

Library Information and Resource Guide



2020-2021

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LIBRARY RESEARCH HANDBOOK

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 245,000 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.: 7:45 a.m. – 7:30 p.m.
Friday: 8:00 a.m. - 5 p.m.
Saturday & Sunday: Closed

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

Summer

Mon. - Thurs.: 7 a.m. - 6 p.m.
Friday - Sunday: CLOSED

CONTACT:

phone: (573) 840-9654

email: library@trcc.edu

Web catalog: <http://galahad.searchmobius.org/search~S2>

Web page: <https://www.trcc.edu/arc/>

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 75 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

<u>MOBIUS</u> <u>breakdown</u>	<u>Local</u> http://Avalon.searchmobius.org/search~S8	<u>AVALON</u> http://Avalon.searchmobius.org/	<u>MOBIUS</u> http://searchmobius.org/
Schools involved	Hannibal-LaGrange University	A.T. Still Univ., Central Methodist, Culver-Stockton, MACC, Missouri Valley, State Fair Community College, State Technical College, Truman State, HLGU.	75+ Libraries in the states of Missouri, Kansas, Texas and Iowa with access to 42 libraries in Colorado and Wyoming.
Loan Period for Most Books	Students: 28 days with two 28-day renewals. Faculty/Staff: until May 15th.	Everyone: 28 days with two 28-day renewals.	
Lost book	Minimum \$30.00	Minimum \$120.00	
You need	Valid school ID. Must present ID to pick up books.		
What can I borrow?	Books, kits, videos, cassette tapes, CDs, pamphlets, etc can be checked out Periodicals must be used in the Library.	Books from the general collection only (no reference, reserve or special collection items, no periodicals.) Some audio-visual materials.	
Where can I return items?	Return anywhere in cluster by due date.		Return anywhere in borrowing or loaning cluster by due date.

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>

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.

Key Concepts and Synonyms

<u>Prejudice</u>	<u>Employment</u>	<u>Ethnic groups</u>
Racism	Work	Race
Bias	Jobs	African-American
Partiality		Hispanic
Discrimination		Asian

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.



[Library Home](#) [My Library Account](#) [Course Reserves](#) [Help](#) [Avalon](#) [MOBIUS](#)

Keyword

Hannibal-LaGrange University

Submit

Search Options

Advanced Keyword

Author

Title

Journals, Magazines,
Newspapers

Numbers

Subject (LC)

Medical Subject


Children's Subject

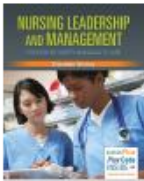
Start Over

Click on underlined title to bring up a record.

entries 1-750

1


Book




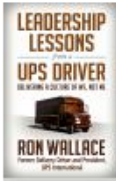
Reviews & More

[Nursing leadership and management for patient safety and quality care](#)
Murray, Elizabeth J., author.
Philadelphia : F. A. Davis Company, ©2017.
★★★★★
Request

LOCATION	CALL NO	NOTE	STATUS
HLG General Circulating	<u>610.73068 M981n</u>		AVAILABLE

2


E-Book



Reviews & More

[Leadership lessons from a UPS driver : delivering a culture of we, not me](#)
Wallace, Ron (Ronald G.), author.
Oakland, CA : Berrett-Koehler Publishers, [2016]
★★★★★
Website More...

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.



**Reviews
& More**

Author [Stott, John R. W.](#)

Uniform Title [Desafíos del liderazgo Cristiano. English](#)

Title [Problems of **Christian leadership**](#) [electronic resource] / John Stott.

Publication Downers Grove, IL : InterVarsity Press, 2014.


Rating ★★★★★

Connect to
[EBSCOhost A Hannibal-LaGrange electronic book; click to access](#)

LOCATION	CALL NO	NOTE	STATUS
HLG Elec Resource	HLG E-book in EBSCOhost		AVAILABLE


Searching in MOBIUS is very similar.

My Book Cart (0 items)



Catalog


Search








[Advanced Search](#)

Once you find a book you'd like to request, you may see if it is available.

[< Back to results](#)



Strategic management : competitiveness & globalization. Concepts and cases / Michael A. Hitt, R. Duane Ireland, Robert E. Hoskisson
Hitt, Michael A., author.
 Book/Journal | Cengage Learning | 2017 | 12e.

