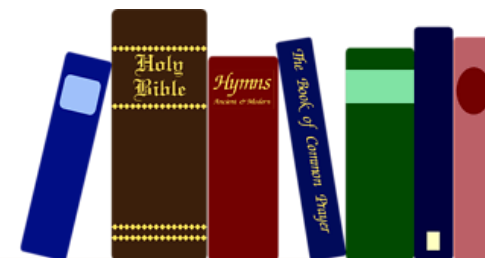2 Timothy 2:15
Modern English Version (MEV)

[15] Study to show yourself approved by God, a workman who need not be ashamed, rightly dividing the word of truth.

Cofer Library

Student Handbook

Cofer Library
100 Alumni Drive
Cleveland ,Georgia 30528
706-865-2134
library@truett.edu

2021-2022

Cofer Library

Scholarly Article or *Popular Article*:
What is the difference?

How do you tell if an article is a scholarly, peer-reviewed journal article when retrieving it from a database or website? Here are a few tips to help you determine if the article is scholarly.

Scholarly Articles:

♦ Reviewed by experts in the subject area (peer reviewed)
♦ Signed by author and author's credentials are listed
♦ Begins with an abstract or summary of the article
♦ Contains technical language specific to the area of study
♦ Usually very lengthy
♦ Contains a section with peer reviews
♦ Includes bibliographies or notes listing the author's research

Popular Articles:

♦ Reviewed by the editor of the magazine
♦ May or may not be signed by the author
♦ Authors are not always an expert and credentials may or may not be included
♦ Does not begin with a summary
♦ Easy to read, non-technical language
♦ Fairly short
♦ Not peer reviewed
♦ May or may not include bibliographies or notes listing the author's research

Scholarly *Journal* or Popular *Magazine*:
What is the difference?

Many times you will be given an assignment to find an article from a scholarly journal. These tips will help you decide if the publication is a scholarly journal or popular magazine.

Scholarly Journals:

♦ Published by an association, institution or scholarly press
♦ Directed at a particular audience or particular subject area
♦ Pagination usually continues from one issue to the next
♦ Articles are reviewed by experts in that subject area before being published
♦ Simple, plain covers

Popular Magazines:

♦ Published for general audiences
♦ Marked for general audience to enjoy
♦ Pagination starts over with each issue
♦ Articles are submitted, reviewed by editors and
♦ Flashy, sleek, eye-catching covers

The purpose of Cofer Library is to serve as a center of learning for faculty and students. The information resource collection of the library is designed to support and enhance the university's curriculum. The resources, services and personnel are provided to assist the university community in the achievement of the university's purpose.

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- **ATLA Religion Database**
- **Baptist History Collection**
- **Books**
- **CDs & DVDs**
- **CINAHL-Nursing**
- **Copier**
- **E-books**
- **Electronic databases**
- **GALILEO**
- **Hole Punch**
- **Internet access**
- **Juvenile Collection**
- **Newspapers**

- **Magazines/Journals**
- **Microfiche/Microfilm**
- **Online databases**
- **Paper cutter**
- **Pencil Sharpeners**
- **Periodicals**
- **Stapler**
- **Reference Materials**
- **Reserve Materials**
- **Tape**
- **Tutoring**
- **DVD Players**
- **Wireless Internet access**

Always ask for help!

Dewey Classification

000-099 = Computers, & General Reference
100-199 = Philosophy and Psychology
200-299 = Religion
300-399 = Social Science
400-499 = Language
500-599 = Science
600-699 = Technology
700-799 = Arts and Recreation
800-899 = Literature
900-999 = History and Geography

Cofer Library

Ask yourself these questions…

Accuracy, Currency & Scope
Be up to date and don't assume anything!!!

◊ Is the website error free? No typos, spelling or grammar mistakes
◊ When was the site updated?
◊ When was the site created?
◊ Are links provided and are they usable and up-to date?
◊ If the site is based on a print version, a newer version may be available in print.
◊ Are graphs and charts used? If so, are they easy to read and current?

