Library Information and Resource Guide

HLGU
Hannibal-LaGrange University

2019-20
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OBJECTIVES

The objectives of the Library Research Handbook are to:

1. provide the student with an overview of the services available to him/her;
2. provide the student with an explanation of the library research process;
3. reacquaint the student with the basic library skills and resources;
4. acquaint the student with personalized computer literature search techniques;
5. explain the process for locating research materials

INTRODUCTION

Working adults who are continuing their education, like you, have a difficult time completing exhaustive research. Yet, various projects or papers may require additional information that cannot be obtained through classroom materials. Therefore, access to information at a library or online may be needed.

The library is the heart of the academic life on the Hannibal-LaGrange University campus. It provides materials to support the students' program of instruction and to encourage the habit of reading and the use of libraries. The library staff is available to help you in your search of these materials.

The library holds over 145,000 volumes including print books, periodicals, pamphlets, audio-visual materials and equipment. We currently subscribe to approximately 159 periodical titles and 10 newspaper titles. Students also have access to over 225,000 e-books and 26,000 online journals full-text 24x7 wherever they have access to the internet.

At Hannibal-LaGrange University, the library staff will work with you locate the materials you need. Visits to other libraries may be more convenient for off-campus sites. Those in Poplar Bluff may use the library at Three Rivers College. Students may also visit the nearest MOBIUS library. Please see the MOBIUS section of this handbook for locations of MOBIUS libraries.
ROLAND LIBRARY – HANNIBAL-LAGRANGE UNIVERSITY, HANNIBAL, MO

HOURS:
September-April
Monday through Friday 7:30 a.m. – 12:00 a.m.
Saturday 12:00 p.m. - 12:00 a.m.
Sunday 2:00 p.m. – 12:00 a.m.
Hours posted during breaks

May-August
Monday, Tuesday, Thursday 8:00 a.m. - 6:00 p.m.
Wednesday 8:00 a.m. - 5:00 p.m.
Friday 8:00 a.m. – 4:00 p.m.

CONTACTS:
Phone: 573-629-3132
Library Director 573-629-3130
Circulation desk, Interlibrary Loan & MOBIUS 573-629-3137
Off campus database access 573-629-3132

Web pages
Library catalog: http://Avalon.searchmobius.org/search~S8
Library information & links https://www.hlg.edu/student-life/library/
E-mail library@hlg.edu

FOR THOSE ON THE POPLAR BLUFF OR SIKESTON CAMPUS, USE EITHER:

Rutland Library, Three Rivers College
2080 Three Rivers Boulevard
Poplar Bluff, MO 63901

Sikeston Library
1400 S. Main
Sikeston, MO 63801

Rutland Library Hours:
Fall & Spring
Mon. - Thurs.: 7:30 a.m. – 7:30 p.m.
Friday: 8:00 a.m. - 5 p.m.
Saturday & Sunday: Closed
Summer
Mon. - Thurs.: 7 a.m. - 6 p.m.
Friday - Sunday: CLOSED

Hours for breaks and holidays will be posted at the door or call for information.

CONTACT:
phone: (573) 840-9654
email: arc@trcc.edu
Web catalog: http://galahad.searchmobius.org/search~S2

FOR THOSE ON THE JEFFERSON CITY CAMPUS, USE EITHER

MISSOURI RIVER REGIONAL OR LINCOLN UNIVERSITY
SERVICES OFFERED on the HLGU campus

The library staff is available to provide the following services: circulation, reference, lamination, interlibrary loan, on-line database searching, and bibliographic instruction. Photocopiers, televisions, record players, a die cut machine and microfiche/film reader-scanner are available for student use in the library. Computer labs and wireless internet access are also available to students.

Fee based services:

Laminating: Our laminator accepts items up to 27 inches wide. The cost for laminating is $1.00 per foot. Please allow 24 hours.

Spiral Binding: We have available spirals from 1/4 inch to 1.5 inches. The cost for spiral binding is $2.00 per item.

Photocopying: Regular print copies are $.05 per page. Transparencies are $.40 per transparency. Students must use transparencies specified by the library as the copier only takes certain brands.

Scanner: The library has public service scanners available. If a student brings their own storage device, the service is free.

Audio-visual equipment is available to students for classroom presentations.

All students have the privilege of using the Hannibal Free Public Library, located at 200 S. Fifth Street. Students must present proof of enrollment.

