovery Service

ABOUT EBSCO Discovery Service: EDS is available from the library’s webpage

EBSCO Discovery Service provides students the option of searching John B. Cade Library’s entire collection of resources from one search box. You will be able to access, journals, electronic journals, books, electronic books, Dissertations & Theses, newspapers, biographies, magazines, reviews, trade publications, conference materials from one single search box.

USER Name= Banner Identification Number, PIN= CHANGEME

Searching EBSCO Discovery Service Help Sheet

The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators. Because of the customization options available with EBSCO Discovery Service, your interface options may vary.

To search EBSCO Discovery Service:
1. On the Basic Search Screen, enter your search terms in the Find field.
2. If you want to use any of the optional Limiters or Expanders, click the **Search Options** link.

3. You can use a specific Search mode, such as "Find all of my search terms," or "SmartText Searching"; apply **Limiters** such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

4. To close the **Search Options**, click the link again.

5. Click the **Search** button. The Result List displays.
The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To refine your search, you can click the **Refine Search** link below the **Find** field.

**EBSCOhost Basic Search**

1. On the Basic Search Screen, enter your search terms in the **Find** field.

2. If you want to use any of the optional Limiters, click the **Search Options** link.
You can use a specific search mode, such as “Find all of my search terms,” or “SmartText Searching”; apply Limiters such as Full Text or Publication type; or use search options that expand your search, such as “Apply related words.”

3. To close the Search Options, click the link again.

4. Click the Search button. The Result List displays.
Viewing Your Search Results

The Result List Screen has three columns to limit and narrow results, view results, and view available information related to your results. You can hide or show the different areas by clicking the control arrows near the top of your results.

- **All Results** – The articles that were found display in the center of the Result List Screen.
  - The **article title** link takes you to the citation information and/or the full text. Place your mouse over the Preview icon 📦 to view the Abstract.
  - The **HTML Full Text** link takes you directly to the full text of the article.
  - The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe ® Reader®.
  - The **Relevancy** indicator ❝是一部叫……………….》 tells you how relevant the article is based on your search terms.
  - Any available **Image Quick View** results appear as thumbnail images you can click to directly view an image from an article.

- **Narrow your results** – You can narrow by source type, subject, journal, author, and more.

- **Refine your results** – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Show more** link under Refine your results.)

- **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator at the bottom of the result. To view the items in your Folder, click the **Go to Folder View** link.

- **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.
Printing/E-mailing/Saving Search Results

- Click the Print, E-mail, or Save icon and follow the directions on screen to print, e-mail, or save your results. You can print, e-mail or save several results at the same time by saving them to the Folder, and then printing, e-mailing or saving all at once.
- Use the Cite icon to view your results in popular citation formats such as MLA and APA.

Government Documents

The John B. Cade Library is a selective depository for U.S. government publications, as a partner in the Federal Depository Library Program of the U.S. Government Printing Office; the library provides free public access to its collections. GPO’s Federal System (FDsys) provides free online access to official publications from all three branches of the Federal Government. Through FDsys you are able to:

- Search for documents and publications
- Browse for documents and publications
- Access metadata about documents and publications
- Download documents and publications in multiple renditions or file documents

If you have any questions or need assistance please contact Dr. Charlotte Henderson at (225)771-0071.
Dissertations and Theses

Print Dissertations and Theses

Prior to 2009: Southern University and A & M College theses and dissertations are searchable through the library’s online catalog and available in print in the John B. Cade Library Archives Department. Multiple copies of theses and dissertations are located in the general collection and are free to circulate. (See Circulation Policy)

To access dissertations and theses through the online catalog:
- Go the library’s webpage (http://www.lib.subr.edu)
- Locate FIND
- Click on Books and Journals
- Enter your search under Power Search, i.e., Word or Phrase, Author, Title, Subject, Series, Periodical
- Locate LOCATION
- Select Archives-Southern University Theses/Dissertation Coll.
- Click on Search

Electronic Theses and Dissertations (ETDs)
2009-Present: Southern University and A & M College theses and dissertations are available through ProQuest Theses and Dissertations Database. ProQuest Dissertations and Theses is a digital repository that store, preserve and provide access to the research and scholarship of the Southern University community as well as worldwide access.

