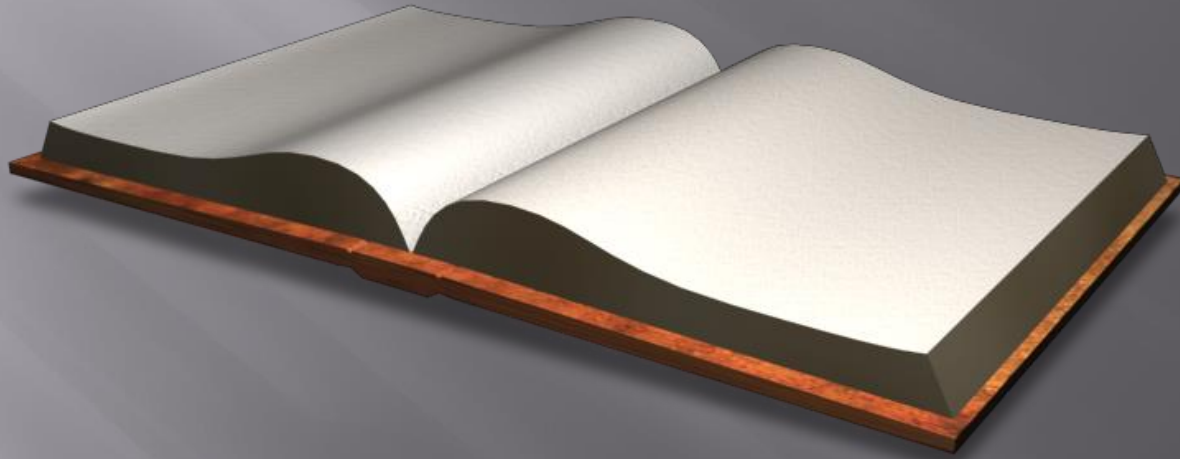# WELCOME TO THE C.H. COZEAN LIBRARY

Fall and Spring semester hours: Monday - Friday: 8:00 a.m. - 4:00 p.m.

Summer semester hours: Monday - Friday: 8:00 a.m. - 3:00 p.m.

Closed on Saturday and Sunday

The C.H. Cozean Library offers many services for students including:

- Access to more than 60 million books and other materials through the MOBIUS Common Library Platform
- 24 hour a day/seven days a week/ 365 days a year access to electronic databases, our CARDinals catalog, and MOBIUS
- To access databases off campus you will be prompted to enter your student ID number (including MAC at the end).
- Magazine, journal, and newspaper databases for use in research
- DVDs, music CDs, and audiobooks to check out
- New books
- Wireless Internet
- Feel free to contact me at (573) 518-2236 or e-mail me at rkharrin@mineralarea.edu

How do I access my library account?

- You can do this any time from any computer.
- Go to mineralarea.edu/library
- Scroll down and click on "My Library Account"
- Type in your first and last name.
- Then type in your MAC student/faculty ID# plus MAC and click the login button.
- From here you can:

  * check what materials you have checked out.

  * see if any materials are overdue or on hold.

  * renew any books as long as they are not overdue.

How do I search for a book or video in the Mineral Area College Library?

- Go to mineralarea.edu/library
- Scroll down and click on "Search for Books and Videos"
- Click on "CARDinals Catalog"
- You may enter in a quick search by keyword or you can search by author, title, etc.
- You can also select what type of material you're looking for under the search bar (book, video, ebook, etc.)
- Once you find your book and click on it you will be able to see:
  - The location of the book in the library
  - The call number (which can also be sent as a text to your cellular phone)
  - Status or availability
- You may search for DVDs or CDs from the "search for books, videos…" link too.

What is MOBIUS?

- MOBIUS allows MAC students, faculty, and staff access to more than 60 million books that are held in other academic and public libraries in Missouri and other states.

- Requested books usually arrive within 2 – 5 days.