Roland Library is also a part of MOBIUS a consortium of academic libraries in Missouri. Students will have visiting patron privileges at most participating libraries in the consortium. SEE MOBIUS section for more information.
LIBRARY RULES

The library strictly enforces the rules in the Student Handbook (see the Student Handbook). No shirt, no shoes, no service.

Smoking is not allowed in the library.

Also remember that talking may disturb someone else who is studying. Please be as quiet as possible. If you do not comply with a librarian's request to be quiet, you will be asked to leave the library.

The staff reserves the right to check all materials, book bags and briefcases so that you do not inadvertently take out library materials without first checking them out. If anyone is found taking or damaging library materials, he/she will be disciplined.

Be aware that stealing library materials is a criminal action which can be subject to a fine, prison sentence or both depending upon the value of the work.

The regulations, hours, and services of the library have been arranged so you may use the facilities to the best advantage and have a quiet place to study. We welcome your suggestions on library operations and on books and periodicals which you would like for us to add.

CHECK-OUT POLICIES

Roland Library Collection
Full-time traditional students must present their HLGU ID. Part-time and students in non-traditional classes like those in the Adult Degree Completion program must present either an HLGU ID or an HLGU library card with their driver’s license.

Books from the general collection may be checked out for 28 days for the 1st checkout and 28 days for each renewal. Two renewals will be allowed. Videos, kits, cassette tapes, CDs, and pamphlets may also be checked out for 28 days. Students may check out up to 20 items.

Check-out periods for books put on reserve are decided by the instructor. They may be “Library Use Only,” “24-hour”, or “3-days”. Books checked out for the “24-hour” check-out period are to be returned by the hour written on the date due slip. “Three-day” reserve books may be checked out anytime during the day and returned any time during the third day.

All magazines, reference books, rare books, archives and non-circulating materials are to be used in the library. These include HLGU yearbooks, catalogs and student newspapers.
Students may check out audiovisual equipment for school related purposes only. Students who lose or do not return equipment may be billed a replacement fee which is the cost of the item with a $20 non-refundable billing fee.

Overdue items are discouraged. Students will be blocked from checking out additional items upon receiving 3 overdue notices on the same item. **The third overdue notice is a bill with MINIMUM $20 replacement fee plus $10 billing fee per book.** Full amount is due until book is returned. No daily fines will be charged.

Overdue notices will be mailed out regularly. **Should a person not receive a notice, he/she is still responsible for the fees.** Please keep the library advised of any address changes. If someone receives notices for books he or she does not have, talk with the Public Services Technician.

**Students will be blocked from enrolling in classes, participating in graduation ceremonies, or receiving transcripts/diplomas for any overdue items or unpaid fees.** (See the delinquent accounts section of the Hannibal-LaGrange University Catalog.) This includes MOBIUS fees -- see below.

**TRADITIONAL INTERLIBRARY LOAN**

Traditional interlibrary loan is still available for items not accessible on campus or through MOBIUS. To request an interlibrary loan, fill out a form at the Roland Library Circulation Desk or online through Worldcat. You may also email a citation to dhutchison@hlg.edu.

You will need the following information:

**For books:**
- **Author’s name**
- **Title**
- **Publisher**
- **Date of publication**

**For periodicals:**
- **Author’s name**
- **Title of the Article**
- **Title of the Journal**
- **Date of publication**
- **Page numbers**

**Your source (where did you get the information on this item?)**
**Latest date you can use the material.**

The item will be requested by the Public Services Technician, and will be sent from the lending library to the HLGU Library. We will notify you that the book has come, and you can pick it up at this library. Please allow 2 weeks for delivery of traditional interlibrary loan items. Fines and fees will vary depending upon the lending library.
RECALLS

Regardless if the item is checked out locally, through MOBIUS, or through traditional interlibrary loan, holds may be placed, and items may be recalled. Items recalled may result in a shorter loan period, and renewals will not be allowed.

PLEASE CHECK OUT AND RETURN YOUR OWN BOOKS. INDIVIDUALS ARE RESPONSIBLE FOR ALL ITEMS CHECKED OUT ON THEIR CARD.

MOBIUS SYSTEM

MOBIUS stands for Missouri Bibliographic Information User System. It is a consortium of over 70 libraries in Missouri, Oklahoma and Texas that have joined together to share one computer system.

