



**ATHENS STATE UNIVERSITY
LIBRARY HANDBOOK
2010-2011
(Revised)**

<http://www.athens.edu/library/>

**Athens State University Library
407 East Pryor Street
Athens, Alabama, 35611
(256) 216-6650**

NON-DISCRIMINATION

Athens State University does not discriminate on the basis of sex, race, color, religion, national origin, handicap, or age in its educational programs, activities, admissions, or employment policies.

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INTRODUCTION AND GENERAL INFORMATION

Athens State Library Mission and Objectives

The mission of the Athens State University Library is to identify, acquire, maintain, preserve, and provide access to information and research in support of academic programs offered by the institution; to enhance bibliographic skills of patrons through instruction; to work cooperatively with faculty and the greater community to build appropriate collections in a variety of formats; to respond to advances in information technology; to establish and maintain cooperative agreements for resource sharing with other libraries; and to encourage research and life-long learning.

Objectives for the Library are developed and assessed each year as a part of the University-wide planning process. A survey of students and other patrons is conducted each year to solicit input. Suggestions for improvements are welcome at any time.

Library Hours

The Library operating hours are as follows. Hours may vary between semesters.

Monday- Thursday

8:00 a.m. to 10:00 p.m.

Friday

8:00 a.m. to 5:00 p.m.

Saturday

9:00 a.m. to 5:00 p.m.

Sunday

2:00 p.m. to 5:00 p.m.

Contact Information

Reference Desk

256-216-6661

refdesk@athens.edu

Circulation Desk

256-216-6669

circdesk@athens.edu

Writing Center

256-216-6670

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LIBRARY POLICIES

Who Can Use the Library

Although the ASU Library is primarily intended to support the research needs of ASU students, faculty, and staff, the Library is open to the public. Anyone can come into the



Library and use its services and resources on the premises, including reference services and materials. A library card is required in order to check books out. Two public computers are available for use by non-ASU library patrons. Abuse of library services, including inappropriate behavior or violation of policies, may result in temporary or permanent suspension of Library access.

Circulation Policies

Library Materials

Bring materials to the Circulation Desk with a valid and current ID card (students, faculty, staff) or current library card (community). Please check out materials at least 15 minutes prior to closing.

Library Cards

To check out materials, a library card must be presented to the staff at the circulation desk. Library cards are issued at no cost to ASU students, faculty, and staff, and to students from institutions with which ASU has reciprocal borrowing agreements. Teachers from Athens city and Limestone county schools are also eligible to apply for free library cards. Community patrons or high school users are charged \$20.00 for a two-year card. Library card applications for patrons under 18 years of age must be signed by a parent or legal guardian.

Borrowing Limits

Athens State students and employees may check out fifteen books at one time. Other patrons are limited to three books at one time. **Reference books, periodicals, and special collections** DO NOT circulate.

Loan Periods

Library materials may be borrowed for three weeks, with the exception of Reserves.

Renewals

Materials may be renewed at the Library, by phone or online.

Online Renewals

- View your Library account by going to <http://athens.iii.com>
- In the upper-right hand corner of the page, click "Login."
- Enter your name and your ASU ID number. The ASU ID number must be preceded by "ASU" and include the three leading zeros (for example: ASU00011111). Click the "Submit" button.
- Click on the item(s) that you would like to renew.
- Click "Renew Selected Items." If you have more than one item to renew, you may choose to click the "Renew All" button.
- Once you have completed the transaction, please click the "Log Out" button on the right side of the screen.

Students may renew items two times unless the items are overdue, or a Hold has been placed on the item, or the item is a Reserve item. Employees and alumni may renew items one time unless the items are overdue, or a Hold has been placed on the item. Community users may not renew items. Reserve items cannot be renewed.

Checked Out or Not on Shelf Materials

Materials checked out or not on the shelf may have a recall request placed at the Circulation Desk by the Patron. Requested books are subject to recall three weeks after they are borrowed. Books needed for **Reserve** are subject to immediate recall. Borrowers who fail to return recalled books will lose their borrowing privileges. The Library patron will be notified when a recalled book is available.

