TO DO AS SOON AS POSSIBLE

☐ ADD TO YOUR PHONE CONTACTS:
   LIBRARY INFORMATION SERVICES (Circulation, Reference, Reserves, Info Tech) 812-237-2580; 812-237-2541
   Library Hours Recording 812-237-2375 [lists regular hours & exceptions]
   Math & Writing Center 812-237-2989
   Information Technology Helpline 812-237-2910

☐ Memorize the URL for the library HOME PAGE: library.indstate.edu
☐ Memorize the URLs for the ONLINE CATALOG: fusion.indstate.edu and fusionplus.indstate.edu
☐ Memorize the URL for the MATH & WRITING CENTER: libguides.indstate.edu/mathandwriting
☐ IN YOUR BLACKBOARD COURSE SITES: go to blackboard.indstate.edu. Click on one of your courses. Note the Library tabs [default; subject to change by professor].

TO DO BEFORE THE SEMESTER STARTS!

☐ Come to the Library [aka CML aka Cunningham Library] - be sure you have your Student ID - that is your 'library card'
☐ Off-campus students: know your portal ID and password to gain access to databases
☐ OUTSIDE of the Library, locate 1 book drop-box on the SOUTH side and one NORTH of the Library. Then, find the drop-box/return that is ATTACHED to the FRONT of the Library building itself
INSIDE THE LIBRARY - 1st FLOOR: Pick up a copy of the Student's Library GUIDE [green] from the information kiosk - if you didn't get on during New Student Orientation

☐ Stop by THE LIBRARY INFORMATION SERVICES DESK [look for the neon ? 'Ask' ] and say hi I'm a new student at ISU to the library staff people on duty

☐ Bring your laptop and check to see if you can successfully connect to the wireless network - PROBLEMS? Visit THE LIBRARY INFORMATION SERVICES DESK

☐ Find one of your favorite movies on [Browsing] DVD and check it out.

☐ Find a music CD [Browsing] and check it out. Note: if we don't have it, fill out a suggestion form

☐ What other Browsing formats do we have on the 1st floor?

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☐ Go to the 1st floor Browsing Periodicals and/or the Current Periodical shelves and pick up a popular magazine or scholarly journal and skim thru it

☐ Sit on the new furniture in the Cup & Chaucer – better yet, get something to eat & drink

☐ Explore the layout and features of each of our floors -how many comfy chairs can you find??!!

Please adhere to our Noise Levels Policy

INSIDE LIBRARY - 2ND FLOOR

☐ Follow the Dark Blue carpet squares to find the Math & Writing Center -- pick up a copy of their services brochure.

ON YOUR OWN COMPUTER

or in your online bookmarks eg. Delicious, etc.

☐ Set up a Favorites for: ISU Library

☐ Find these via the LIBRARY HOME PAGE and add them to your Favorites list:
  ☐ Electronic Resources
  ☐ Circulation Services: loan periods, online renewals, overdue fines & fees
  ☐ Online Reference Books [hint: Electronic Resources]
  ☐ Reference Live Chat [hint: Chat with Us]
  ☐ Library Hours [hint: About]
  ☐ Subject Guides
  ☐ Library Research Planner [ditto]
Find the list of **Subject Specialists** under **For Faculty/Staff**: look for your major/minor. Write down the contact name of the librarian/s assigned to these areas:

a. ________________________________  

b. ________________________________

Find the **LIBRARY'S BLOG** link [note: we have Facebook, Twitter, Instagram, Flickr & YouTube, too]

Find the **Course Reserves** page and see which courses or professors have materials listed.

Under **Services** drop-down menu >> **Circulation**, look for **Reserve Services** and read **Reserves for Students**

Find the **Interlibrary Loan Services** page and set up your **ILLiad** account so you can request books, articles, etc. not held by the ISU library

Via **Electronic Resources**: Find the **Naxos Database** [hint: Select **Subject >> Arts and Music** -or- **Show All Databases**] and listen to a recent audio file - lots of classical but also ethnic, jazz, etc.

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**THE LIBRARY AND YOUR CLASS ASSIGNMENTS**

For most research projects, you will be required to use library-based resources. Look thru each syllabus and **highlight** reading or project assignment dates. Look for any specific information that will relate to doing library research; for example, will you be required to know & use APA or MLA style? Do you have to find a ‘professional journal’ in your major? Are specific types and quantities of resources listed? If your class does not receive an instructional session with a librarian, contact your **Subject Liaison** for a consultation appointment.

Access the Online Catalog. Utilize Fusion’s **Account** features: Login [you’ll input your Student ID & create a 4-number PIN/Password]. Search, then **Add to Lists**. Later access **MyLists** to retrieve. Print the list whenever you are ready to come to the Library to retrieve materials. [Journal article databases have similar long-term save features.]

In a **NOTEBOOK/BINDER** or in your **Cloud space**, set up a **LIBRARY/RESEARCH SECTION** -or- in **MICROSOFT ONENOTE**, set up a **SECTION GROUP** for LIBRARY/RESEARCH and then a **SECTION** on **LIBRARY INFO**. Keep copies of library-related handouts, library assignments, citation style guides, printouts of fusion lists, etc.
ADDITIONAL RECOMMENDED READING & LINKING

- **Campus Academic Integrity** web site: [www.indstate.edu/academicintegrity/index.htm](http://www.indstate.edu/academicintegrity/index.htm): look thru the Student Resources listed under the Research Time Management, Plagiarism Avoidance Skills, Know Your Citation Styles, and Get Your Bibliographic Management Software sections
- **Library’s Plagiarism Tutorial** at [library.indstate.edu/tools/tutorials/plagiarism/](http://library.indstate.edu/tools/tutorials/plagiarism/) & our Turnitin Information for Students [libguides.indstate.edu/turnitinforstudents](http://libguides.indstate.edu/turnitinforstudents)
- **Library of Congress Classification Outline** [library.indstate.edu/about/units/instruction/lcclass.html](http://library.indstate.edu/about/units/instruction/lcclass.html)
- **Library of Congress Subject Heading links** [library.indstate.edu/about/units/instruction/subjectheadinglinks.htm](http://library.indstate.edu/about/units/instruction/subjectheadinglinks.htm)

USING OTHER LOCAL LIBRARIES

The **Online Catalog: Fusion** and/or **FusionPlus** connects you to both college/university and public library materials from the **Library Consortium of Vigo County**: ISU, Rose-Hulman Institute of Technology’s Logan Library; St. Mary-of-the-Woods’ Mary and Andrew Rooney Library; and Vigo County Public Library! Your **ISU ID card** allows you borrowing privileges at all of these libraries.

You can design searches to look only for ISU materials. However, if you need materials from the other libraries and do not have transportation, use **Interlibrary Loan** to request them. Note: the **Public Library Main Branch** is only a few blocks south on 7th Street, south of Wabash/Ohio Streets. Be sure to explore the **Vigo County Public Library’s** site at [www.vigo.lib.in.us/](http://www.vigo.lib.in.us/) too.

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**Library Events Area - Fall 2014**

**TUESDAY AUGUST 26: WOMEN’S EQUALITY DAY**

**THURSDAY SEPTEMBER 18: LIBRARY EXTRAVAGANZA** – 10am - 3pm

**VARIOUS: PIZZA & POLITICS**

**SEPTEMBER 21 - 27 BANNED BOOKS WEEK** – programming to be announced - check out our Browsing Graphics Novel collection related to this year’s theme:

>>Library Events are listed on the University Calendar<<

Reference/Instruction, Indiana State University Library
July 2014 - marsha.miller@indstate.edu