There are many parts to this system. In fact, the online catalog has 4 levels
HLGU catalog – the local catalog, where you can see what HLGU has
http://Avalon.searchmobius.org/search~S8

AVALON – a regional catalog, where you can see what our cluster has
http://Avalon.searchmobius.org/

MOBIUS -- the statewide catalog, where you can see what the state has
http://searchmobius.org/

PROSPECTOR -- an extended catalog where you can search libraries in Colorado and Wyoming.
http://searchmobius.org/

Some of the advantages of this system:
1. Millions of items available with the click of a button.
2. Students can see which items are available and which are checked out.
3. Students can see their own record, renew books, and see the due date.
4. Students can see their professors’ course reserves.
5. Catalogs are available from any web browser.
6. Students are able to check out things from member libraries by either entering your ID number at the request button or by presenting your HLGU ID at their circulation counter.
7. Quick service through a delivery service.

STUDENTS MUST USE THEIR HLGU ID NUMBER TO REQUEST BOOKS!!!

Only books from general collections may be requested. Periodicals, rare books, reference books, reserve books are not available through online requesting. Some audiovisual materials may be requested at the discretion of the lending library. Articles and exact pages of non-circulating books may be requested via interlibrary loan. See the circulation desk to request a form or order online through Worldcat.
Overdue items are unacceptable. Three overdue notices will be sent with the third notice being a bill. **THERE IS A MINIMUM $100 replacement fee plus a $20 billing fee per book.** The $20 is non-refundable even if the book is returned.

Students may have up to 10 MOBIUS items. Please allow 3 days for delivery.

**MOBIUS CHECK-OUT POLICY OVERVIEW**

<table>
<thead>
<tr>
<th>MOBIUS breakdown</th>
<th>Local</th>
<th>AVALON</th>
<th>MOBIUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools involved</td>
<td>Hannibal-LaGrange University</td>
<td>A.T. Still Univ., Central Methodist, Culver-Stockton, MACC, Missouri Valley, State Fair Community College, State Technical College, Truman State, Univ. of Central MO, HLGU.</td>
<td>70+ Libraries in the states of Missouri, Kansas, Texas and Iowa with access to 42 libraries in Colorado and Wyoming.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Loan Period for Most Books</th>
<th>Students: 28 days with two 28-day renewals.</th>
<th>Everyone: 28 days with two 28-day renewals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff: until May 15th.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lost book</th>
<th>Minimum $30.00</th>
<th>Minimum $120.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>You need</th>
<th>Valid school ID. Must present ID to pick up books.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What can I borrow?</th>
<th>Books, kits, videos, cassette tapes, CDs, pamphlets, etc can be checked out Periodicals must be used in the Library.</th>
<th>Books from the general collection only (no reference, reserve or special collection items, no periodicals. ) Some audio-visual materials.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Where can I return items?</th>
<th>Return anywhere in cluster by due date.</th>
<th>Return anywhere in borrowing or loaning cluster by due date.</th>
</tr>
</thead>
</table>

**MOBIUS Members and Clusters**

**What is a Cluster?**

A Cluster is a group of libraries that share a common server. Cluster name is listed after each institution. For a complete list of members, please see:

For a list of members and their cluster, see: [https://mobiusconsortium.org/branch-list](https://mobiusconsortium.org/branch-list)
LIBRARY RESEARCH PROCESS

Whether you need to locate a recipe for chocolate mousse or analyze the cost-effectiveness of computerizing a manufacturing process, the research process is the same.

The basic steps in the research process are:

1. Define your search topic.
2. Gain a general overview and perspective
3. Decide what types of material you will need: books, journal articles, etc.
4. Locate references to materials
5. Locate physical materials
6. Scan the item to gauge their usefulness to you
7. Read and take notes on your selected sources
8. Repeat steps two through seven until you have the information you need
9. Write your paper

Step 1 – Define your search topic.

You must select a topic for your research. Sometimes the professor will select one for you. Sometimes you will be able to pick one yourself.

Step 2. – Gain a general overview and perspective

Your topic, or problem, will generally contain several concepts; therefore, it is helpful to define search terms. If you can, separate each concept and begin to think of synonyms, or related words for each concept.

Example: Effect of prejudice on employment of various ethnic groups.