Fines

Overdue fines are 10 cents per day or 25 cents a day for reserve items. Fines of \$10.00 or more will result in academic SANCTIONS AND LOSS OF LIBRARY PRIVILEGES. Athens State students' grades will be held until fines are cleared up. **Lost book** bills are determined by the replacement cost plus \$10.00 processing fee.

Damaged Materials

The Library will determine the cost of repair and the patron will be billed accordingly. Materials that cannot be repaired will be billed as Lost items. All damaged materials remain the property of the Athens State University Library.

Returning Library Materials

Patrons are responsible for all material checked out with their library cards until the items are properly and safely returned to the Circulation Desk. If the Library is closed, books may be returned in the **Book Depository** located beside the front entrance.

Reciprocal Library Borrowing Agreements

The Athens State University Library maintains reciprocal library borrowing agreements with Alabama A&M University, Calhoun State Community College, UAH, UNA, Oakwood University, Wallace State Community College, Northeast Alabama Community College, Snead Community College, Northwest-Shoals Community College, and Faulkner University. Athens State students must present proof of current enrollment to have borrowing privileges at these libraries. Athens State students are subject to all policies and restrictions imposed by the lending institution. Likewise, A&M, Calhoun, UAH, UNA, Oakwood, Wallace State, Northeast, Snead, Northwest-Shoals, and Faulkner students may borrow Athens State materials subject to ASU community user Library policies (e.g., checking out 3 items at a time). For questions about reciprocal library agreements, contact the ASU Library Director's office.

Lost and Found

Personal items and personal books are held a day or two at the Circulation Desk and then are turned in to the **Security Office**, 256-233-8222.

Help

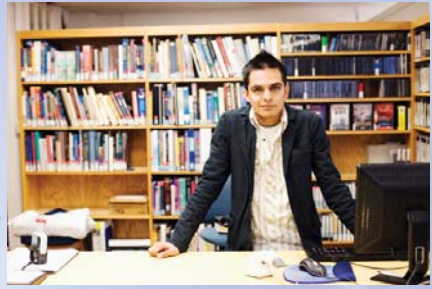
Desk attendants can assist with many problems. Please ask one of them for general directions and for questions relating to general Library policy. Librarians are available for reference assistance and for instruction in the use of the Library.

Miscellaneous

Suggestions for Library materials and improvements are welcome from students, faculty and community patrons. **No tobacco use, eating, or drinking** is allowed in the Library. Cell phones must be turned **OFF** in the Library.

InterLibrary Loan Policies

Interlibrary Loan (ILL) Services locates and provides access to materials not available at Athens State University Library. Because the borrowing, lending, and photocopying of materials is a courtesy by lending libraries, the following guidelines must be observed.



Eligibility for Services

ILL Services are available to faculty, staff, and currently enrolled students. Limited privileges are also provided to patrons with a current ASU library user card. Community patrons are assessed a small fee for the use of ILL services.

How to Apply

ILL request forms are available at the reference desk and electronically from the Library web page. The patron should verify that the material is not available at ASU by checking the online catalog and the periodical holdings.

Interlibrary loan requests may be made by submitting a paper or electronic form. Paper request forms should be turned in at the reference desk. ILL forms may be submitted electronically by selecting "Use Library Services" on the Library web page and providing the information specified on the form. Requests are limited to eight items per student per semester.

It normally requires one to two weeks to receive materials from Alabama libraries. Some arrive more quickly, while articles of 20 pages or less can sometimes be faxed. Please notify the ILL office immediately if the material is no longer needed so that the request may be canceled.

It may be to the patron's advantage to personally retrieve information from libraries within a 30-mile radius of ASU. The Athens State University Library has agreements with many area libraries: University of Alabama in Huntsville, Alabama A&M University, University of North Alabama, Oakwood University, Calhoun Community College, Wallace State Community College in Hanceville, Snead State Community College, Northeast Alabama Community College, Northwest Shoals Community College, and Faulkner University. The agreements allow ASU students to check out books from these libraries.

Notification

When the requested items arrive, patrons will be notified by phone or e-mail, as the patron indicates on the request form. Material should be picked up in the Library Reference office promptly after being notified. When checking on the status of an ILL request, please wait at least a week after the request is submitted before checking with the ILL office.

Length and Condition of Loans

The lending library sets the loan period and the renewal policy. ASU abides by any policies, conditions, or restrictions dictated by the lending institution. Most ILLs are made for a period of 14 - 28 days.