[Request it](#)
Additional actions:
   

Summary
Introduce your students to strategic management with the market-leading text that sets the standard for the course area. Written by respected scholars who have taught strategic management at all educational levels, Hitt, Ireland, and Hoskisson's latest edition provides an intellectually rich, yet practical, analysis of strategic management. The classic industrial organization model is combined with a resource-based view of the firm to provide students with a complete understanding of how today's businesses establish competitive advantages and create value for stakeholders. Cutti (...[read more](#))


[MOBIUS - BRIDGES](#)

Locations

Library	Where is it:
MOBIUS - TOWERS	MWSU Stacks - Upstairs HD62.17 .P34 2016 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 library are you affiliated? You are affiliated with MOBIUS - AVALON. Click submit above information.



eMO eBooks MOBIUS Libraries Help

MOBIUS requesting is now available between libraries that have resumed services. Please note that items that appear available that cannot yet be requested and that delivery times may be delayed due to quarantining of materials. At this time, requesting through our partner consortium, Prospector, is still unavailable. [Click here](#) for a list of MOBIUS libraries currently participating in borrowing and lending.

Requesting *Faith in the shadows : finding Christ in the midst of doubt / Austin Fischer ; foreword by Brian Zahn*

Please choose your library from the drop-down menu below.

- MOBIUS - Hannibal-LaGrange University
- MOBIUS - Drury University
- MOBIUS - East Central College
- MOBIUS - Evangel University
- MOBIUS - Fontbonne University
- MOBIUS - Goldfarb School of Nursing
- MOBIUS - Hannibal-LaGrange University**
- MOBIUS - Harris-Stowe State University
- MOBIUS - Jefferson College

Enter your name, campus ID with HLG on the end, pick up library and pickup location.

Hannibal: Use Hannibal-LaGrange, Hannibal-LaGrange

Poplar Bluff: Use Three Rivers College, Three Rivers College

Others: check for the nearest MOBIUS library near you.

Request Verification

Requesting *Faith in the shadows : finding Christ in the midst of doubt / Austin Fischer ; foreword by Brian Zahn*

Please enter the following information:

For example, type "Jane Smith" and then press the TAB key.

Your Name:

For example, type "312312 ..." and then press the TAB key.

Type your FULL ID number plus your campus code:
ATSU(staff), CMU, CS, HLG, KCOM(students), MACC, MVC, SFCC, STC, TSU then TAB

Pickup Library:

Pickup Location:

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.

My Library Account **Course Reserves** **Help**

Login

Please enter the following information:

Your Name: *For example, type "Jane Smith" and then press the TAB key.*

Campus ID Number *Type your ID number plus your campus code: CS, HLG, ATSU (staff), KCOM (students), LST, MACC, or TSU.*

Please enter or create your PIN: *Type your PIN. Remember this number. Contact Circulation for help.*

[? Forget Your PIN?](#)

Through view your library account you can renew books or cancel requests at your convenience.

Sort by Due Date Renew All Renew Marked

4 ITEMS CHECKED OUT

RENEW	TITLE	Ratings	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	3D home architect [kit] / Broderbund.	☆☆☆☆☆	38527100828597	DUE 05-14-12 Renewed 4 times	728.37 T531 Kit1412
<input type="checkbox"/>	Moving your library : getting the collection from here to there / Steven Carl Fortriede.	☆☆☆☆☆	38527101293684	DUE 06-28-12 HLG USE ONLY	025.1 F744m
<input type="checkbox"/>	Countdown to a new library : managing the building project / Jeannette Woodward.	☆☆☆☆☆	38527101157574	DUE 06-28-12 LIB USE ONLY	022.3 W911c
<input type="checkbox"/>	Managing facilities for results : optimizing space for services / Cheryl Bryan for the Public Library	☆☆☆☆☆	38527101180618	DUE 06-28-12 HLG USE ONLY	022.3 B915m


To search Prospector, click on the Prospector button.

Search: [Advanced Search](#)

[My Email List \(0 items\)](#)

Prospector 
News About MOBIUS

It will carry your search through from MOBIUS or you can enter a new search.