<table>
<thead>
<tr>
<th>Key Concepts and Synonyms</th>
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</thead>
<tbody>
<tr>
<td>Prejudice</td>
</tr>
<tr>
<td>Racism</td>
</tr>
<tr>
<td>Bias</td>
</tr>
<tr>
<td>Partiality</td>
</tr>
<tr>
<td>Discrimination</td>
</tr>
</tbody>
</table>

In searching for information on this topic, it might be necessary to search each index under each of these terms.

Every periodical index, catalog and database has a standard list of subject terms that is used consistently throughout that particular index; however, most databases allow keyword searching. If you do not find what you are looking for, please ask a librarian for assistance.
Step 3. Decide what types of material you will need

This step has several options: Books, print journals, newspapers, electronic journals, web sites, videos, television shows, etc. Most professors will want two or three different types of material included in your papers.

Step 4. Locate references to materials

Searching for books – use one of the catalogs – HLGU, MOBIUS or Worldcat
Searching for e-books - use the E-books collection in EBSCOhost
Searching in online indexes for journals – use one of the library databases
Searching for a web site – use your preferred search engine.

Step 5. Locate physical materials

For books, you will need to use the call number to retrieve the item from the shelf or pick it up at a service desk if you requested it online.

For print journals at HLGU, you will need to ask for it at the circulation desk and the staff will get it for you. You may read the article in the library or photocopy it to read it at your convenience.

Electronic articles can be printed. With e-books, you will be limited to 15 pages due to copyright restrictions.

Step 6. Scan the item to gauge their usefulness to you
Step 7. Read and take notes on your selected sources
Step 8. Repeat steps two through seven until you have the information you need
Step 9. Write your paper
SEARCHING THE ONLINE CATALOG

This is an example of a page from the online catalog:

http://Avalon.searchmobius.org/search~S8

You may search by keyword, author, title, author & title, journal, magazine & newspaper, numbers, or subjects. You may search any of the libraries in AVALON or all of them. Enter your search terms and click submit. It will bring up a results list.

Click on underlined title to bring up a record.
A record will show location, call number and availability. To get the print version, you would use the call number to find the book on the shelf. eBook means full text is available online. Just click on the link for online access.

Searching in MOBIUS is very similar.
Once you find a book you’d like to request, you may see if it is available.

If it has a due date, that means it is checked out. If it is available, click on the request button.
It will ask with which cluster are you affiliated? You are affiliated with MOBIUS - AVALON. Click submit above information.

Enter your name, campus ID with HLG on the end, pick up cluster and pickup location.
Hannibal: Use AVALON, Hannibal-LaGrange
TRCC: Use Archway, Three Rivers CC Library
Others: check for the nearest MOBIUS library near you.

If you use the AVALON catalog instead of the MOBIUS catalog, you will also have to enter a PIN or personal identification number. You will be given a chance to create a PIN the first time you use AVALON. If you forget your PIN, just call the library at ext. 573-629-3132 and we’ll be glad to reset it for you.
You may also view your library account online or see what materials an instructor has on reserve. You will need your PIN # to access your account.
Through your library account you can renew books or cancel requests at your convenience.

To search Prospector, click on the Prospector button.

It will carry your search through from MOBIUS or you can enter a new search.
To request an item, you must select the institution with which you are affiliated. You are affiliated with MO-AVALON

Then you will need to enter your name, student ID# with HLG on the end, and Hannibal LaGrange as the pickup library.

Please allow at least two weeks to receive materials from Colorado or Wyoming.
ARRANGEMENT OF LIBRARY MATERIALS

Our library uses the Dewey Decimal system to classify books. Dewey is arranged by broad subject areas.

<table>
<thead>
<tr>
<th>DEWEY DECIMAL CLASSIFICATION SYSTEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099 General Works (including encyclopedias, periodicals)</td>
</tr>
<tr>
<td>100-199 Philosophy and psychology</td>
</tr>
<tr>
<td>200-299 Religion (including mythology)</td>
</tr>
<tr>
<td>300-399 Social Sciences (including economics, law, education, government, etc.)</td>
</tr>
<tr>
<td>400-499 Language (including dictionaries and grammars)</td>
</tr>
<tr>
<td>500-599 Pure Science (such as mathematics, chemistry, physics, biology)</td>
</tr>
<tr>
<td>600-699 Technology (applied sciences, including agriculture, engineering, etc.)</td>
</tr>
<tr>
<td>700-799 Arts and recreation (including painting, music, etc.)</td>
</tr>
<tr>
<td>800-899 Literature and rhetoric (including poetry, plays, etc.)</td>
</tr>
<tr>
<td>900-999 History, geography, and biography</td>
</tr>
</tbody>
</table>

In our library, biographies are usually in 920-929, but it is also advisable to look in the subject catalog under the person's name. Biographies are usually grouped together by the subject; for example, most of the books about George Washington will be in one place.

