

10. Your OneCard – it's also your Library Card

Don't leave home without it!

Even if you don't check out any library material—you'll need the One Card/ Library barcode to:

- Use books, articles & videos faculty put on Reserve
- Use printers and copiers.
- Submit online request forms



Your Library barcode is printed on your One Card ID

Worcester State University Library

Semester Hours:

Monday – Thursday	8AM – 11PM
Friday	8AM – 5PM
Saturday	9AM – 5PM
Sunday	1 – 9 PM



*10 Things
Every FYS student should
know about the WSU Library*

www.worcester.edu/library

(508) 929 – 8027

1. Books aren't shelved by Dewey numbers

Academic libraries use a call number system that arranges items on the shelves by **subject**. The first two lines represent the subject and start with letters & whole numbers; then the author letter/ decimals. For example, a 2005 book on financial aid by Adams would look like this →

LB
2337
.A24
2005

2. Be familiar with Circulation policies and procedures

Fines for overdue materials, especially videos and late items from reserve can add up quickly. And, not every item can be renewed. Plan for the time you have to use checked out items before fines begin.

3. Use the Library Website as a portal to credible information

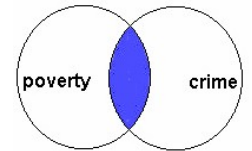
Only 7% of the information available on the WWW is acceptable as research worthy at the college level. You can find reliable Internet material by using the hundreds of subject links on the Library's Website.

4. Know where to find all the online databases that the Library subscribes to

The WSU Library subscribes to 100+ highly specialized databases – Web based research tools that contain quality information appropriate for academic research. Some are interdisciplinary – covering a wide variety of subjects. Others are specific and cover only business, education, criminal justice, etc. These also have more sophisticated search features to help you find relevant articles efficiently. And all are available from home!

5. Be comfortable using Boolean logic for online searching

Make sure you know how to take full advantage of advanced searching features using the operators AND, OR and NOT to connect your keywords and concepts. This method will help you better express your topic and retrieve exactly what you need.



6. Be familiar with locating periodicals in other formats

Not all periodicals (journals, newspapers and magazines) are available online. You will find many academic periodicals are only in print and archived on microfilm.

7. Take advantage of options for borrowing from other libraries

No one library can afford to own everything you may need. That's why we have special direct borrowing arrangements with local and academic libraries across the state. We can also borrow material on your behalf from any U.S. library.

8. Know how to locate and use style guides for references and bibliographies

Academic research requires a sophisticated method of documenting material you use according to specific publication standards. We have access to many different style manuals – all available online 24/7.

9. Traditional reference books are now available in electronic versions

When you need to gather background material on your topic from encyclopedias, almanacs, maps, dictionaries and biographies – you can link to these online at no cost to you from the WSU Library Website.