Search: Advanced Search My Email List (0 items) **Prospector**  News About MOBIUS

Results 1 - 25 of 56158 for Leadership

Sorted by Relevance | Date | Title

Refine by:

☐ **Found In**
Title (27249)
Subject (19031)
Author (2316)

☐ **Format**
Books/Journals (51777)
DVD/Videos (2294)
Audiobooks (731)
Theses (680)
Computer Files (151)
more >

☐ **Collection**
Hathi Trust (458)

☐ **Language**
English (54936)
Spanish (212)
Indonesian (116)
more >

Leadership [electronic resource]
Books/Journals | 2005-
1 Library has this title

[View full text services.](#)




Leadership [electronic resource]
Books/Journals | 2005-
1 Library has this title

[Link to Full Text](#)




Leadership [electronic resource] / the Chair Academy
Books/Journals | 2004-
1 Library has this title

[Link to Full Text](#)




[Request it](#)

Additional actions:
  


[Request it](#)

Additional actions:
  

[Request it](#)

Additional actions:
  

To request an item, you must select the institution with which you are affiliated.

Prospector  [Advanced Search](#) [New Search](#) [Print](#) [Help](#)

[Libraries that have resumed Prospector](#) [Encore](#)

Home Library Selection Screen

Requesting Radical compassion : finding Christ in the heart of the poor / Gary Smith.

With which institution are you affiliated?

[Submit above information](#)

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.

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

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.

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

*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:

Dewey Decimal System

658.45

D495g

Library of Congress System

BS2535.2

G85

1982

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

Author **Hallowell, Edward M., author.**
Title **Driven to distraction at work : how to focus and be more productive / Edward M. Hallowell, MD.**
Publication Boston, MA : Harvard Business Review Press, ©2015.
Rating ★★★★★

LOCATION	CALL #	STATUS
HLG General Circulating	158.7 H193d	AVAILABLE



Text call number

Description viii, 247 pages : illustrations ; 25 cm
Bibliography Includes bibliographical references and index.
Summary "Hallowell, known for his work with children and adults, now identifies the underlying reasons why people really lose their ability to focus at work--where many of today's adults feel distracted and unproductive. He explains why commonly offered solutions like 'learn to manage your time better' or 'make a to-do list' just don't work because they don't address the deeper, underlying issues of mental distraction"-- Provided by publisher.
Subjects **Distraction (Psychology)**
Attention.
Time management.
Psychology, Industrial.

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

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 245,000 eBooks are available full text online. They are accessible from the library catalog by clicking on the link in the bibliographic record. To access eBooks off campus, see the instructions for remote access. 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

Until the new HLG You web page is up...

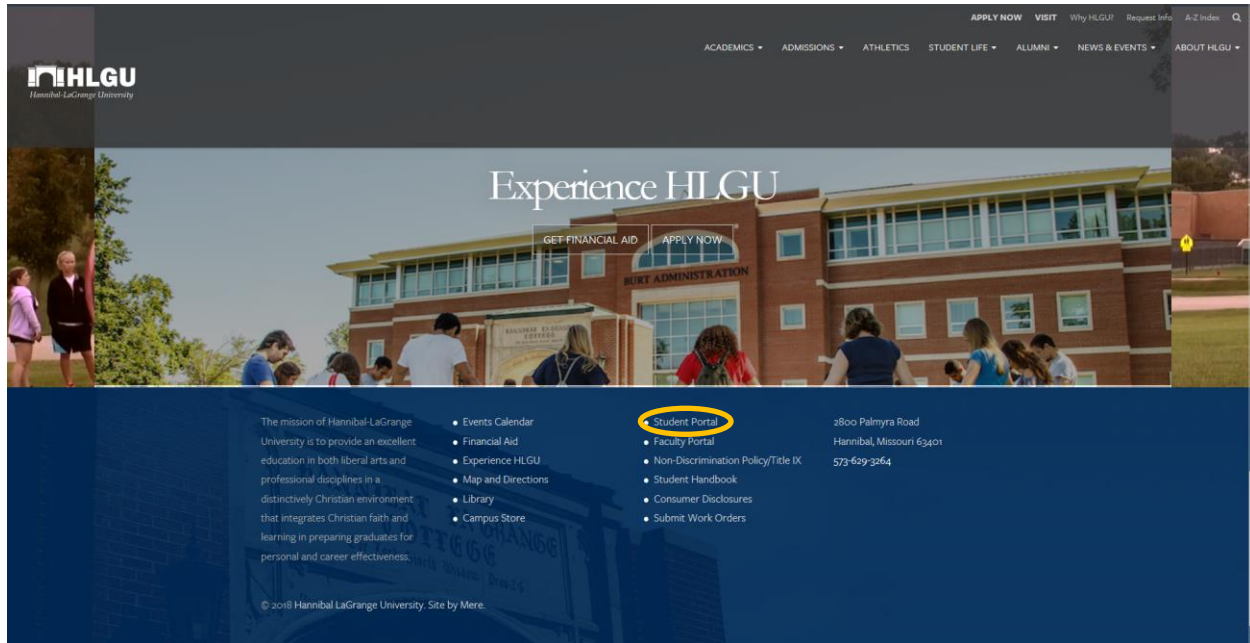
To obtain access from home, students must sign into the old student portal using their username (student ID#) and student portal password. You will receive your portal password via email or your program office/representative. Initially, HLGU will use whatever email address a student has on file with 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 the old student portal first before you can access the e-book.