**Other Parts of HLGU Call numbers – Prefixes & Postfixes.**

Some call numbers will have extra information at the beginning or end of a call number. These are called prefixes and postfixes. These are the prefixes and postfixes used at L A Foster Library in Hannibal and their locations.

**Other Parts of HLGU Call numbers – Prefixes & Postfixes.**

Some call numbers will have extra information at the beginning or end of a call number. These are called prefixes and postfixes. These are the prefixes and postfixes used at Roland Library in Hannibal and their locations.

<table>
<thead>
<tr>
<th>Abbrev.</th>
<th>Description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR</td>
<td>Archives</td>
<td>Archives</td>
</tr>
<tr>
<td>CA</td>
<td>Cassettes</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>CD</td>
<td>Compact Disk</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>Chr. Rom</td>
<td>Christian Romance</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>CUR-LAB</td>
<td>Education Curriculum Lab Materials</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>DVD</td>
<td>DVD’s</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>E</td>
<td>Easy</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>EQ</td>
<td>Equipment</td>
<td>Equipment room</td>
</tr>
<tr>
<td>GR</td>
<td>Guided Reading</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>HLG Authors</td>
<td>Books written by HLGU Faculty, Staff &amp; Alumni</td>
<td>Southwest stacks</td>
</tr>
<tr>
<td>J</td>
<td>Juvenile</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>KIT</td>
<td>Kit</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>NC</td>
<td>Newcomen Pamphlet</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>P</td>
<td>Pamphlet</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>PF</td>
<td>Play File</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>Q</td>
<td>Quarto</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>R</td>
<td>Reference</td>
<td>Southwest stacks</td>
</tr>
<tr>
<td>RBC</td>
<td>Rare Book Collection</td>
<td>Archives</td>
</tr>
<tr>
<td>Software</td>
<td>Software programs</td>
<td>Archives</td>
</tr>
<tr>
<td>SR</td>
<td>Sound Recording</td>
<td>Remote Storage*</td>
</tr>
<tr>
<td>Thesis</td>
<td>Thesis &amp; Dissertations</td>
<td>Southwest stacks</td>
</tr>
<tr>
<td>VF</td>
<td>Vertical File</td>
<td>Archives</td>
</tr>
<tr>
<td>VID</td>
<td>Video</td>
<td>Southeast stacks</td>
</tr>
<tr>
<td>YA</td>
<td>Young Adult</td>
<td>Southeast stacks</td>
</tr>
</tbody>
</table>

*Indicates those materials designated as restricted access which can be obtained at the circulation desk.

If you have trouble locating anything, please ask the staff for assistance.
OTHER LIBRARIES

Other libraries including some in MOBIUS use the Library of Congress System. It divides things by alphabet.

A    General Works                      M   Music
B.   Philosophy and Religion            N   Fine Arts
C.   History – Auxiliary Science        P.  Language Arts and Literature
D   History and topography             Q   Science
E   American History General           R   Medicine
F   American History Local             S   Agriculture
G   Geography and Anthropology         T   Technology
H   Social Sciences                     U   Military Science
J   Political Science                   V   Naval Science
K   Law                                  Z   Bibliography and Library Science.
L.  Education

Note: the letters I, O, W, X, and Y are omitted. These have been reserved for future expansion of the classification system.

SEARCHING FOR BOOKS

The catalog is the main entry point in every library since it contains a bibliographic record of every book and non-print item the library possesses. Our library catalog is accessible on the Internet. The web addresses are

https://Avalon.searchmobius.org/search~S8/  - public access catalog
https://searchmobius.org/  - MOBIUS Union Catalog

When you have located an interesting item, there are definite pieces of information you should write down or print out such as the call number and the full bibliographic citation.

