



Library Survival Guide

David L. Rice Library, University of Southern Indiana

Whether you are a returning USI student or brand-new to campus, the librarians and staff of David L. Rice Library welcome you.



ALWAYS BRING WITH YOU:

- ✓ MyUSI username and password, to log into library computers.
- ✓ Eagle Access card, with \$\$\$ on it for printing. B&W printouts/photocopies: 10 cents/page. Color: 25 cents/page.
- ✓ Paper, pen/pencil, highlighter, white-out, and paper clips.



SURVIVAL TIPS

Start your research from home! Use Rice Library's web site as a gateway to its services and resources. Bookmark www.usi.edu/library on your computer, in order to quickly access the catalog, research databases, online tutorials, and more. Use the databases from off-campus by logging in with your MyUSI username and password.

Use the Catalog to find out if Rice Library has a book, video, or other item. The library's catalog enables you to look for items by author, title, keyword, and subject. You can also renew your books through your account in the catalog, as long as they are not already overdue or on hold for another user.

Search Rice Library's online research databases for scholarly journal articles. The library has a variety of online databases useful for identifying scholarly literature for university-level research, such as *ProQuest Research Library* and *America: History and Life*. An alphabetical list of these is found through the "Databases" link on the Rice Library home page. *Want to learn more?* Find out what a scholarly journal is at www.usi.edu/library/scholarlypopular07.asp.

Use *Journal Finder* to find out if Rice Library subscribes to a periodical. *Journal Finder* is available under "E-Resources." *Journal Finder* will tell you whether Rice Library subscribes to the journal in an online database, has a paper subscription in the library, or has no subscription to it.

Get a refresher on how to properly cite materials in your papers. Style manuals for APA and MLA (as well as others) are at the Reference Desk. To see examples of these citation styles, choose "How to cite" on the library home page.

Want some one-on-one or group assistance? The library offers a LOT of resources, so it is very possible to be overwhelmed by choosing the best ones for you, and learning how to use them. Reference librarians can help you with the online catalog, research databases, and effective search strategies, at the Reference Desk, by phone (812/464-1907, 800/246-6173), and by email ("Contact us" from the library's main page). We also offer specialized instruction for specific classes so that all students in that class may be helped. Faculty members are encouraged to schedule a session through the "Request library instruction" link on our home page.