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: 

   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. __________________________
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. From where can you search all the online databases at once? __________________

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 ☐
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)

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: __________________________

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**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□