- There is no charge to request a book, but any book that is lost or damaged will cost you up to $120.00.

- Up to ten MOBIUS books may be on your account at a time.

- Books can be checked out for 4 weeks and may be renewed two times as long as they are not overdue or have a hold.

How do I use MOBIUS?

- Go to mineralarea.edu/library
- Scroll down and click on "Search for Books and Videos"
- Click on the "MOBIUS" link.
- You can search by keyword, title, author, genre, subject, etc.
- After typing in your keyword, title, author, etc. search, make sure to select the "book/journal" option under the "Format" filter on the left side of the page.
- When you find the book you need click on the "request" button.
- When asked to select your library, choose MOBIUS – Mineral Area College.
- Click "submit above information."
- Enter your first and last name.
- Then enter your ID number plus MAC at the end.
- Choose your pickup location (most likely Mineral Area Library) and then click "submit."

What are Boolean Operators?

- Boolean operators are conjunctions that link keywords, subjects, authors, and titles when searching on electronic databases. The Boolean operators are **"and" "or"** and **"not."**

- They can either increase or decrease the amount of search hits or results from a given database.

- For example: if you used keywords "jazz" and "rock."

    - If you used Boolean operator "**or**" you would get the most results because you would get all articles that mention the word "jazz" **or** "rock."

    - If you used "**not**" ("jazz **not** rock") you would only get articles dealing with "jazz."

    - If you used "**and**" ("jazz **and** rock") you would get the fewest results. For example you would get articles that discuss both jazz and rock.

How to find reliable sources: Questions and things to consider

- Does the article have the name of the author and where it was published?

- If it's an unknown author are there links where can you find information about them or the organization?

- Watch for ("member", "user", % or ~) in the url address because this could be a personal website.

- Check the domain (.edu, .org, .gov).

- The domain ".com" can indicate a personal website.

How to find reliable sources:
Questions and things to consider continued

- The webpage should have a "serious" look.
- The site should not have advertisements or pop ups.
- Is it a commercial or personal site powered by Godaddy, Weebly, Wix, etc.?
- Does the article have a copyright and published date?
- Does the article indicate dates when the information was found for the particular article?
- Does the article cite well known sources or authorities?

Plagiarism vs. Copyright Infringement

- Plagiarism is passing off another's work as your own – it is unethical and considered cheating at MAC as well as other colleges and universities.

- Copyright infringement is a violation of the copyright law.
    - Examples of copyright infringement may include borrowing significant portions of another's work in the creation of a new work, making and distributing unauthorized copies of a sound recording or video, or publicly performing another's work without permission from the copyright holder, even if the original work is cited.

Russell, Carrie. "Complete Copyright for K-12 Librarians and Educators." Chicago: American Library Association, 2012. Print

How to use EBSCOhost

- Go to mineralarea.edu/library
- Click on the "Search for Articles (Databases)" link in the center of the page.
- Click on "Academic Search Premier (EBSCOhost)."
- You can search by a keyword or by several words.
- Make sure to select the "Full text" and "Scholarly (Peer Reviewed)" filter options before clicking the search button.
- Click on the title of the article you want.
- The article information will be displayed. Then click on the "PDF Full Text" link on the left side of the page.
- You can now read the entire article, print, or save it.
- E-mail the article to yourself (click on envelope icon on the right side) even including the MLA or APA citation format.

How to use EBSCOhost eBooks

- Go to mineralarea.edu/library

- Click on the "Search for eBooks" link down on the center of the page.

- Click on the "eBook Collection" link.

- You can type a specific title or search term in the search bar.

- You can browse eBooks by category on the left hand side.

- Once you click on a book title, click on "PDF or EPUB Full Text" on the left side to view the eBook.

- eBooks can be downloaded to a tablet or eReader device for seven days.

What is JSTOR and How to Use It

- JSTOR is an online searchable archive of scholarly peer-reviewed journals and other materials.

