

Marvin E. McKee Library Instruction
Student Success Assignment f 2011

Name: _____

Date turned in: _____ Received by (staff Initial): _____
(Please print clearly)

(Check one) Class: Student Success Seminar or other
If other, list class name: _____ Instructor: _____
If not a class, describe why taking training _____

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 these pages are LIVE viewed in pdf.*

▶ **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. Fill out a patron registration form and register as a library user; Have one of the library circulation staff initial this form: _____
3. Locate and browse through the "New Books" shelves and list one title you'd like to read: _____
4. In the Reference area, locate the book with the Library of Congress [Ref N 6507 E53 2000](#). (look on the spine label on the book). List the title and the author's name.

Title: _____

Author: _____

5. Where is the copy/scan machine located? _____, and how much does it cost to make a copy in McKee Library? _____
6. Locate and list the titles of three current magazines found in the library.
In what room did you find the magazines? _____
Magazine title _____
Magazine title _____
Magazine title _____

7. Click on this link to "[Web Pages-5 Easy Questions To Ask](#)" and list the five key areas you need to use to evaluate web pages.
1. _____ 2. _____
3. _____ 4. _____ 5. _____

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► **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 yes (Y) if the status is **not charged** (available for check-out) and no (N) if the status is **charged** (not available for check-out)

- a. **basketball**
 Title: _____
 Is it available for check-out? Y N
- b. **Forrest Gump**
 VHS or DVD (Check location 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 Resource Listing](#), [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 electronic resources can be searched at one time or by subject? _____
 ([McKee Library](#), [E-Resources](#), [Online Resources](#), [Aggie 1-Search](#))

11. List the first and the last electronic resource available from the [McKee Library](#), [E-Resources](#), [Online Resource Listing](#) webpage.

- _____
- _____

12. Find **National Geographic** as a bound magazine title. ([McKee Library](#), [McKee Library Catalog](#)) Note: choose search by *Journal Title* in “All Fields” pull-down menu.
 How many bound items does McKee Library Catalog list under *National Geographic*? _____

► **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? _____
 ([McKee Library](#), [Help](#), [How to Use McKee Library Resources from Off-Campus](#))

I was able to use my *student webmail* to access McKee Library Resources from **on** or **off-campus** (your choice) by using the steps and directions from McKee Library?
 Y N

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14. How would you "cite" (*create a bibliography*) in the MLA format, a print or electronic magazine, journal, or newspaper article used in a research paper? *Use MLA style*

Where did you find your answer? _____
([McKee Library](#), [E-Resources](#), [Bookmarks](#), [Citation Help](#), [Find Citation Style Manual at the OSU Library](#), [Quick Guide to Using Style Manuals: MLA Style](#))
click to Periodical Article Format

15. Find McKee Library's Interlibrary Loan for Books and Periodicals on the main menu of the library, *click on Accept and read the on-line Book and Periodical Request Form.* ([McKee Library](#), [Interlibrary Loan for Books and Periodicals](#), [Book and Periodical Request Form](#)) What is the first field? _____

16. To use McKee Library's electronic books you need to register and complete this process to become a [netLibrary](#) user—*search for an electronic book.*
(or go to [McKee Library](#), [E-Resources](#), [netLibrary](#), [Create a Free Account](#))
Title of e-book viewed using [netLibrary](#): _____

17. Locate McKee Library's Electronic Information Resources: Acceptable Use Policy. ([McKee Library](#), [Policy](#)) *scroll down to "Electronic Information Resources: Acceptable Use Policy", "4. Acceptable Use"*
Explain how users are expected to **behave.** _____
Scroll down to "Results of Inappropriate behavior"
List one of the results of "inappropriate behavior." _____

18. Search the catalog by a course name 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 a book/article:** _____
([McKee Library](#), [McKee Library Catalog](#), [Course Reserves](#))
Instructor's name _____

19. List the course number for one of the materials on the reserve list: _____

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
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