Renewals are granted by the lending libraries only in exceptional cases. If the patron seeks renewal of an item, he/she should notify ASU ILL personnel at least four days prior to the due date. The ILL office will contact the lending library to see if renewal is possible. The patron will be notified of results. Failure to return ILL material on time may result in suspension of ILL privileges.

Cost

Universities in the state of Alabama have agreed to waive interlibrary loan shipping charges to students or faculty in state. However, it may not be possible to receive an item requested from a library within the state of Alabama. Libraries outside the state typically charge for ILL services, and those charges are passed on to the patron. Users of ILL services are responsible for all fees, photocopy charges, and/or replacement fees resulting from their request, whether or not these items are picked up. Charges may be paid in cash or by check made payable to ASU Library (unless otherwise noted).

Overdue Fines

ILL materials should be returned to the Athens State University Library Reference desk on or before the due date. A fine of 25 cents per day per item will begin to accrue two days after the due date. The ASU Library will send notification once a book is overdue, but users are responsible for remaining aware of due dates and for paying any charges for overdue items.

Special Services for Distance Learning Students

Currently enrolled Athens State students who live more than 30 miles from Athens and do not have scheduled classes on the main campus during a semester can request that materials physically held at the ASU Library as well as items requested through ILL, be mailed to their homes or delivered by courier to the closest University Center.

The student is responsible for returning the items to the Library by the due date and for

the cost of return postage. Students may request these materials using the electronic ILL form under "Use Library Services" on the Library web page. Indicate the mailing address in the "Additional Information" box on the Interlibrary Loan form.

Internet Acceptable Use Policy

As part of Athens State University Library's mission to provide access to information and research in support of academic programs offered by the institution, the Library provides Internet access as a service to its patrons: students, faculty, and staff of the Athens State University and members of the local community.

Public computers with Internet capability are available in the Reference area for patrons conducting research. Reference librarians are stationed nearby for assistance. The Library has approved the following policy for Internet use:

- Internet use shall be limited to educational purposes. These educational purposes include research that fulfills class assignments or promotes general knowledge gathering.
- During times of high demand, patrons will be asked to limit their use of library computers to 30 minutes.
- The Internet is a global electronic network with a highly diverse user population. The Athens State University Library does not have control over the information accessed through the Internet and cannot be held responsible for its content.
- Library computers limited to use by Athens State University students may not be used to display, print, or send pornographic, obscene, or sexually explicit materials, or materials that intimidate, harass, or display hostility toward others, except when such activity is required for the completion of class assignments made by Athens State University faculty members.
- Library computers shall not be used to load patron's software or download to local drives.
- Computer use is subject to monitoring at any time as required by the Alabama Supercomputer Authority.

Users of the Library's computers are expected to understand this policy and abide by it. Questions regarding this policy can be directed to the Library Director. Violation of any part of this policy may result in the notification of Campus Security, permanent suspension of Library privileges, and permanent expulsion from the Library. Violation of this policy by an Athens State University student may also result in student disciplinary action pursuant to University disciplinary policies.



LIBRARY SERVICES

Circulation Desk

The Circulation Desk is located on the right side of the entrance to the library. The Circulation Desk is the location where materials are checked out and returned or renewed, library accounts are set up and library cards are made, fines are paid, and printing is picked up and paid. Study rooms can be reserved at this desk and ASU students can sign up to use student computers here as well. Circulation Desk attendants can help with directional questions and provide basic information on library services. Alabama Virtual Library cards can also be acquired at the Circulation Desk. The copy room is adjacent to the Circulation Desk.

Reference Desk

The Reference Desk is located on the left side of the entrance to the library. A professional librarian is available at the Reference Desk from 9:00 a.m. until closing every day to provide assistance. Library patrons needing help with locating a book or article, starting a research assignment, identifying appropriate resources for a paper, or finding an answer to a research question should ask for assistance at the Reference Desk. Reference help is also available by phone (256-216-6661) or by e-mail (refdesk@athens.edu) during regular Library hours.