To access Electronic Theses and Dissertations
- Go to the library’s webpage (http://www.lib.subr.edu)
- Locate FIND
- Click on Articles and Databases
- Select Databases A to Z
- Locate Letter D
- Click on Dissertations and Theses
- For OFF-Campus Access
  USER NAME=Banner ID Number, PIN=CHANGEME
- Click on Search

*To search for Southern University and Agricultural and Mechanical College Dissertations & Theses
- Locate/Click on Advanced Search
- Locate Search Options
- Locate University/Institution
- Enter: Southern University and Agricultural and Mechanical College
- Click Search

REMEMBER You can also access Electronic Dissertations from your LibGuide: URL: http://subr.libguides.com

Click the Dissertation TAB
**Interlibrary Loan**

**What is Interlibrary Loan?**
Interlibrary Loan allows Southern University graduate students, faculty and staff to borrow materials not available in the John B. Cade Library from other libraries in the United States. Users should plan ahead as some items are more difficult to obtain. Borrowers are responsible for paying the replacement cost of lost or damaged materials and for the payment of overdue fines. Current faculty, staff, and students may choose to be notified by telephone or email when materials arrive. Those residing outside of the local calling area may choose to be notified by email when materials arrive. Lending libraries establish book and media loan periods. Those who wish to retain an item beyond the initial due date should notify interlibrary loan of this request at least three days prior to the due date. Articles become the property of the borrower. Upon request, interlibrary loan personnel can deliver articles electronically to students, faculty, and staff.

**How long can I keep loans?**
The lending library determines the loan period, which may range from two to four weeks. Materials may not be borrowed for class reserve, exhibit, or other long-term use.
It is important to return materials on the due date, since overdue material may jeopardize the library’s ability to borrow.
**How long does it take to receive materials borrowed through interlibrary loan?**
Allow at least two weeks from the date of the request. Remember to plan ahead when requesting materials.

**What can I borrow?**
Books, book chapters, dissertations, journal articles, and some microform can usually be borrowed through Interlibrary Loan; however, many libraries will not lend books less than six months old.

**How to access Interlibrary Loan (ILLIAD)**
- Enter the library’s URL: http://www.lib.subr.edu
- Locate Services
- Click on Interlibrary Loan

To create an account click on First Time Users
If you have registered with ILLIad previously, you may enter your username and password in to the appropriate text boxes to log on to the system. Once this information is successfully submitted, your personalized ILLIad Main Menu page should be displayed.
*Select FIRST TIME USER if you haven’t created an ILLIAD account.
Choose a Request Type
There are several different types of materials that may be requested through ILLiad. The contents of the Main Menu page and the types of requests accepted by the system are easily customizable and may vary from institution to institution. The default request options are listed below. Choose the request type provided by your institution that is most appropriate to the item you wish to request. If you have any questions about which request type is most appropriate to your request, please contact the Interlibrary Loan Department at (225)771-2855.

You can request: books, book chapters, conference papers, patents, reports, and theses.

Before placing an ILL request for library resources, remember to check the library’s online catalog to see if the library has a copy of the requested material(s).

If you have any questions concerning Interlibrary Loan, contact Ms. Linda Forsythe at (225) 771-2855.

Document Delivery Service

IngentaConnect

IngentaConnect offers one of the most comprehensive collections of academic and professional research articles online—some 4 million articles from 11,000 publications.

This service is provided free of charge for SU Students, Faculty and Staff.

How to place a request

To request an article through IngentaConnect complete the registration form from the library’s website http://www.lib.subr.edu. Locate “Services,” Click on/complete the IngentaConnect Registration Form.

If you have any questions please contact:

Maletta Payne, Emerging Technologies Librarian
Email: maletta_payne@subr.edu
(225)771-2841

Linda Forsythe, Circulation Manager
Email: linda_forsythe@subr.edu
(225)771-2855

Please allow 24-48 hours for orders to be processed.
What is LALINC?

LALINC is the Louisiana Academic Library Information Network Consortium. LALINC is a service for graduate students, faculty and staff of Louisiana colleges and universities, allowing them to borrow materials not available in the John B. Cade Library from most academic libraries in Louisiana.