Access, Design and Navigation
Is it really worth your time?

◊ Is the site logically organized?
◊ Is the information you are looking for easy to find?
◊ Is a table of contents or index made available?
◊ Can you search the site?
◊ Do all the elements of the site work? Link? Interactive features? Animations?
◊ Does the site load easily?
◊ Is the page stable and reliable?

Evaluating Web Sites

The Internet has made information available to everyone, and any topic can be researched. However, judging the reliability of the information can be difficult and intimidating. Information found on the Internet must be evaluated using critical thinking. Below are questions to ask while you are reading to assist you in evaluating online resources.

Authority – Who wrote the information?
Don't forget – anyone can create a website!!!

◊   Does the information have an author?
◊   Can you find out any information about the author?
        Credentials
        Education
        Qualifications to write on the subject
◊   Is the site sponsored?
◊   Can you find any information on the organization sponsoring the site?
◊   Is the site affiliated with an educational institution?
◊   Can you find out more information about the institution?
◊   Why was this article written? Information or opinion?
◊   Does it persuade you to buy a product?
◊   Does the author cite other sources used in the research?

Content–Purpose & Point of View
Don't believe everything you read!!!

◊   What is the purpose of the website?
◊   Is the information factual? Can you verify the information?
◊   If sources are given, can you verify the sources?
◊   Is the information someone's opinion?
◊   Is the website appropriate for your age and educational level?

How to find what you are looking for!

First, check the Library public access catalog (PAC). The catalog may be accessed from the Library webpage on Truett McConnell webpage under the I AM icon. Or, click on the MENU icon and you will find the LIBRARY link under Academics. You can search the catalog by author, title, and subject. Most of the collection is catalogued using the Library of Congress Classification system. The Library has a special Juvenile Collection and Curriculum Lab Collection that are catalogued using the Dewey Decimal Classification system. Below is a chart to help you understand the Library of Congress Classification system. If you need help locating materials, please ask any Librarian for assistance.

Library of Congress Classification System!

A = General Works
B = Philosophy, Psychology, Religion
C = Auxiliary Sciences of History
D = History: General and Old West
E-F = History: Western Hemisphere
G = Geography, Anthropology, Recreation
H = Social Sciences
J = Political Sciences
K = Law
L = Education

M = Music
N = Fine Arts
P = Language and Literature
Q = Science
R = Medicine
S = Agriculture
T = Technology
U = Military Science
V = Naval Science
Z = Bibliography: Library Science

Understanding Library of Congress Call Numbers

Library materials are in alphabetical and numerical order by call number. All call numbers read, left to right and top to bottom.

PR	This is the general subject (in this case literature, English)
5397.12	This narrows the general subject to a specific subject. It reads as a whole number followed by a decimal (5397.12 would come before 5397.2).
.F26	Sometimes a third line narrows the subject even more. It is read alphabetically and then numerically as a decimal.
1999	This is the year the item was published or produced.
v.3	This is the volume number if the item is part of a set.
c.2	This indicates the copy number.

Circulation
Most books may be checked out for two weeks. CDs, and DVDs may be checked out for two days.

Coffee @ Cofer!!!
Coffee is now available for purchase at $1.00 a cup. There is no charge if you use your own coffee mug and bring your own k-cups.

Curriculum Lab
The curriculum lab contains materials used by education majors to help prepare lesson plans, classroom activities and teaching units.

Equipment
Various equipment is available for use in the library. This includes DVD players, copier/scanner, computers, printers, headphones, microfiche/film reader / printer.

Hours
Library hours are posted near the entrance of the Library and on the Library homepage or by calling 706-865-2134 x 2200.

Interlibrary Loan
Students may borrow books and/or journal articles from other Institutions, if they cannot locate materials through current available resources. All borrowed material through interlibrary loan must be returned on time. Students are responsible for paying overdue charges set by the lending institution.