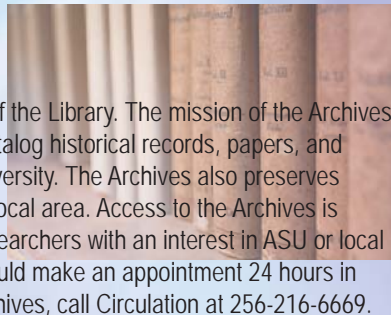
Computer Area

Eight computers in the Reference area and another eight computers on the east wall of the Library are available to ASU students. They are equipped with Internet access, Microsoft Office programs, and other selected software supporting the ASU curriculum.

Two additional computers near the Reference Desk, offering Internet access only, may be used by the general public. Use of the public access terminals is limited to 30 minutes when other patrons are waiting. Use is limited to personal or academic research. No recreational use, chat, or games is permitted.

Archives

The Archives are located on the second floor of the Library. The mission of the Archives is to identify, gather together, preserve, and catalog historical records, papers, and artifacts of enduring value to Athens State University. The Archives also preserves records and items of historical interest for the local area. Access to the Archives is available to ASU alumni and friends and to researchers with an interest in ASU or local history. Those wishing to visit the Archives should make an appointment 24 hours in advance. For further information about the Archives, call Circulation at 256-216-6669.



Bestsellers and Books of Current Interest

The library purchases many bestsellers (both fiction and non-fiction) and new titles of contemporary interest. Look for them on the new book display in front of the Circulation Desk and under the "New Books" sign in the southeastern corner of the building. If you do not see something you are looking for, please ask! The Library can usually get it for you.

Group Study Rooms

Two Group Study rooms are located on the second floor of the Library. Each room is equipped with a table, chairs, and white board and can seat up to six comfortably. Rooms must be reserved in advance. Although ASU students and faculty have priority, other small groups may also use these rooms when they are available. Those wishing to reserve a group study room should call the Circulation Desk at 256-216-6669.

Library Instruction

Athens State University offers two classes focusing on enhancing library skills. Research Sources and Skills (HU 321) is a one-hour class required for majors within the College of Arts and Sciences not in the teacher education program. It familiarizes the student with efficient search strategies and the use of key resources such as the online catalog, periodical databases, and specialized Internet search engines.

All majors in the College of Education are required to take ED 301 - Foundations of Education. A librarian is embedded as a Teacher's Assistant in Blackboard for all ED 301 courses. The librarian posts library instructional materials in Blackboard, and the librarian is available via e-mail, telephone, and in the library for research assistance. Instruction is given on locating print and online sources for course assignments.

Business Research Skills (GBA 300) is a one-credit hour course designed to familiarize students with print and online information sources and research methods in business. The course is required for all students entering the College of Business who have not already taken a business communication course, and can be taken as an elective by all students interested in improving their research skills. The class covers basic business research materials such as books, articles, and websites; sources of information about companies and industries; and career resources and job hunting skills as well as effective search strategies, techniques for using online resources, and use of APA citation format and writing style.

Interlibrary Loan

The InterLibrary Loan service locates and provides access to materials not available at Athens State University Library. As a member of the Network of Alabama Academic

Libraries and of the international Online Computer Library Center, the ASU Library has access to the holdings of libraries throughout the world. A current library user card is required for interlibrary loan service. Because the borrowing, lending, and photocopying of materials is provided as a courtesy, certain restrictions are required. For more information on Interlibrary Loan policies and instructions on requesting materials, view the **policies** page.

Printing

Computer printing is available to students, faculty, and the public for a charge of \$0.05 per page. ASU students are automatically allotted 150 pages of free printing per semester through their student ID cards. Students must print using their ID cards to take advantage of these free print pages. Members of the public and ASU students who are not using their ASU ID card must pay for printing at the Circulation Desk.



Photocopying

Black and white photocopying is available for \$0.10 per page.

USING THE LIBRARY

Using the ENCORE Search Feature

A "Google-style" search box on the Library web page allows you to use a single search to discover results from a variety of quality sources, including books, e-books, and journal articles. Search results display both books and articles. Searches can be refined by using terms from the "tag cloud" at the right of the results page. There are options for limiting search results to periodical articles only, and more specifically, to just those articles from peer-reviewed sources and/or available full-text. When you mouse over article titles, an abstract or summary of the article appears. Accessing journal articles full-text from off-campus requires authentication with name and student/employee ID number. For more sophisticated search strategies and to reach databases in specific subjects, it is recommended that you select "Find Journal Articles" from the menu on the Library home page (see below for information).



