USM Libraries
Gorham / Lewiston-Auburn / Portland

Getting The Most From Your Library

library.usm.maine.edu

What’s Inside?

• How to research a topic and find authoritative information quickly
• How to get help
• How to use the UMaine system delivery system
• How to access specialized online resources
Library Information

Loan Periods and Renewals

USM material:
- **Undergrad Students & Staff**: Four week loan with (2) three week renewals
- **Grad Students & Faculty**: Semester Loan with (1) semester renewal
- **Other**: Four week loan with (2) three week renewals

Requestor material:
- **All patrons (Except Faculty)**: Four week loan with (1) two week renewal
- **Faculty**: Semester Loan with No Renewal

Reference, Serials, and Special Collections do not circulate.

Items are renewable if they have no holds, have not been recalled, or are not billed. Renewals may be in person or by telephone. Self renewals are possible on URSUS.

Regular Library Hours, 2009-2010

**Portland**
- Sunday: 10:00 a.m.—11:00 p.m.
- Monday-Thursday: 7:45 a.m.—11:00 p.m.
- Friday: 7:45 a.m.—8:00 p.m.
- Saturday: 10:00 a.m.—8:00 p.m.

**Gorham**
- Sunday: 12:00 a.m.—11:00 p.m.
- Monday-Thursday: 7:45 a.m.—11:00 p.m.
- Friday: 7:45 a.m.—8:00 p.m.
- Saturday: 11:00 a.m.—7:00 p.m.

**Lewiston**
- Sunday: Closed
- Monday-Thursday: 8:00 a.m.—8:00 p.m.
- Friday: 8:00 a.m.—4:30 p.m.
- Saturday: 9:00 a.m.—3:00 p.m.

Exceptions to regular hours will be posted on the library homepage [library.usm.maine.edu/about/hours.php](http://library.usm.maine.edu/about/hours.php)
Where Do I Start?

Locating information to support a class paper or project at USM need not be difficult if you know where to start. If you are on campus, you have access to the library and can ask the librarians for help, but when you live far away, it may seem as though the Internet is the only way to find the information you need. If you work all day and take classes at night, it’s even more difficult.

This brochure explains how to find the information you need quickly and easily. Every resource explained in this brochure is available from the library homepage, library.usm.maine.edu. From an off-campus location you will be asked to type in the number from your USM One Card (ID) that begins with 25022. If you have not obtained your picture ID, get one ASAP at the USM Card Office.

Sometimes cards are not activated when you get them, so be sure to have the library staff check your ID. If it hasn’t been activated, they will do so. It sometimes takes a day or so for the database to update your record for remote access.

To request the delivery of library materials from other libraries you will need your current, activated student ID card. If you have any questions about your ID contact the Circulation Desk at 780-4270.
Google Is Not For You! - when it comes to scholarly research

You can waste a lot of time trying to find good information on the Internet. While you may find a lot of facts about cloning, for instance, you will get so much information it will be hard to sort through it all. Also, you often don’t know who produced the web site, when it was produced, whether or not the person or group has some odd bias, or if they actually know any more about the subject than you do.

On the other hand, books and journal articles provide sound, authoritative information and you can get them quickly and easily through the library homepage library.usm.maine.edu.

We strongly recommend using the following steps to quickly find authoritative information from library sources instead of hunting and pecking through a mountain of websites.
Define, Then Narrow Your Search

- Choose a topic: We recommend beginning your search by using a database that contains articles from a wide range of magazines and journals. Opposing Viewpoints or CQ Researcher are organized by topic, which can be useful if you’re having trouble picking a topic. You may also give us a call at 780-4272 for some personal help from one of the librarians. Narrow your topic. If it’s too broad, you will find far too much information to use. By narrowing your topic, you will save time and end up with a more focused research paper. Once you have gathered some basic information on your topic, move on to Academic Search Premier, which contains millions of articles.

- Identify the key words (a keyword search is what will be used by most library catalogs and databases)

Examples:

- The keyword Cloning is too broad and unfocused. By using Clone and Animals and Research, you will locate information about the topic you are really interested in ... the cloning of animals for research purposes.

- The keyword AIDS is too broad. Adding keywords like these AIDS and Africa and Mortality will narrow your search to locate the specific information you want...in this case, the mortality rate from AIDS in Africa.

Do You Need Help?
Call 780-4272 or email us at usmref@usm.maine.edu

I’ve been cloned!
Locating Sources in the USM Libraries

Books, Videos, etc. held by USM-UMSM Libraries contain approximately 350,000 books, 10,000 digitized books, 500 videos, DVDs, and many CDs. Our catalog, called URSUS, is shared with all UMaine system libraries. Here is how to find them and request delivery if you are enrolled at an off-campus location.

- **Find Books, Videos, CDs** - From the library homepage use the search box for URSUS to do a keyword search by typing in the key words or terms that describe your topic. Example: AIDS Africa Mortality – those “key” words would locate all the books, videos, etc. in the UMaine System libraries having to do with the mortality rate from the AIDS virus in Africa. The more words you include, the more precise your search will be. Start with one or two words and add words as needed to narrow your search. Use the drop-down menu to limit your search to a particular campus library, such as Portland, Gorham or Lewiston. You can also limit your search to University of Southern Maine which will show the holding of each campus library.

- **Brief Record vs. Full Record** - Your search will produce a list of brief records to those items the library owns. Click on the blue title to see the full record, which gives you more detailed information about the item, such as a summary and the length of the work. You will notice the locations (i.e. Gorham), the call number (which helps you find the item on the shelves), and status (i.e. available or due [date]).