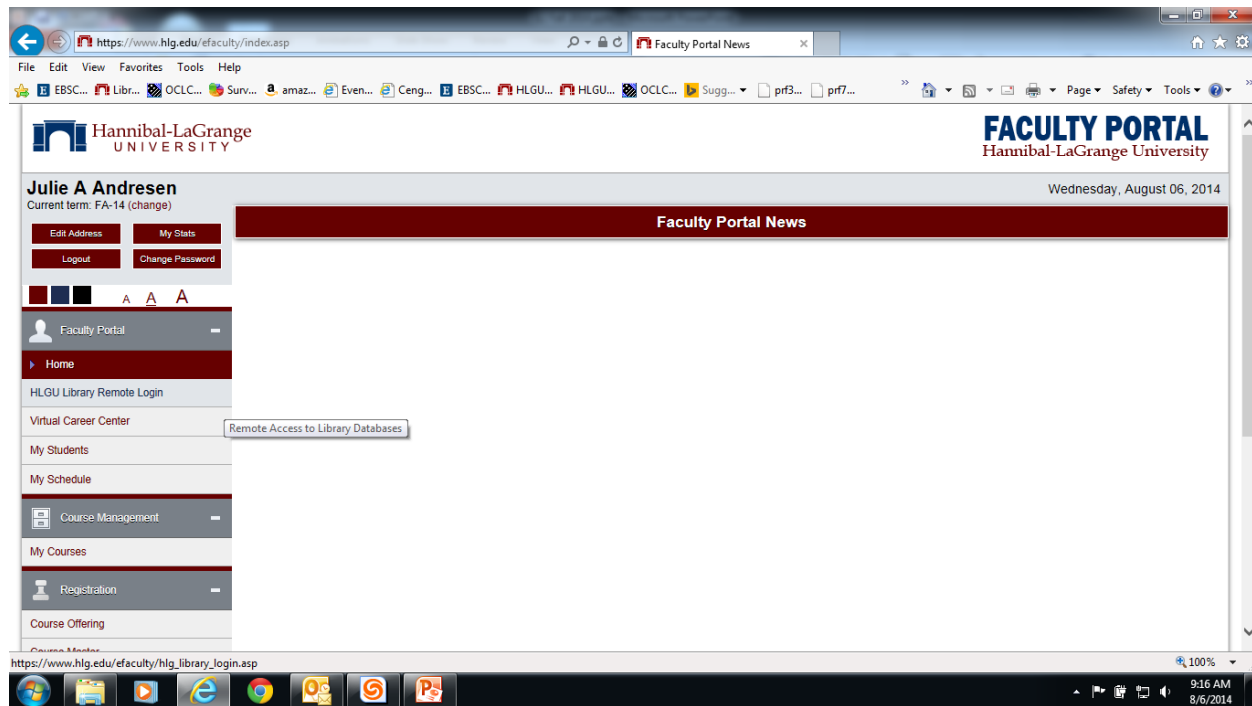
To login to the old student portal, go to www.hlg.edu, scroll to the bottom and click on the student portal link.