Finding Books and E-Books

The ASU Library collection is developed primarily to support the curriculum of the University. The Library houses approximately 80,000 books and provides access to an additional 60,000 electronic books (e-books) and 18,000 electronic journals (e-journals). The online catalog serves as an index to the books, e-books, and e-journals held by the library.

The catalog may be accessed at dedicated terminals in the Library or through the Athens State University website (<http://www.athens.edu>). From the ASU website, click on Athens State University Library at the bottom of the navigation list on the left side of the screen and then click on Find Books and E-Books.

Materials may be located in the catalog by author, title, subject heading, or keyword. An advanced search function allows more sophisticated searches to be developed, including limiting by location, material type, date of publication, and language. A Help link is available at the top right of the catalog search page, or you can ask the Reference Librarian for assistance.

The catalog record for a printed book includes the call number, which identifies the location of the book on the shelf. Records for e-books and e-journals include active links to the items. In most cases, access to electronic materials is limited to ASU students, faculty, and staff, and will require authentication. If you have questions about finding books or accessing electronic items, please contact the Reference Desk at 256-216-6661 or refdesk@athens.edu.

Finding Journal Articles

Electronic databases provide full-text for articles in thousands of periodicals. The databases can be accessed through the Athens State University Library webpage by clicking "Find Journal Articles." If you are off-campus, you will be prompted to enter a valid Athens State user name and password. You will reach an alphabetical listing of databases, and you may click any of the database titles to begin searching within that database. If you wish to identify databases by academic discipline, select "Search by Subject" at the top of the database list.

If you know a particular title of a journal (e.g. Harvard Business Review), you may

select "Find E-Journals by Title" to retrieve articles from that specific title in databases provided through Athens State. For questions about journal titles, or the selection and use of appropriate databases, contact the Reference Librarian. Informational sheets are available in the Reference area describing the nature and use of the major databases.

Online Tutorial

The Library website offers a tutorial to help solve some of the problems that a student may run into in using the Library. The tutorial is available at <http://www.athens.edu/library/tutorial/>. The tutorial is an interactive way to be introduced to many of the basics in utilizing the Library's collection for writing a paper.

Library Guides

Library Guides, or LibGuides, are web pages developed by ASU librarians—often in concert with teaching faculty—to assist students in researching specific subject areas, or to introduce particular library services. Visit them by selecting the "Library Guides" button at the bottom of the menu on the Library web page.

The Dewey Decimal System

The ASU Library classifies books using the Dewey Decimal system, which allows resources on similar topics to be arranged together on the Library shelves. The major Dewey Decimal divisions are:

000 Computers, information, & general reference	100 Philosophy & psychology
200 Religion	300 Social sciences
400 Language	500 Science
600 Technology	700 Arts & recreation
800 Literature	900 History & geography

The following types of materials are arranged separately from the main collection:

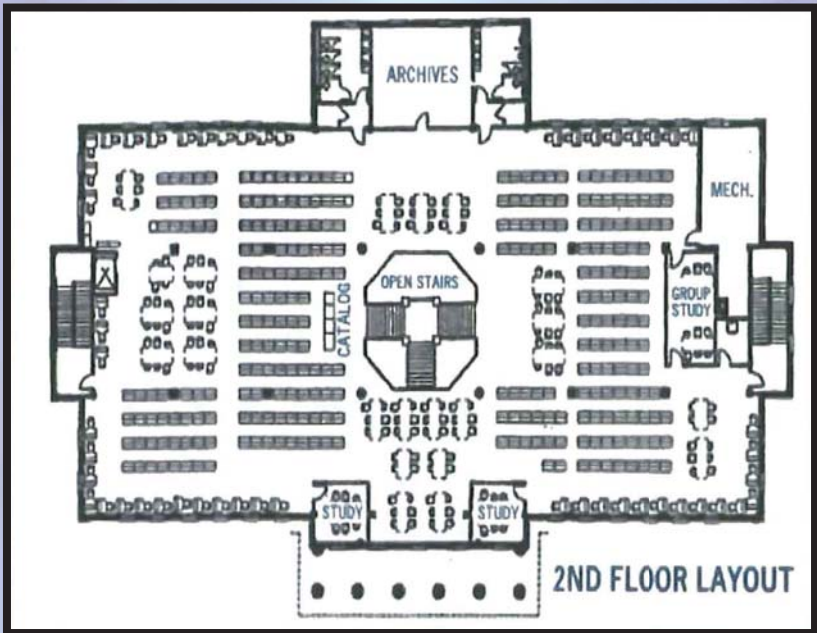
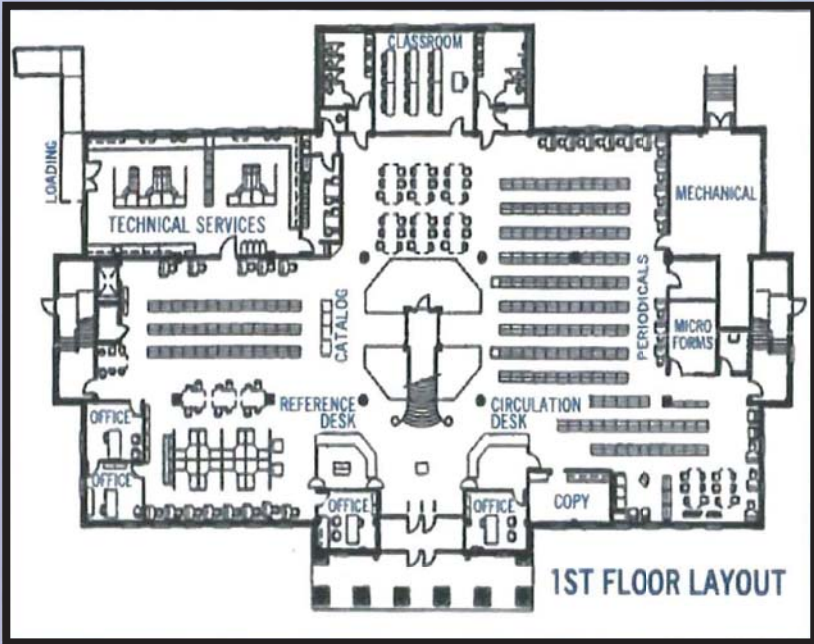
- Reference – Call numbers begin with R
- Fiction – Call numbers begin with F
- Juvenile (Children's books) – Call numbers begin with J, JE, JF, JR, and [BIG BOOK]
- K-12 textbooks – Call numbers begin with [CURRIC]
- Archives and Rare Books – Call numbers begin with [ARCHIVES] or [RARE]
- Reserve items – Call numbers begin with [RESERVE]
- Oversize items - Call numbers begin with [OVERSIZE]
- Center for Religion & Ethics Collection - Designation [CRE] is in the Call number
- DVDs and other non-printed media - Designated by [AV/Med] in Call number

Periodicals are located on the east side of the first floor and are arranged in alphabetical order by title.

Example of Book Arrangement on a Shelf

372	372.08	372.08	372.13	372.216	372.35	372.4	372.41
F41n	F28s	N27e	N55t	T63y	T43t	A55r	C32t

LIBRARY FLOORPLAN



COMMUNITY INVOLVEMENT

Book Discussion Groups

The Library sponsors two book discussion groups that meet once a month during the fall and spring semesters.

Anyone is welcome. Reading selections are determined by members. There are no fees and there is no pressure to join or participate. Contact the Library Director for a schedule or for more information.



Friends of the Library Organization

The Friends of the Athens State University Library (FASUL) is a group of supporters of the ASU Library. It meets bi-monthly throughout the year to plan events that promote and raise funds for the Library. Whether you are a student, alumnus, faculty member, or Athens community member, we need your support! Contact Guy McClure 256-233-8296 for details.



WRITING A PAPER?

The Library, the Web, and Research

Many students believe that all the information they might need is instantly available through the World Wide Web. With a few keystrokes and a click of the mouse, Google, Yahoo, or another search engine can retrieve millions of items on any topic. Why should they actually go to the library? There are several reasons.