Reciprocal Borrowing (LALINC Cards)

- Reciprocal borrowing is an alternative to interlibrary loan.
- John B. Cade Library is a member of the Louisiana Academic Library Information Network Consortium [LALINC].
- The Reciprocal Borrowing Chart includes most academic libraries in Louisiana. [Link]
- This agreement allows faculty (and in some cases students) to borrow books directly from the other libraries.

Once the card is issued, the patron will have borrowing privileges at most Louisiana academic libraries. However, policies differ from library to library, and the lending library has the option to honor the LALINC card based upon the status (graduate, faculty or staff) of the cardholder. Possession of a LALINC card does not guarantee borrowing privileges from all Louisiana academic libraries.

To take advantage of this agreement:
1. Obtain a copy of the LALINC Request Letter from circulation.
2. Have your department chair complete LALINC Request Letter.
3. Return the completed LALINC Request Letter to circulation.
4. Contact the Circulation Desk (225)771-2855 to arrange for a LALINC card.
5. Pick up your LALINC card at the John B. Cade Library Circulation Desk.

At the library you wish to borrow from:

1. Present your LALINC card and your Southern University ID card.
2. You must follow the policies of the lending library.
   - The rules for graduate students apply to LALINC borrowers.
   - The loan period is relatively brief.
   - Fines are assessed for overdue books.
   - Replacement cost for lost or damaged items are assessed.
3. You are personally responsible for returning the books to the lending library.
4. You are personally responsible for overdue fines and for the replacement cost assessed by the library if the book is damaged or not returned.
5. LALINC cards are valid for one year from date of issue.

The LALINC Card/Reciprocity Borrowing Agreement is a privilege that can be withdrawn from patrons and libraries. The intent of the agreement is to facilitate patrons borrowing from institutional libraries if policies are not followed

For more information on LALINC contact, Ms. Linda Forsythe at the Circulation Department (225)771-2855.

Submit an LALINC Application Request Form

URL: //www.libsurveys.com/loader.php?id=87fd4482df850b4e29325e6e29ce982f

All request will be completed 24-48 hours after submission.
# Southern University and A & M College

<table>
<thead>
<tr>
<th>Library</th>
<th>Level of Reciprocity</th>
<th>Exceptions</th>
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<tbody>
<tr>
<td>Baton Rouge Community College</td>
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<tr>
<td>Bossier Parish Community College</td>
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<tr>
<td>Centenary College</td>
<td>3</td>
<td></td>
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<td>Delgado Community College</td>
<td>1</td>
<td>CALL*</td>
</tr>
<tr>
<td>Dillard University</td>
<td>3</td>
<td>CALL*</td>
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<tr>
<td>Grambling State University</td>
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<td>L. E. Fletcher Technical Community College</td>
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<td>Louisiana College</td>
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<tr>
<td>Louisiana State University</td>
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<td>LSU - Alexandria</td>
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<td>LSU - Eunice</td>
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<tr>
<td>LSU - Shreveport</td>
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<tr>
<td>LSU Health Sciences Center - New Orleans</td>
<td>2</td>
<td>CALL*</td>
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<tr>
<td>LSU Health Sciences Center - Shreveport</td>
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<tr>
<td>LSU Law Center</td>
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<td>LSU Veterinary Medicine</td>
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<td>Louisiana Tech University</td>
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<td>Louisiana Universities Marine Consortium</td>
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<td>Loyola University</td>
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<td>CALL*, Xavier/Tulane 4</td>
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<td>Our Lady of Holy Cross College</td>
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<tr>
<td>Institution</td>
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<tr>
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<td>Xavier University</td>
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</table>

CALL* (Council on Academic Libraries Liaison) is a consortium of libraries in New Orleans

Level 0 = Does not participate in reciprocal borrowing within LALINC
Level 1 = Faculty/Staff only
Level 2 = Faculty/Staff and Graduate Students
Level 3 = Faculty/Staff, Graduate Students, and Undergraduate

Restricted
Level 4 = Faculty/Staff, Graduate Students, and Undergraduates

NOTE: LSU requires presentation of a valid Visa or MasterCard account in order to obtain LALINC borrowing privilege.

