

A guide to using the OSU Libraries

Library Basics for Teaching Assistants

Library Website

www.library.okstate.edu



Facebook

facebook.com/OkStateLibrary



Twitter

twitter.com/OkStateLibrary

Get Help

Text for help 405-301-8102

Call for help 405-744-9775

Email for help lib-dls@okstate.edu

Chat available from the website

Hours

Fall & Spring

Mon-Thur 7:30 am-2 am

Fri 7:30 am-10 pm

Sat 9 am-10 pm

Sun 9 am-2 am

Dead Week & Finals Week

Open 24/7!

Holiday & Intersession

Hours vary. Call Hours Hotline 405-744-5029 or check library website

Visit our Mobile Site

Scan this code with any QR reader to visit our mobile site:

<http://m.library.okstate.edu>



Oklahoma State University
Library

Subject Specific Help

- Each OSU academic department has a Subject Specialist Librarian.
- Most specialists hold a degree in that subject or a related field.
- Subject librarians will work with you to develop online research guides for your courses.

Tours & Instruction

- Contact your Subject Specialist Librarian to arrange tours or library instruction customized to your course.

Course Reserves

- You can place both hard copy and electronic materials for your students
- In-person, visit Room 105; online select "Course Reserves"
- The Library automatically places one copy of each required textbook for Fall and Spring semester costing \$125 or more or for classes with enrollment of 125 or more.

Citation Software

- The Library offers EndNote & Reference Manager to organize research, import citations from databases & catalogs, format bibliographies & insert footnotes & endnotes directly into papers.
- Select the EndNote tab on our site to download the software, view training videos & sign-up for training.

Library and D2L

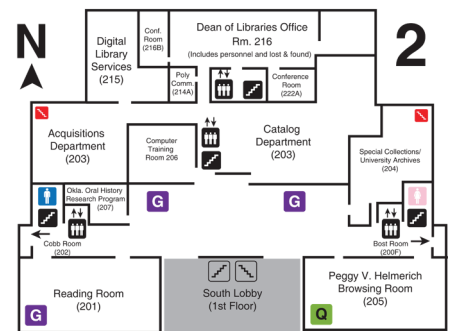
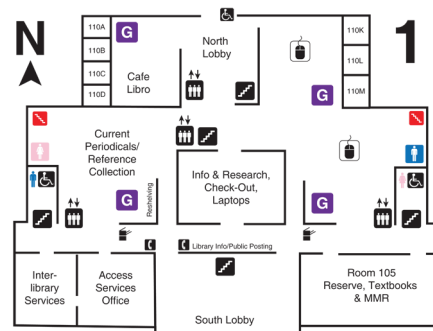
- Every D2L class has a "My Library" link located at the top of the course page. Find contact information for the subject librarian and recommended resources.
- The library can help with copyright questions related to online classes. Contact lib-dls@okstate.edu.
- Plagiarism detection is available from ITLE's website. Turnitin can be downloaded at <http://itle.okstate.edu>.
- The contact for D2L is ITLE.

Anywhere Library Access

- To login click on "Anywhere Library Access" then select "Connecting from Off-Campus."
- Library Catalog: search for books & journal titles & renew items you have checked out.
- A to Z listing of about 450 electronic indexes & databases
- More than 71,000 full-text journals, magazines & newspapers
- Email/IM/chat reference assistance

Journals & Articles

- Current print issues are on 1st floor east shelved by title.
- Select "Full-Text Journals" from our website to search by title or browse by subject.
- Older issues are bound & shelved by call number or off-site. Check the Library catalog for location.



A guide to using the OSU Libraries

Dissertations & Theses

- The OSU Library subscribes to ProQuest Dissertations and Abstracts. The index dates to 1861 and abstracts to 1980.
- Full-text is available for OSU dissertations since 1961 and most other dissertations published since 1997.
- Check the Library catalog for the location of print copies. OSU dissertations and theses before 1961 are stored off-site. Request form: www.library.okstate.edu/annex/requests.htm.

Article Alerts

- Several alerting options are available. Click on "Request Forms," scroll down to the heading "More" & select "Journal Alerting Services."
- Alerts come via email. If you have questions about a particular service or setting up a profile, contact Digital Library Services at lib-dls@okstate.edu or at 405-744-9161.

Checkout more than books with your OSU ID!

- 160 laptop computers, 5 hours
- 20 MacBooks, 5 hours
- 30 iPads, 5 hours
- E-books to read on your computer
- 9 Group Study Rooms, 4 hours
- DVDs and CDs in Room 105

Checkout Privileges

- Grad students have a 120 day loan period.
- Special materials (videos, DVDs, maps, reserves, branch library books) may have shorter loans.
- You may renew most items online.

Language-Learning System

- Mango is an online conversational language-learning system available to OSU students, faculty and staff.
- More than 30 languages, including English, are included. Find Mango in the list of databases: www.library.okstate.edu/database/.

Interlibrary Loan

- InterLibrary Services (ILS) borrows books, articles or book chapters from other libraries, normally for a 30-day checkout.
- Submit requests online. In most cases, chapters & articles will be scanned & sent via email.

Copyright Information

- Copyright tutorial: <http://itle.okstate.edu/copyright/start.htm>
- Reserve Materials Copyright Guidelines: <http://www.library.okstate.edu/guides/general/Images/copyright.pdf>
- About Copyright: <http://www.library.okstate.edu/info/copyright.htm>

The book I need is checked out

- Place a recall on the item at <https://www.library.okstate.edu/forms/recallbk.htm>
- We'll notify you when the book is ready. Recall shortens the due date to 2 weeks.

Fines

- Generally, overdue books are \$.25/day/book. Reserve, recall & Interlibrary loan are more.
- Overdue laptops, iPads & MacBooks are \$30.00/hr.
- Fines are billed to your bursar account.

Edmon Low is the Main Library. We have 3 branch libraries

- Architecture Library in the Donald W. Reynolds School of Architecture Building
www.library.okstate.edu/arch/
- Curriculum Materials Library in Willard Hall
www.library.okstate.edu/cml/
- Veterinary Medicine Library in McElroy Hall
<http://library.cvhs.okstate.edu/>