- First, the Internet, by its very nature, is composed of an immense amount of totally *uncontrolled* information. This means it is the source of a large amount of good, reliable information but is also the source of a large amount of questionable, misleading, or downright bad information. Sometimes it can be very difficult to tell the good from the bad. Books, periodicals, and electronic resources at the library, on the other hand, have been selected specifically for their accuracy, reliability, and value.
- Second, professors usually want their students to find and use information from *scholarly sources*. The precise purpose of the university library is to make this type of information available. Although scholarly information can be found through the Internet, it's often not available to the general public. It may require the payment of a fee, be limited to members of an organization or institution, or have other restrictions to access. The library, on the other hand, has already paid for the information and provides it to users at no additional cost.
- Third, it's easy to find millions of items on any topic through a search engine, but it can be very hard to find the exact, *relevant* information that will answer a specific question. Information in the library is *better organized*. In most cases, using the right subject headings or call numbers will make it easier and faster to find good results on a given subject. Plus, library resources have been selected specifically to support the university curriculum, so they are more likely to be relevant to academic research.
- Finally, *not everything is available on the Internet*. Many books and articles are protected by copyright law and are not available through free Internet sources. Searching the Internet for these sources may be a waste of time and effort and result in nothing but frustration. It will be much easier to find them at the library. And don't forget -- at the library, help is always available if you run into problems finding what you need.

The Internet can be a very useful tool, if it is used effectively and appropriately. The ASU Library has identified a large number of relevant, reliable websites on various topics. These can be found on the Library web page under Find Useful Internet Resources. Also, information sheets listing useful Internet resources for various subject areas are located in the Reference area. These lists will help you find good web-based sources for research.

Primary and Secondary Sources

What is the difference between a primary source and a secondary source? In general, a primary source is an original item, and secondary sources are things written about that item. If one is writing a paper concerning Chaucer's *Canterbury Tales*, then the *Canterbury Tales* would be the primary source. An article written about the *Canterbury Tales* would be a secondary source. For historical research, primary sources are firsthand accounts of an event, such as journal entries, eye-witness reports, or photographs. Secondary sources are writings based on these accounts, such as newspaper articles, biographies, or books about the event. In the case of scientific research, a report of an original research study would be considered a primary source, especially if it includes research data. A comparison or evaluation of two different research studies would be considered a secondary source.

This can become somewhat fuzzy, so if there is a question about whether a source is primary or secondary it might be best to ask the professor giving the assignment before using the source in a paper.

Peer-reviewed, Scholarly, or Academic Journals

Peer-reviewed, scholarly, or academic journals are periodicals that are concerned with academic or research-based material. They contain articles written by scholars. The articles are submitted, then scrutinized by recognized experts in the author's field in order to assure that the work is of high quality for the field and worthy of publication. (This is the peer-review process.) The articles themselves generally include the author's credentials and institutional affiliation along with an abstract (a summary of the article's purpose, conclusions, etc.). Scholarly articles are usually marked by formal organization including an introduction, literature review, research methodology, analysis, and conclusions. They often include the use of statistical analysis, they always cite references to earlier research, and they use scholarly language. Scholarly journals are usually published by universities, professional organizations, or academic publishers, and most of them do not accept advertising. For academic research, other types of articles, such as those found in magazines or newspapers, are not as valuable as those published in peer-reviewed journals.

Most of the databases available through the ASU Library have an option of searching for peer-reviewed articles only. Look for a check box titled "Scholarly (peer-reviewed) journals," "Scholarly journals," or "Peer-reviewed publications." The Reference Librarians at the Library can help answer questions about finding scholarly articles, and the Library has a useful handout on identifying a scholarly journal.

Plagiarism

When writing a paper, it is very important to avoid using other people's ideas or research without giving them credit. Failure to credit sources is *plagiarism*, and can result in serious consequences, ranging from getting an F on an assignment to being suspended from the University. Plagiarism is a form of cheating, or stealing from the author. Examples of plagiarism include:

- Copying or paraphrasing from a source without crediting the author
- Using another person's words or ideas as if they were your own
- Quoting from another person without indicating that it is a quotation
- Summarizing information from another source without indicating where it came from
- Cutting and pasting from an online source or the Internet without citing the source

Whenever you use information from another person or source, it should be *cited (or referenced)* both in the text of the paper and in the list of references (bibliography) at the end of the paper, using the citation format (APA, MLA, etc.) required by the class. The professor of the class or a Reference Librarian can provide information on correct ways to cite sources. For more information about plagiarism, see the Academic Dishonesty section in the *ASU Catalog*.