1/20/2009
Distance Learning Services

The goal of the Library Distance Learning Service is to provide students with quality library service that will promote lifelong learning. The Library will provide immediate access to resources through an online environment that supports curriculum-related teaching, research, and scholarly communication to our off-campus students.

John B. Cade Library strive to offer students enrolled at Southern University and A & M College, distance education courses services equivalent to those available to students on the SUBR Campus.

Available Services
- Remote access to the library’s databases and electronic collections
- Direct delivery of books and article copies
- Reference and Research Assistance

Eligible Students
Students currently enrolled in an off-campus course program administered by the Southern University and A & M College Campus is eligible for distance education services.

For help contact the Ask Here Desk at (225) 771-2841.

For more information contact the following departments:

Ask Here Desk (Reference and Research Assistance)
Telephone: (225) 771-2841

Document Delivery and Interlibrary Loan
Contact: Linda Forsythe, Head of Circulation/Interlibrary Loan
Telephone: (225) 771-2855

Remote Access to Library Databases
Contact: Ask Here Desk
Telephone: (225) 771-2841

Contact: Dawn Kight, Manager: Systems and Technology
Telephone: (225)771-4934

Borrowing Privileges and Library Account

Contact: Linda Forsythe, Head of Circulation/Interlibrary Loan
Telephone: (225) 771-2855
<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Archives</td>
<td>(225) 771-2854</td>
</tr>
<tr>
<td>Charlotte Henderson - Manager</td>
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<tr>
<td>Angela Proctor - Department Head</td>
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<tr>
<td>Cheryl Dukes</td>
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<tr>
<td>Camille Shade/African American Collection</td>
<td>(225) 771-2636</td>
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<td>Charlotte Henderson - Manager</td>
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<tr>
<td>Eddie Hughes - Department Head</td>
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<td>Circulation</td>
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<td>Linda Forsythe - Circulation Supervisor</td>
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<td>Rosalie Martin</td>
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<td>Rena Darenbourg</td>
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<td>Library Administration</td>
<td>(225) 771-4990</td>
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<tr>
<td>Emma Bradford Perry - Dean of Libraries</td>
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<tr>
<td>Gail Hill, Director, Budget/Facilities</td>
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<tr>
<td>Chris Grimes, Assistant to the Dean of Libraries</td>
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<tr>
<td>Music Listening</td>
<td>(225) 771-2842</td>
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<td>JoAnne Jones</td>
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<tr>
<td>Reference</td>
<td>(225) 771-2841</td>
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<td>Dawn Kight - Manager</td>
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<tr>
<td>Jane Robinson - Department Head</td>
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<tr>
<td>Security and Facility Guard</td>
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<td>Jane Robinson - Department Head</td>
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<td>Steven Alfred</td>
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<td>Major Saunders</td>
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<td>Systems and Technology Office</td>
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<td>Dawn Kight - Manager</td>
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<tr>
<td>Maletta Payne - Department Head</td>
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<td>Ramon Forbes</td>
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<td>Vanissa Gosserand</td>
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<td>Christopher Russell</td>
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<tr>
<td>Technical Services</td>
<td>Phone: (225) 771-2646</td>
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<tr>
<td>• Charlotte Henderson - Manager/Department Head</td>
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<tr>
<td>• Kathy Bowersox</td>
<td></td>
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<tr>
<td>• Kaye F. Coleman</td>
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<tr>
<td>• Elizabeth J. Singh</td>
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</table>
Study Rooms & Individual Study Carrels

1st Floor Library

The Student Collaboration Rooms are available during normal library hours for brainstorming, group work, presentation preparation, etc. Space is available on a first come, first serve basis. You will need to sign in at the ASK HERE DESK. * Valid student SU ID is required.

2nd Floor Library

Individual study carrels are available for check-out for three hours. Students must request a study carrel at the 1st floor Ask Here Desk during normal hours of operation.

iPads/Kindles

iPads and Kindle Fires are available for check-out. Just bring your current Southern University Identification Card to the 1st Floor Ask Desk. Kindles are available on a first-come-first serve basis.

If you have any question concerning the Study Rooms, study carrels, iPads, or Kindles please contact the Ask Here Desk at (225)771-2841.
**Computer Labs/Printing/Copiers**

Computer Labs are located on the 2nd floor of the library.