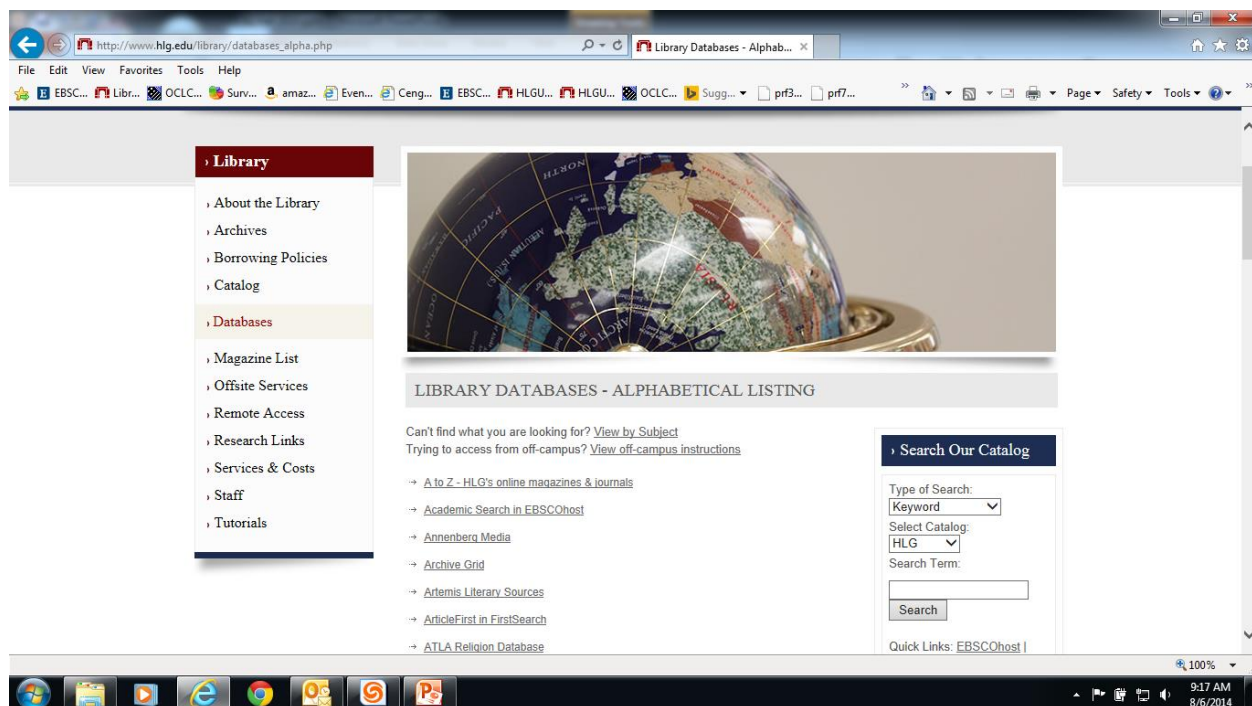
Enter your student ID # and your student portal password. Pick your current term.

The screenshot shows the Student Portal Login page. At the top, there is a header with the HLGU logo and the text 'STUDENT PORTAL Hannibal-LaGrange University'. Below this is a red banner with the text 'Student Portal Login'. The main content area contains a login form with the following fields: 'Username' (marked with an asterisk), 'Password' (marked with an asterisk), and 'Term' (a dropdown menu set to 'SP-18'). There is a 'Login' button below the form. Below the button, there are links for 'Forgot Password?' and 'Contact the Registrar's Office if you forgot your Username'. The footer contains the text '© 2018 Three Rivers Systems, Inc. All rights reserved.'.

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.