Citation Information

Most professors in the College of Education and the College of Business, as well as those in the behavioral sciences, require students to use the *Publication Manual of the American Psychological Association* as a style guide for research papers, including citing sources. Professors in other areas may require students to use the *Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, the *Chicago Manual of Style*, or the *MLA Handbook for Writers of Research Papers*. Copies of all these style manuals are available at the ASU Library. The Writing Center, as well as the Reference Librarians at the Library, can answer most questions about citing sources in any of these formats. Informative handouts that briefly address the most common questions about citing resources are available in the Reference area. The Writing Center on campus can also assist with citation difficulties.

If All Else Fails...

Do not hesitate to ask a Reference Librarian. Reference Librarians are available to help you at all times during the Library's operating hours. Stop by the Reference Desk for assistance, or call 256-216-6661 or e-mail refdesk@athens.edu.

GLOSSARY OF TERMS

Circulation

The circulation department deals with the actual borrowing of books. Books to be checked out should be brought to the circulation desk, and books that have been checked out should be returned to the desk. The circulation department also maintains the database of library users, makes and distributes library cards, and collects overdue fines and other fees.

Citation

A citation is a reference to a specific information source. It can be used in a footnote or in the text of a paper to indicate where a specific idea, fact, quote, etc., came from, or it can be in the list of references or bibliography at the end of a paper. Citations are formatted according to style rules established by various manuals, such as the *Publication Manual of the American Psychological Association*, the *MLA Handbook for Writers of Research Papers*, or the *Manual for Writers of Term Papers, Theses, and Dissertations*. The exact style manual to use in a class is usually established by the professor.

Database

A database is a searchable online compilation of information items, most commonly a compilation of articles or other texts. The database may include the full text of these items or may be limited to citations and abstracts. Access to databases is usually provided through an organization that has paid for it by purchase or subscription. Databases generally cannot be accessed over the free Internet.

Interlibrary Loan

Interlibrary Loan is a library service through which a library patron can acquire a particular book or article that is not in the library's collection. The library will find another library, preferably nearby, that does have the book and ask to borrow it for that patron. The material is sent from the lending library to the borrowing library and is then provided to the patron.

Journal

A journal is a serious, scholarly publication which is produced on a regular, recurring schedule, such as monthly or quarterly. Most journals use the peer-review process to select articles for publication. The majority have an academic or research focus and are published by universities, scholarly organizations, or specialty publishers. They usually do not accept advertising.

NetLibrary

NetLibrary is a growing collection of electronic books from major publishers, currently comprising approximately 70,000 titles. Patrons can view the entire text of each book on the computer screen, just as it was printed. Access to NetLibrary is usually provided through a library that has purchased access to the collection.

Online Catalog

An online catalog is an electronic index to the books held by a library. By consulting the online catalog one can find records of the books located in the library's collection, their locations, and the status of each book (available, checked out, for library use only). Online catalogs can usually be searched by author, title, subject heading, and keyword. The full text of most books found in the catalog typically is not available, except in the case of electronic books. However, some additional information may be available for newer books, such as book reviews, tables of contents, or brief biographies of the authors.

Peer-reviewed Journals

Peer-reviewed journals are professional, scholarly periodicals that use recognized experts in the subject field to carefully screen articles that are submitted for publication, guaranteeing the quality of the articles published. These journals are usually academic or research-oriented in nature. They may be referred to as "scholarly" or "academic" journals as well as "peer-reviewed."

Reference

The reference department is concerned with questions regarding information, resources, and library use. This department is usually staffed by professional librarians who assist patrons in searching for a particular book, finding articles on a topic, or using other resources to answer research questions. The reference department may also prepare instructional materials and coordinate library instruction.

Virtual Library

A virtual library provides access to library resources through an online gateway. These resources usually include full-text electronic journals, electronic books, websites, reference assistance, instruction, and other materials and services. Access to all or part of the virtual library is often limited to registered users. For many libraries, the virtual library mirrors the resources and services available in the physical library.

WorldCat

WorldCat is an online catalog of books and journals that reflects the holdings of thousands of libraries in the United States. It can be used to verify the existence of a book or journal article and locate it at a nearby library.