Internet Access
Internet access is available from all library computers and wireless internet service 24/7.

Juvenile Collection
Children's books, both fiction and non-fiction, and AV materials are available. A total limit of ten items from this collection may be checked out at any one time.

Lost or Overdue Materials
Students are expected to return all library materials in a timely manner. If materials are not returned students cannot view grades nor request transcripts until all fines are paid and their library account cleared by library staff.

Media
A wide variety of CDs, DVDs and other audiovisual materials are available for use.

Accessing online content in GALILEO with *OpenAthens*

OpenAthens is a new, more secure way to access library and GALILEO resources using your existing email username and password. The GALILEO password will no longer be needed!

What is OPENAthens?

OpenAthens is an access management platform, allowing libraries to enable and monitor access to subscribed content. Access and authentication are managed simply, securely and effectively.
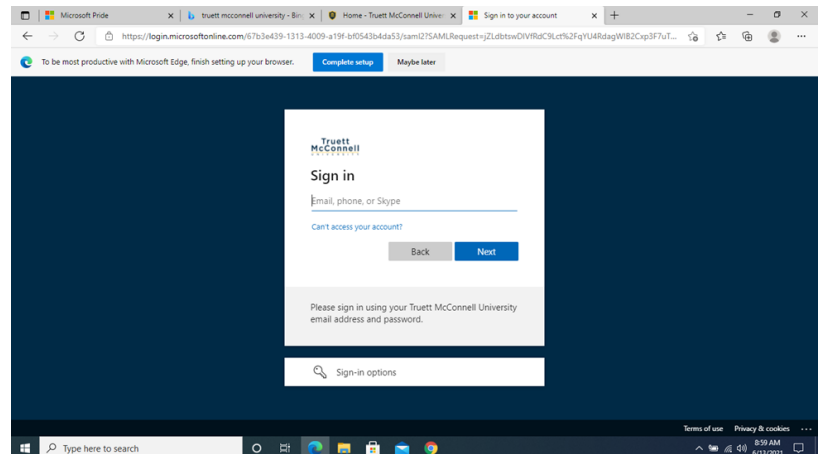
What will change?

You will now be able to use your email username and password to access library databases when off campus. When off campus, you will only need to authenticate once to start an 8 hour long OpenAthens session. During that time you will not be asked to authenticate again. When off campus, you will be prompted to login when you access the GALILEO portal or when you click on a link to a database on the library web page.

While on campus, you'll continue to login to library databases via GALILEO automatically.
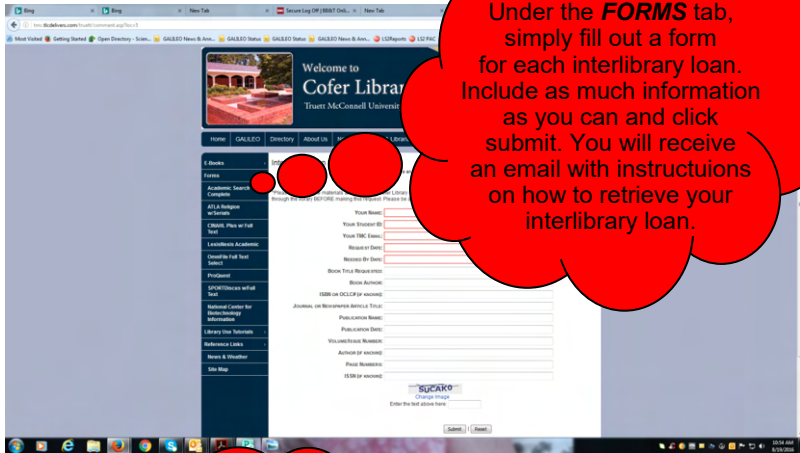
Merging *MyEBSCOhost* Accounts

If you had an existing My EBSCOhost account prior to our migration to OpenAthens, this guide will walk you through the steps to merge the contents saved in your previous account with the newly created My EBSCOhost account.

https://libguides.galileo.usg.edu/ld.php?content_id=51187665

How to request an Interlibrary loan, Ask A Librarian, or Need -a-Tutor. schedule?