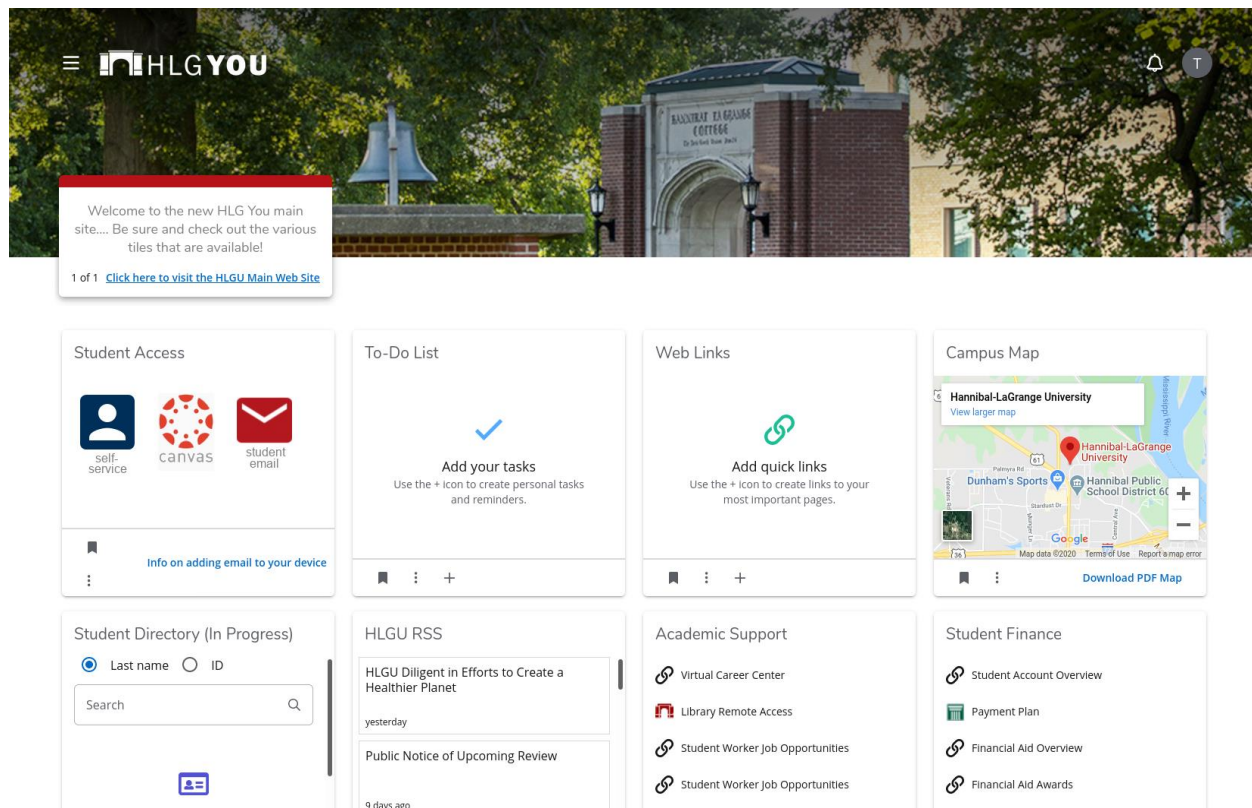
After the HLG You web page is up and running...
To access online journals, eBooks and other services, you will need to:

Go to <http://my.hlg.edu>

Login. You can use either your HLGU Student ID # or your HLGU Student email address.