- Peer-reviewed means experts in that field have given the article their "stamp of approval."

- Go to mineralarea.edu/library

- Click on "Search for Articles (Databases)" in the center of the page and click on the JSTOR link.

- Type in a search term or keywords. If needed, put the keywords in quotations to refine the search.

- Under the **"Narrow by:"** section make sure to check **articles** as your type, and English as the language.

- Select the article you want to use for your research. If you want to print the article choose the Download PDF option at the top.

- If you need more help look under the "tutorials" link on the library's home page.

How to use the SIRS Database

- SIRS is a great database for articles on social, scientific, global, economic, and political issues.

- Go to mineralarea.edu/library

- Click on "Search for Articles (Databases)" in the center of the page, and click on the SIRS link.

- You can search by subject or keywords.

- There is even an "All Leading Issues" link including an A-Z issues and topic list down on the main page.

- Once you locate an article, click on the title to view.

- On the right side of the page you'll find the tool box where you can print, email, locate citations, and cloud save the article.

How to Use Statistical Abstract of the United States

- ProQuest Statistical Abstract of the United States is a comprehensive summary of statistics on social, political, and economic conditions of the U.S.

- Go to mineralarea.edu/library

- Click on "Search for Articles (Databases)" in the center of the page, and click on the Statistical Abstract of the United States link.

- The table of contents, or searchable statistics, are listed on the left side of the page.

- After a topic is selected, the filters are then listed on the left side of the page (filter by date, region, state, subject, etc.).

- Statistic tables can be downloaded in Excel or PDF formats.

- The APA and MLA citations are listed at the bottom of the table.

Using Gale Opposing Viewpoints

- Opposing Viewpoints is a good database of today's hottest social issues and topics.

- Go to mineralarea.edu/library

- Click on "Search for Articles (Databases)" in the center of the page, and then click on the Opposing Viewpoints link.

- You can search by keywords or choose from a list of current hot topics/issues located at the bottom half of the page.

- After searching by keywords or a chosen topic, you can select the type of article you want from various boxes (academic journal, newspaper, magazine, audio, statistics, etc.)

- When you select your article you can e-mail, print, download, or view the MLA or APA citation formats from the options at the top right portion of the screen.
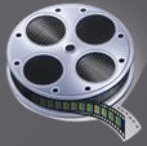
How to use CINAHL

- CINAHL is a great resource for finding medical and allied health articles through EBSCOhost.

- Go to mineralarea.edu/library

- Click on "Search for Articles (Databases)" in the center of the page, and then scroll down and click on the CINAHL with Full Text link.

- You can search using a keyword, or boolean operators.

- You can limit or narrow your search by author, published date, full text, peer review articles, and much more.

- Viewed articles have a link to other related articles listed under "major subjects."

- When you click on the article you want you can print or e-mail (click on envelope icon) the article to yourself in the MLA or APA format.

How to use Academic Video Online

- Academic Video Online is a video streaming database that offers quality digital educational videos.
- Go to mineralarea.edu/library
- Click on "Search for Digital Videos" in the center of the page.
- Click on the "Academic Video Online" link.
- You can search by keywords or video title.
- You can also search from a listing of collections/subjects and even publishers from the filter icon in the middle of the main page.
- The video citation and URL links are listed under the video, and full transcripts and detailed information of the video can be found at the top portion of the video.

There's much more to see!

- There are many more databases to use in the MAC library. If you would like to access these:
- Go to mineralarea.edu/library
- Click on the "Search for Articles (Databases)" link down in the center of the page.
- Scroll down and then click on "All Databases."
- All the database links will be listed alphabetically.

We're here to help!

- If you need assistance using any of the library's online databases or other resources don't hesitate to contact the library staff.
  - Circulation Desk: (573) 518-2141
  - Email: library@mineralarea.edu
  - Online chat system (during library hours) is located on the library's homepage at: mineralarea.edu/library