The Call Number

Copy the entire call number which appears in a box in the middle of a bibliographic record. You will need it to locate the book. Two samples of complete call numbers look like these:

<table>
<thead>
<tr>
<th>Dewey Decimal System</th>
<th>Library of Congress System</th>
</tr>
</thead>
<tbody>
<tr>
<td>658.45</td>
<td>BS2535.2</td>
</tr>
<tr>
<td>D495g</td>
<td>G85</td>
</tr>
<tr>
<td></td>
<td>1982</td>
</tr>
</tbody>
</table>

Simply copying the first line of the call number is not enough. All lines are essential to locate a book. You would then take this information with you and pull the book from the shelf.
The Full Bibliographic Citation

The catalog record clearly lists all information needed for your bibliography, such as author, title, publication date and place, name of publisher, copyright date, series, etc.

Example of a Library Record

REFERENCE BOOKS

Reference books are those which you would not normally read through but which give brief or general facts for quick reference. The three major types of reference books are language dictionaries, general encyclopedias, and subject reference books. Particular points to watch for are the copyright date, the authority of the editors and staff, and the arrangement of the information. Reference material may not be taken out of the library.

Valuable print resources:
- Bible Commentaries - for help in understanding Bible passages
- Grove's Dictionary Of Music And Musicians - for music information
- Literary Criticisms - for information about authors
- Physicians Desk Reference - for medications and their use
- Statistical Abstracts - for statistics on the United States
- World Almanac - for statistics on the world

IF YOU CANNOT FIND THE BOOK

If the book you want is not on the shelf, check the surrounding tables as someone else may be using it. It could also be checked out, at the bindery, lost or stolen. You should check at the circulation desk. Ask the librarian for help either to locate it or to request it on interlibrary loan from another library.
PERIODICALS AND INDEXES

One of the most used sources of information is a journal article. The library has approximately 300 current print journals and may obtain copies of articles in many more. For the most part we recommend students use our online databases as an index to find reliable articles. Some databases include both citations and full-text.

A citation indicates the article title, author, magazine title, volume number, page number and periodical date. Be sure to copy the entire citation so you may find the article more easily.

The following is an example of a citation found in a periodical index under the subject JUVENILE DELINQUENCY:

[a] JUVENILE DELINQUENCY
[b] Return to school: counseling juvenile delinquents
[c] N. Henry Today Educ. 63: 42-4 Ja’02
[d] [e] [f] [g]

a) Subject of the article
b) Title of the article
c) Author of the article
d) Name of the magazine in which it appeared (Today’s Education)
e) The volume number of the magazine
f) The pages on which the article appeared in the magazine
g) The date of the magazine (January 2002)

Indexes often make use of abbreviations and will frequently abbreviate the title of the magazine.

An abstract service is an index to periodicals, books, scholarly publications, etc. It differs from other indexes in that a brief summary, or abstract, of the article or book is included.

EBSCOhost is an example of an online index which has the capacity to provide some full text articles. EBSCOhost can be accessed from home. You should be able to access via your student portal. If not, please contact the library

Once you have compiled your list of articles to be read, your task is to locate them.

First, check the periodicals holdings list of the library you are in. Most will have a bibliographic record in the online catalog.

Bound periodicals are located in the southwest stacks. Microfiche must be obtained from the library staff. The microfiche/film reader is available in the archives room. Please ask for assistance in using it. Periodicals, microfilm, microfiche and current issues must be used in the library. PERIODICALS MAY NOT BE CHECKED OUT OF THE LIBRARY.
Some things to consider when choosing periodical articles to read are:

1. The title of the article may show what it covers.
2. The length of the article may indicate how detailed the treatment is.
3. The periodical it is in may suggest whether the article is popular or scholarly, broad or detailed.
4. The availability of the periodical in the library or through interlibrary loan may determine use.

OLDER MEDIA AND THE LISTENING AREA

Audio materials are catalogued and included in the online catalog. The "R" in front of a single line number indicates it is a music record. Spoken records will have two lines of numbers and letters. Give this number to the librarian, who will give you the record and a set of headphones. Records and cassettes may be checked out for 3 days. The listening area is located in the computer lab.

SOFTWARE

We have several useful programs loaded onto the hard drive of various computers. To locate software, ask the library staff. If it is the first time you have used that particular program, the library staff will be glad to give you some instruction.

EQUIPMENT: Available for institutional use only.
16 mm. projectors, cassette recorders, data/video projector, digital still cameras, dissolve unit, I-pad mini, kindle, lap desks, laptops, record players, screen, slide projector, speakers, transparency projectors, tripods, VCR’s, video cameras, white boards and more.