Find the Academic support section

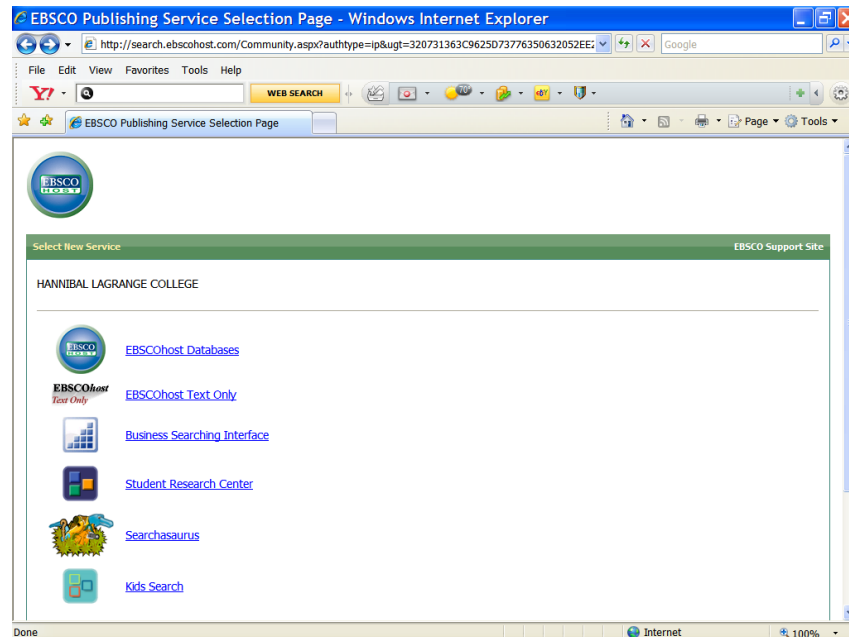
Click on Library Remote Access



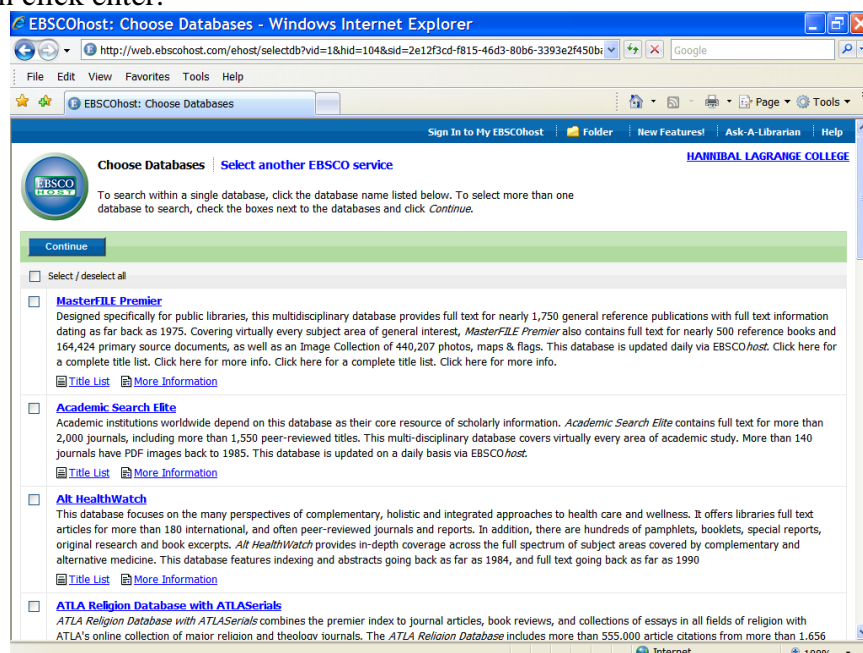
It will also take you to the library databases page.

EBSCOHOST

From the library database webpage, you can select any of the databases that say in EBSCOhost. Most will take you directly to that database. If you 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.



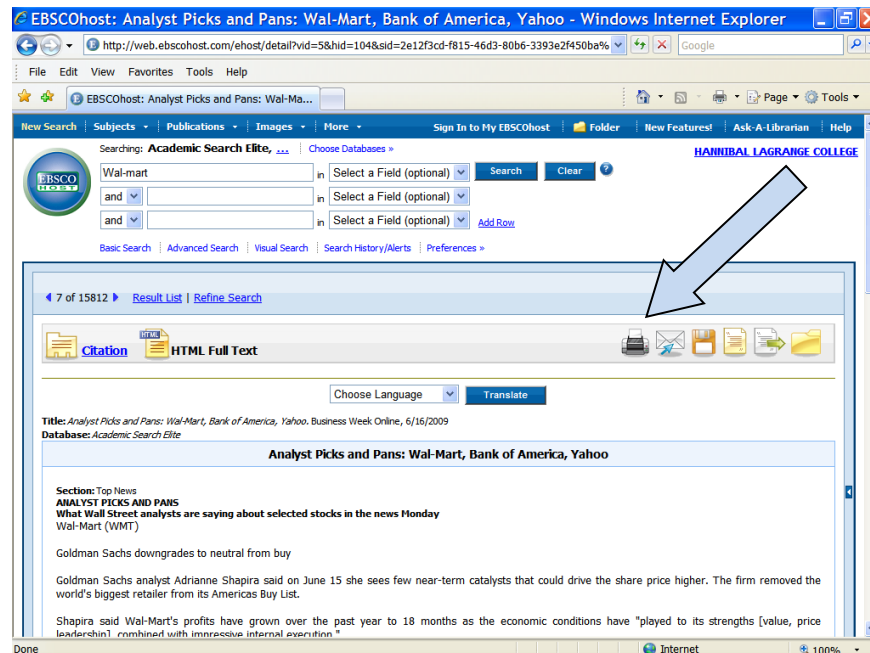
Type in your topic, and click on the search button. This should bring up a list of matching citations.

The screenshot shows the EBSCOhost Advanced Search page. The search term "Wal-mart" is entered in the search box. The interface includes various search options like "Search modes" (Boolean/Phrase, Find all my search terms, etc.), "Limit your results" (Full Text, Published Date, etc.), and "Special limiters for Academic Search Elite".

Click on the full text icon to retrieve the article.

The screenshot shows the EBSCOhost Result List for "Wal-mart". The results list shows two articles. The first article is titled "RECALLS" and the second is "Green Day Go Number One Without the Help of Walmart". The interface includes a sidebar with "Narrow Results by" (Source Types, Periodicals, etc.) and a "Limit your results" section on the right.

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 or how to access eBooks via your mobile device, see our tutorials web page.

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 veteran's 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 Mr. Joshua Pierce at HLGU, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at Joshua.Pierce@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 Ms. Jordahn Leonard at Business Office, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at Jordahn.Leonard@hlg.edu