Under the *FORMS* tab, simply fill out a form for each interlibrary loan. Include as much information as you can and click submit. You will receive an email with instructuions on how to retrieve your interlibrary loan.

Have a question or need help with English or Math? Click on *Ask a Librarian* tab or *Need-A-Tutor tab* for answers and a schedule!

Cofer Library

Online Databases
Full text, bibliographic databases and eBooks are available.

Orientation and Instruction
Students may request one-on-one instruction, take advantage of online classroom tutorials, or attend in-class instruction with faculty.

Periodicals (journals, newspapers and magazines)
Periodicals and newspapers must be used in the library. Periodicals may be found in print or microfilm and microfiche formats. Journal and magazine articles may also be found by using a variety of online databases including GALILEO.

Public Access Catalog (PAC)
The PAC can be accessed from the Truett McConnell University webpage. Library holdings may be searched using author, title or subject entries.

Reciprocal Borrowing Privileges
Truett McConnell has reciprocal borrowing agreements with Georgia Private Academic Libraries, University of North Georgia and the Christian Library Consortium. This free service is **only** available to faculty, students, staff and grants access to the **physical** collections of participating institutions. Borrowers must bring an ID and obtain a **Community Patron Card** from Cofer Library before visiting participating institutions. This service is valuable for those who may not live near their home institution.

Reference Assistance & Materials
Reference materials must be used in the building. Reference materials include encyclopedias, dictionaries, atlases, almanacs and other material deemed appropriate reference items. As a general rule, REF at the beginning of the call number denotes reference materials. Reference help is available for students during library hours and by emailing library@truett.edu

Reserve Material
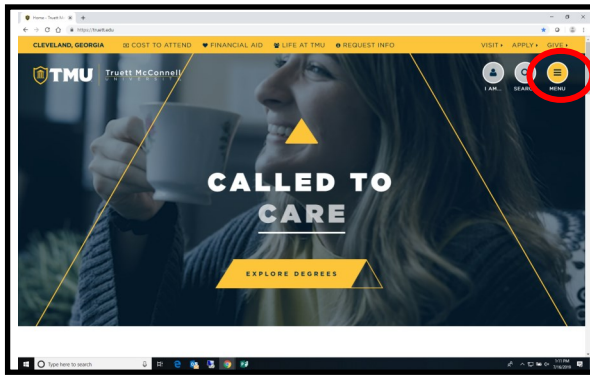Reserve materials are reserved by professors and must be used in Cofer Library.

Tutoring
Please check the bulletin board near the front door or on the library webpage for each semester's schedule of tutoring. You may also access **TutorMe** which is 24/7 online tutoring through a link in the Brightspace online classroom.
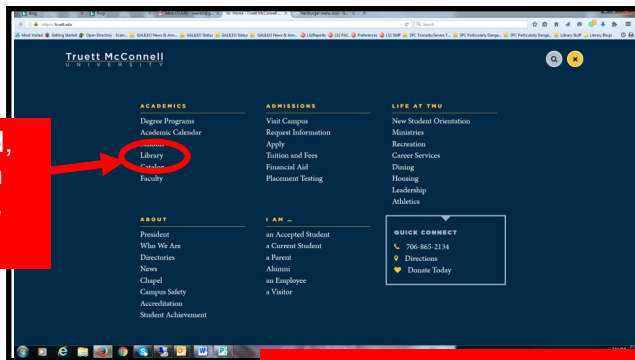
WI-FI
Wireless Internet is accessible in the library and on the front porch!!
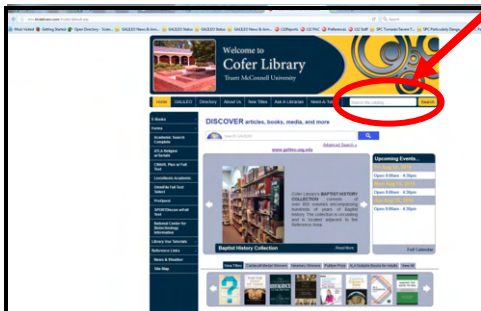
Locating a print source...

