This training is meant as a basic introduction to the library services and resources—both in the library and on-line. You will be given a Pass/Fail for the activity. The goal is for you to explore and become familiar with library resources so you can better decide which to use when research projects are required in any of your classes.

During this training you will

► Locate Marvin E. McKee Library and its resources.
► Identify services and resources on the McKee Library’s home page.
► Access electronic resources on and off-campus for class assignments.

Print this sheet and return completed to the Circulation Desk at McKee Library. If you print off-campus, Adobe Reader will be needed—get free on internet. You don't have to work on the questions in order. Some questions can be answered off-campus from a computer with internet access. When you are in McKee Library, please remember to work quietly and efficiently and each person is responsible for the assignment individually!

Note!! The links on this page are LIVE

► LOCATE In Marvin E. McKee Library, (Requires a visit to the OPSU McKee Library)

1. Introduce yourself to one of our library staff members. Have the staff member write their name in the blank: ________________________________

2. Locate and browse through the "New Books" shelves and list one title you’d like to read: ________________________________________________

3. Fill out a patron registration form and register as a library user; Have one of the library circulation staff initial this form: __________________


   Title: ___________________________________________________
   Author: _________________________________________________

5. Where is the copy/scan machine located? ________________________, and how much does it cost to make a copy or scan in McKee Library? _________

6. Locate and list the titles of three current magazines found in the library.
   In what room did you fine the magazines?

   Magazine title ____________________________________________
   Magazine title ____________________________________________
   Magazine title ____________________________________________

7. Click on this link to “How to Evaluate a Web Page” and list the five key areas you need to use.
   1. ____________________________________________ 2. ____________________________________________
   3. ____________________________________________ 4. ____________________________________________ 5. ____________________________________________
IDENTIFY In the library computer area or any computer lab on campus, find the McKee Library Home Page and answer the following:

8. From the McKee Library Catalog, find a MATERIAL on any of the following topics. Check Y/N for availability.
   a. basketball
      Title: _____________________________
      Is it available for check-out? Y[N]
   b. Forrest Gump
      VHS [ ] or DVD [ ] (Check format of title)
      Is it available for check-out? Y[N]
   c. mythology
      Title: _____________________________
      Is it available for check-out? Y[N]

9. Locate and select FOUR DIFFERENT EBSCOhost Databases used in online research through McKee Library (McKee Library, E. Resources, Online Resources, EBSCOHost Collection). Choose and write down subject searches in each database.

   DATABASE (list name)          SUBJECT (list subject searched)
   ➢ database___________________________ ________________________
   ➢ database___________________________ ________________________
   ➢ database___________________________ ________________________
   ➢ database___________________________ ________________________

10. What is the name of McKee Library's combined search tool where all resources can be searched at one time or by subject? ___________________________________
    (McKee Library, E-Resources, Online Resources, Aggie 1-Search)

11. List two encyclopedias available from the McKee Library, E-Resources, Online Resources or McKee Library, Aggie 1-Search, (subject) Reference.

    ➢ ________________________________
    ➢ ________________________________

12. Find National Geographic as a bound magazine title. (McKee Library, Catalogs, McKee Library Catalog) Note: choose to search by Journal Title Keyword
    What is the beginning date? _______________
    What is the end date? _______________

ACCESS Remote access to resources is an important part of McKee Library. The questions below and on the next page relate to student webmail, Interlibrary Loan, netLibrary electronic books, and McKee Library Bookmarks.

13. What is your student webmail address? ________________________________

   When would you use student webmail for library resources? ________________________________
   (McKee Library, Help, Off-Campus Access)
14. How would you "cite" (write a bibliographic statement, in MLA format) a magazine article source in a research paper?
________________________________________________________________________
________________________________________________________________________
How did you find your answer? ____________________________
(McKee Library, Online Resources, E-Resources, Bookmarks, Citation Info, find Style Manual at the OSU Library)

15. Why would you need to use McKee Library's Interlibrary Loan Service?
________________________________________________________________________
(McKee Library, Help, F.A.Q., “Not on campus?”)

16. If you had a book checked-out (charged) in McKee Library, could you renew it outside the library, on-line? Y □ N □
________________________________________________________________________
(McKee Library, Library Account, choose Patron login with your name and CWID)

17. To use McKee Library’s electronic books you need to register for netLibrary (link here for off-campus registration). Complete this process and become a netLibrary user—browse for an electronic book.
(or go to McKee Library, E-Resources, netLibrary, create a free account while on-campus)
Title of e-book browsed using netLibrary: ____________________________

To view a demo for netLibrary click here NETLIBRARY DEMO Note: McKee Library has no audio books from netLibrary at this time.

(McKee Library, Policy scroll down to Electronic Information Resources: Acceptable Use Policy)
How are users expected to behave? ____________________________________________
List one of the results of "inappropriate behavior." ____________________________________________

19. Search the catalog by one of your course names to find out if an instructor has put any books or articles on reserve for you to read.
Are there any on reserve? Y □ N □
If yes, list one book/article: ____________________________________________
(see McKee Library, Catalogs, McKee Library Catalog, Course Reserves)

Training Evaluation:
Help the library evaluate this training. Check Y/N for each question.

20. After completing this training…
1. Can you locate materials in McKee Library? Y □ N □
2. Can you identify services and resources on the McKee Library home page? Y □ N □
3. Can you access electronic resources needed when doing research for class assignments? Y □ N □