E-BOOKS

Over 225,000 books are available full text online. These are called e-books. They are accessible from the library catalog by clicking on the link in the bibliographic record. To access e-books off campus, you will need to login to the student portal and access the E-book Collection in EBSCOhost. Please contact library staff for assistance.
ONLINE RESOURCES

ATLAS full text searching of religious publications.

BUSINESS SOURCE full text business publications including SWOT analysis, market reports, etc. available through EBSCOhost

CINAHL full text nursing and medical information. Access through EBSCOhost.

EBSCOhost - general periodicals, business & health information

EDUCATION Full-Text offers full text articles in the area of teacher education.

FILMS ON DEMAND – Access thousands of academic videos.

Learning Express Library Learn about resumes, job hunting and test prep for civil service, Praxis, law enforcement exams, and more!

Pronunciator – Learn over 60 different languages

Safari Tech books – Software tutorials, Business and technical resources. Use your HLGU email address to login

All databases can be accessed off campus through the student portal. For personalization, create a login from on the Hannibal campus. If you are on a different campus, please contact the library staff to create a personalized login for you.

Electronic database access from home

To obtain access from home, students must sign into their student portal using their username (student ID#) and student portal password. You will receive your portal password via email or your program office/representative. Initially, HLGU will use whatever email address a student has on file with the registrar’s office. After that, HLGU will send official communication to a student’s HLGU email account.

If a student has difficulty logging in to the student portal page, there is a “forgot password” link on the student portal sign in page. It can be used to send a reset link to any email they have in the HLGU computer system. If a student needs an email address added, the student should contact the Registrar’s Office.

If the registrar’s office cannot be reached, you may request temporary access to library resources from HLGU library by calling 573-629-3132 or send an email to library@hlg.edu.

You will need to have access to the internet. If you find an e-book by searching the library catalog, please know that you will need to log into your student portal first before you can access the e-book.
To login to the student portal, go to www.hlg.edu, scroll to the bottom and click on the student portal link.

Enter your student ID # and your student portal password.
Click on the HLGU library remote login button on the left.

It will take you to the library databases page. You may select from any on the list.
From the library database webpage, click on EBSCOhost.

It will bring up another screen with some choices. Choose EBSCOhost Databases. (If you have a low end computer, you might choose Ebscohost Text Only – it will bring up the simpler information without pictures, full image or internet hyperlinks)

Next choose a database by clicking in the little box to the left. A checkmark should appear. Masterfile Elite or Academic Search Elite is recommended for the Adult Degree Completion Program. Business Source may be of special help to those in the organizational management program. Then click enter.
Type in your topic, and click on the search button. This should bring up a list of matching citations.

Click on the full text icon to retrieve the article.
Click on the print button at the top of the window to print out the article. Select the format, and click print. You may have a print box that pops up, depending upon your computer. Click print once you have made any adjustments to your selection.

For instructions on how to set up a personalized folder in EBSCOhost, see https://help.ebsco.com/interfaces/EBSCOhost/training_promotion/My_EBSCOhost_Folder_Tutorial

For instructions on how to access ebooks via your mobile device, see https://help.ebsco.com/interfaces/eBooks_Audiobooks/eBooks/Training_Promotion/Downloading_EBSCO_eBooks_Mobile_Device_Tutorial

Tutorials are available on our website: https://www.hlg.edu/student-life/library/tutorials/

**CLOSING REMARKS**

You are always welcome in the library. We want to help you find all the information you need or want. So please help us by obeying all rules, returning materials on time, and telling us what you need early. If you have questions, please ask.
Nondiscrimination Statement

Hannibal-LaGrange University complies with all federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, sex, religion, disability, national or ethnic origin or ancestry, military or veterans status, or genetic information in either employment or the provision of services. As an institution controlled by the Missouri Baptist Convention, the University is exempted from some provisions of nondiscrimination laws, including the prohibition against religious discrimination in employment under Title VII of the Civil Rights Act of 1964, and, to the extent compliance would conflict with the University’s religious tenets, the prohibition against sex discrimination under Title IX of the Education Amendments of 1972.

A student or one seeking admission to Hannibal-LaGrange University, who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Karry Richardson at HLGU, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at krichard@hlg.edu

An employee or one seeking employment who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Dori Colborn at Business Office, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at dori.colborn@hlg.edu