First, click on the *yellow* icon.
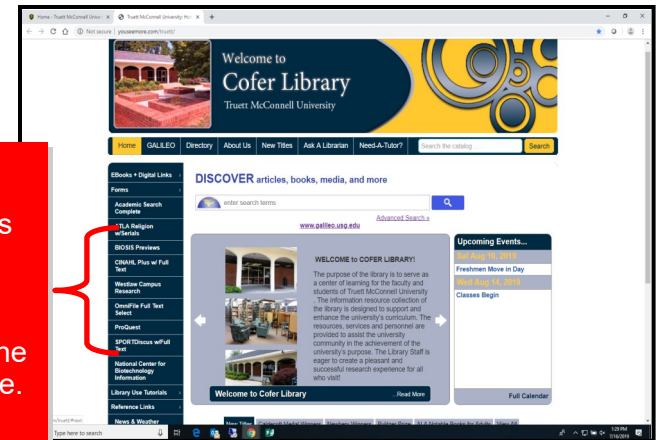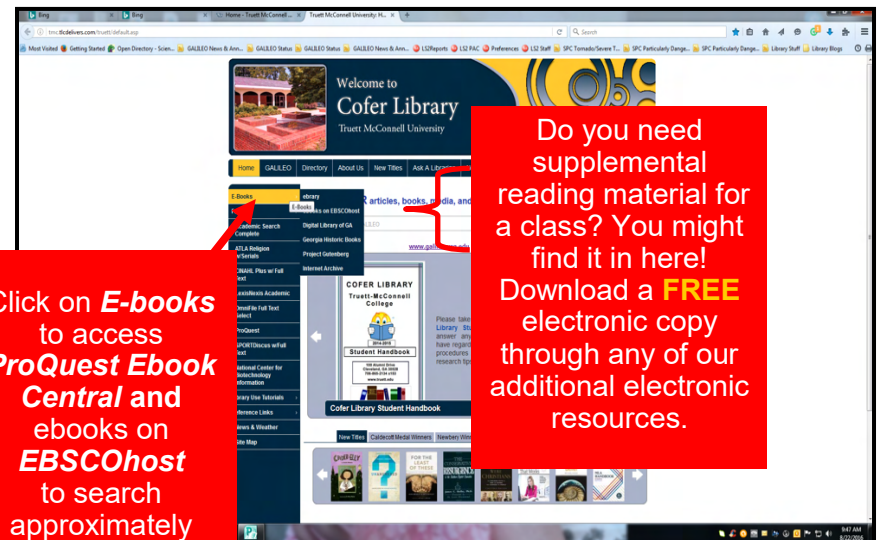

Second, click on *library.*

Third, begin your search by entering a keyword, author's name, or title in the online public access catalog, Click on *search.*
You may place an item on hold, by clicking on the *PLACEHOLD* tab from the bibliographic record. Enter your *Truett ID number* located on the back of your student ID under the barcode. The last four digits is your *password.*

Accessing Specific Databases, E-Books, and more...

Access specific databases such as *ATLA, CINAHL, SPORTDiscus* from the side navigation bar on the Library's homepage.

Click on *E-books* to access *ProQuest Ebook Central* and ebooks on *EBSCOhost* to search approximately *1.5 million free* e-books online!

Do you need supplemental reading material for a class? You might find it in here! Download a *FREE* electronic copy through any of our additional electronic resources.