LIBRARY SERVICES FOR UNDERGRADUATE STUDENTS

Emma Bradford Perry, Dean of Libraries

Revised 2015
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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></th>
<th>Monday-Thurs</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Time</td>
<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.

Reference Appointment Request

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

Graduate 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. All meetings will be held in the Reference Area of John B. Cade Library.

We 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 a Librarian at library@subr.edu

<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

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
- 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 Undergraduate 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 Graduate Students

<table>
<thead>
<tr>
<th>Loan Period for Graduate Students</th>
<th>21 Days</th>
</tr>
</thead>
</table>

There is a 21-day loan period for Graduate Students. Books checked out to Graduate 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. Graduate 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.

Special Collections: Camille Shade/Black Heritage Collection

<table>
<thead>
<tr>
<th>Loan Period for Graduate Students</th>
<th>28 Days</th>
</tr>
</thead>
</table>

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
- 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:S012233456)
- 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.

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
  - Description:

Electronic Periodical Databases

The library subscribes to over 100 databases covering specialized and multiple disciplines. Electronic periodicals databases are accessible by:

- Alphabetical title list
- Subject
- Title

To access electronic periodicals

- Go to the library’s website (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

If you have any questions, or experience problems logging on please contact the Ask Here Desk at (225)771-2841.
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
- Ethnic Newswatch
- Lexis Nexis Academic
- Regional Business News
- Newspaper Source
- Southern Digest (Campus Newspaper)
  http://www.southerndigest.com/

Reference Databases available at John B. Cade Library

- To access reference databases go to the library’s website at 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.
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 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 to 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
- Select/Click-on ProQuest
- Locate Search Subject Areas
- Click on Dissertations and Theses
- Locate ProQuest Dissertations & Theses Full Text
- 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
**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, Reference 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.
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, or email the library at johnbclibrary@yahoo.com

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>Section</th>
<th>Phone</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives</td>
<td>(225) 771-2854</td>
<td>Charlotte Henderson-Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Angela Proctor –Department Head</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cheryl Dukes</td>
</tr>
<tr>
<td>Camille Shade/African American Collection</td>
<td>(225) 771-2636</td>
<td>Charlotte Henderson-Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Eddie Hughes - Department Head</td>
</tr>
<tr>
<td>Circulation</td>
<td>(225) 771-2855</td>
<td>Dawn Kight-Manager</td>
</tr>
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<td>Maya Banks-Department Head</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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<tr>
<td>Library Administration</td>
<td>(225) 771-4990</td>
<td>Emma Bradford Perry - Dean of Libraries</td>
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<td>Gail Hill, Director, Budget/Facilities</td>
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<td>Music Listening</td>
<td>(225) 771-2842</td>
<td>JoAnne Jones</td>
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<tr>
<td>Reference</td>
<td>(225) 771-2841</td>
<td>Dawn Kight-Manager</td>
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<td>Jane Robinson - Department Head</td>
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<tr>
<td>Security and Facility Guard</td>
<td>(225) 771-2841</td>
<td>Dawn Kight - Manager</td>
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<td>Jane Robinson- Department Head</td>
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<td>Major Saunders</td>
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<td>Systems and Technology Office</td>
<td>(225) 771-2604</td>
<td>Dawn Kight-Manager</td>
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<td>Maletta Payne - Department Head</td>
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<td>Eugene Williams</td>
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<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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<td>• Kathy Bowersox</td>
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<td>• Kaye F. Coleman</td>
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<td>• Elizabeth J. Singh</td>
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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.

New Service

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

If you have any question concerning the Study Rooms, study carrels, or electronic devices 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>
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<th># OF COPIERS</th>
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<tr>
<td>1st</td>
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<td>2nd</td>
<td>Computer Lab</td>
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<td>3rd</td>
<td>Camille Shade Collection Department</td>
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</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.

![Result List Screen](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.
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.
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