### Information Technology Center

The information technology Center (ITC) has 2 plasma televisions, 2 group study rooms and over 30 computers equipped with:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- SPSS

### Learning Resource Center

The Library Learning Resource Center (LLRC) has over 50 computers and 1 scan station available for use, LLRC is equipped with:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- SPSS

### Printing

Printing computing workstations are available throughout the Library. Print jobs from computer research will available for students to retrieve in the **Copy Center located on the 1st floor of the library** and the **Learning Resource Center (Computer Lab) on the 2nd floor of the library**. In order to utilize printing services students must have a valid Southern University Identification Card.

### Photocopiers

<table>
<thead>
<tr>
<th>FLOOR</th>
<th>LOCATION</th>
<th># OF COPIERS</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>Copy Center</td>
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<tr>
<td>2nd</td>
<td>Computer Lab</td>
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<tr>
<td>3rd</td>
<td>Camille Shade Collection Department</td>
<td>1</td>
</tr>
</tbody>
</table>
EBSCOhost Advanced Search Guided-Style Fields

To create an Advanced Search using Guided Style:

5. On the Advanced Search Screen, enter your search terms in the first **Find** field.

6. Choose the search field from the optional **Select a Field** drop-down list (for example, search in only the **Author** field of the citation).

7. Repeat steps 1 and 2 for the second set of **Find** fields.

8. Select a Boolean operator (AND, OR, NOT) to combine the two **Find** field entries.

9. You can enter another Boolean operator, keyword, and search field in the third set of fields.

10. If you need additional rows, click the **Add Row** link. Up to 12 rows can be displayed. To delete a row, click the **Remove Row** link.

11. Select from the available Search Options:
   - **Search modes** – Use specific search modes, such as “Find all of my search terms,” or “SmartText Searching,” or use search options that expand your search such as “Apply related words.”
   - **Limit your results** – such as Full Text or Publication type.
• **Special Limiters** – Apply limiters specific to a database. If you select a special limiter, it is applied only to the database under which it appears.

12. Click the **Search** button. The Result List displays.

![Image of a search result list with a preview of the first article and options to refine the search.](image)

**Viewing Your Search Results**

The Result List Screen has three columns to limit and narrow results, view results, and view available information related to your results. You can hide or show the different areas by clicking the control arrows near the top of your results.

• **All Results** – The articles that were found display in the center of the Result List Screen.
  - The **article title** link takes you to the citation information and/or the full text. Place your mouse over the **Preview** icon 📂 to view the Abstract.
  - The **HTML Full Text** link takes you directly to the full text of the article.
  - The **PDF Full Text** link takes you to a PDF version of the full text. The PDF will open in the Adobe® Reader®.

• **Narrow your results** – You can narrow by source type, subject, journal, author, and more.

• **Refine your results** – Apply limiters right from the Result List. Select any of the limiters displayed and click **Update**. A revised Result List displays. (You can refine your search even more by clicking the **Show more** link under Refine your results.)
• **Folder** – To save an article to the Folder, click the **Add to Folder** link to the right of the Relevancy indicator at the bottom of the result. To view the items in your Folder, click the **Go to Folder View** link.

• **Related Information** – When additional sources such as images, blogs, and Web news are available, they will be displayed.

**Printing/E-mailing/Saving Search Results**

- Click the **Print**, **E-mail**, or **Save** icon. Follow the directions on screen to print, e-mail, or save your results. You can print, e-mail or save several results at the same time by saving them to the **Folder**, and then printing, e-mailing or saving all at once.

- Use the **Cite** icon to view your results in popular citation formats such as MLA and APA.

- Use the **Export** icon to export your results in a bibliographic manager format of your choice.

- To save your results for future use, be sure to sign in to your personal account (My EBSCOhost). Once you sign in, your results are saved to the Folder, and can be retrieved at any time.
CINAHL/MeSH Headings

To use CINAHL/MeSH headings:

1. Enter your search terms in the Find field, check the Suggest Subject Terms box and click Search.

   Note: You can also browse CINAHL or MeSH Headings by clicking the link in the top toolbar.

2. A result list of related terms is displayed. Check the box for a subject heading to view available subheadings.

3. Check boxes of desired subheadings to add them to your search.
Terms are added to the Search Term Builder box on the right.

4. Click **Browse Additional Terms** to add more headings to your search

- OR -

Click **Search Database** to execute the search.

5. A result list is displayed.
Using Explode and Major Concept

Explode

When you Explode a term, you create a search query that “explodes” the subject heading. The headings are exploded to retrieve all references indexed to that term as well as all references indexed to any narrower subject terms.

In a database with a tree, such as MeSH or CINAHL Headings, exploding retrieves all documents containing any of the subject terms below the term you selected. In other databases, exploding retrieves all documents containing the selected term, as well as any of its first level of narrower terms. If a plus sign (+) appears next to a narrower or related term, there are narrower terms below it.

Major Concept

When you select Major Concept for a term, you create a search query that finds only records for which the subject heading is a major point of the article. Searches are limited with specific qualifiers (subheadings) to improve the precision of the search, and limited to major subject headings indicate the main concept of an article.

Combining Explode and Major Concept

If you select both Explode and Major Concept, you retrieve all references indexed to your term (and its narrower terms) and all articles for which the subject heading is a major point of the article.

Scope Notes: Click on the Scope link and view the entire Scope Note.
Searching EBSCO Discovery Service Help Sheet

The Basic Search Screen lets you create a search with limiters, expanders, and Boolean operators. Because of the customization options available with EBSCO Discovery Service, your interface options may vary.

To search EBSCO Discovery Service:

6. On the Basic Search Screen, enter your search terms in the Find field.

7. If you want to use any of the optional Limiters or Expanders, click the Search Options link.
8. You can use a specific Search mode, such as "Find all of my search terms," or "SmartText Searching"; apply Limiters such as Full Text or Publication type; or use search options that expand your search, such as "Apply related words."

9. To close the Search Options, click the link again.

10. Click the Search button. The Result List displays.

The search field is displayed above the Result List. Your search terms, limiters and expanders are retained. To refine your search, use the limiters and facets in the Refine Search column on the left.

Note: If included in your institution’s Discovery Service subscription, you may see a real-time availability message included with your results. This will indicate whether the item is available at your institution or currently checked-out.
COMING SOON: New Library Service

SU Digital Repository

Southern University Digital Repository provides free, public access to the research and scholarship of SU’s faculty, staff, and students. As a research scholar at Southern University, you are encouraged to submit: Journal articles & manuscripts, conference proceedings, presentations, and posters, data sets, theses and dissertations, project reports, audio and video files. For more information contact Dawn Kight @ (225)771-4934.

Benefits of a Digital Repository:

- Institutional value: A digital repository can preserve a record of Southern University’s past and present scholarly output.
- Improved visibility: Depositing scholarly material in the SU Digital Repository broadens the visibility of Southern University’s research to the international scholarly community.
- Open access: Through providing access to research and education, the SU Digital Repository broadens the impact of the research conducted at the University.
- Long-term preservation: A digital repository provides a long-term solution for preserving materials deposited in digital format.
- Increased discoverability: Materials in the SU Digital Repository can be found by search engines and are more easily accessible.
- Copyright issues: SU faculty can deposit items without infringing on their intellectual property rights in their work.
Locating Tests and Measurements

Websites

- **Health Services and Sciences Research Resources**
  HSRR contains information about research datasets and instruments/indices employed in Health Services Research, and the Behavioral and Social Sciences with links to PubMed and additional resources.

- **PROQOLID**
  Website: [http://www.proqolid.org/](http://www.proqolid.org/)
  Patient-Reported Outcome and Quality of Life Instruments Database. Limited access for non-members.

Databases & Searching the Literature:

If you cannot find a test that suits your needs either in the sources for published tests or in the directories listed above, you may be able to locate a test of interest by searching within the scholarly literature by using the following databases.

- **ERIC [EBSCOhost]**
- **PsycINFO** Note: Useful for finding a specific test or scale in the academic literature. You can also use it to find studies that use a particular test or scale. Additionally, PsycINFO is the best source for finding literature reviews and discussion of possible biases in assessment tools. To find the most useful information you can search by type of test, author of the test or the exact test name itself. Combining your terms with the keywords listed below will retrieve different results.