- **Videos/DVDs** - To find videos & DVDs click on Modify Search at the top of the page once you’ve done your initial search, then select Video Recording under Material Type.
We deliver!
If you want the item sent to your campus library, click on the icon at the top of the record labeled Request. This will bring up a form where you need to enter your name, bar code number from your student ID, and specify a Pickup Location. Click on Submit.
Once you submit your request, the item will be checked out to you and sent by courier. You can return items to the same location. Library books check out for 4 weeks and may be renewed online using My Library Record on the library homepage.

Electronic or Digitized Books – These are actual books (such as Moby Dick, The Scarlet Letter, PowerPoint for Dummies, etc.) that have been reformatted and made available as e-books. They are not Internet resources, but were purchased by the library for your use. Titles can be searched using the online catalog and limiting your search to Ebooks using the Modify Search icon at the top of the page, then Material Type. Select Ebook. Once you have selected a record, you may view the book by clicking on View E-Book. If you are accessing it from off-campus you will be asked for a username and password. Enter your name and ID number (25022....) The table of contents and book cover will usually appear. Click on the chapter or section you want to read. You are allowed to print 6-8 pages and copy/paste within limits, due to copyright law.

If you prefer to search only for e-books using NetLibrary, our largest e-book collection, it can either be accessed alphabetically from the list of databases under Find Articles and More...or by clicking on Find Books and More... above URSUS. It is sometimes easier to use.
Clearly, the Internet contains both accurate and inaccurate information and it takes a long time to sort through it. You need authoritative information...quickly. Accordingly, the library pays for access to such material and makes it available to you via the Internet. These articles and books have actually just been digitized from the original books, magazines, journals or newspapers to make them available electronically. They are all relatively easy to use and allow you to print or email the information. All online resources are available to USM students, staff and faculty free of charge. If you are not sure which database to use for your topic, try using the Start Your Research on the library homepage.

**Use The Best Sources**

**Alphabetic List of Databases**

(A few of over 200 databases)

- Academic Search Premier
- AccessScience
- Business & Company Resource Center
- Business Source Premier
- CINAHL
- CQ Researcher
- Criminal Justice Abstracts
- Encyclopædia Britannica
- ERIC
- Literature Online (LION)
- Literature Resource Center
- Mental Measurements Yearbook
- New York Times
- Opposing Viewpoints
- Oxford English Dictionary
- Oxford Music Online
- Oxford Reference Online
- Project Muse
Locating Sources in Databases

Instructors typically do not want articles from magazines such as Glamour, People, Time or Newsweek, so you should use scholarly articles that are now available electronically through the library databases. If you want to know which database contains a certain magazine or scholarly journal, click on *Find Journals by Title* on the library homepage. Most databases contain a mix of popular magazine and scholarly journal titles going back approximately 10-15 years. The Academic Search Premier database, however, goes back to the 1960s. The *Start Your Research* section of our website offers only a few of the databases that you might find useful for your subject.

A great place to begin your search is Academic Search Premier or Opposing Viewpoints. These include all subject areas and operate using a keyword search, just like the library catalog. They index thousands of magazines and journals, providing the full-text of many articles that can be printed. Be sure to use the built-in print icon of each database if there is one. This will reformat the text for the printer. Also, use any limiters available within a database to limit your search to only full-text and/or scholarly (peer-reviewed) journals by checking appropriate boxes.

What is a Database?

A database is simply an electronic storehouse of information that can be searched online. Most library databases contain either articles or straight information, such as statistics, facts, etc. Some only provide a citation and summary of the article. A database may contain millions of articles that come directly from many printed publications. For instance, Academic Search Premier contains several million full-text articles.
Selected Databases by Subject

- General—Academic Search Premier, Opposing Viewpoints
- Business—Business & Company Resource Center, Business Source Premier
- Education—ERIC, Education Full-Text
- Fine Arts—Grove Music, Art Index
- Geography—Countries & Their Cultures (Gale Virtual Reference Library)
- History—American History & Life, Historical Abstracts
- Language & Literature—Literature Resource Center, Oxford Reference
- Law—Guide to American Law, Heine Online
- Medicine—MEDLINE, CINAHL
- Political Science—PAIS, World Political Science Abstracts
- Psychology—PsychArticles, PsychInfo, Mental Measurements Yearbook
Locating Sources From Other Libraries

If you don’t find the information you need, we can probably get it for you. If you would like to request an item, please set up an account in ILLiad (listed at the top of the library homepage) with which you will be able to place your request from the database in which the citation is found. While we can obtain articles within a few days, it can take a week to 10 days to obtain books, so plan ahead. Also, it is not always possible to borrow videos, CDs, or audio recordings from other institutions. The length of time you may keep an item is determined by the lending institution. For more information contact us at illpor@maine.edu or 228-8449.

Reference: We Can Help You From a Distance

Phone

You are welcome to give us a call at 780-4272 (Portland), 780-5344 (Gorham), or 753-6540 (Lewiston) concerning any type of question you might have. While we are used to questions about how to use the databases or whether we have a particular book or video, we will be happy to answer any kind of question you might have.

Chat

By clicking on Ask-A-Librarian, on the library homepage, you can chat with a professional librarian. He or she will help you find the information you need and may even email you an article or links to reliable information.

Email

Email us at usmref@usm.maine.edu and we’ll provide all the help you need.
Student ID Cards

The student ID card provides access to all USM library databases from off-campus locations, plus access to sports activities, and much more. To obtain an ID go to the Card Office on your campus. Want to know more about your USM Card? [http://usm.maine.edu/usmcard/uses.htm](http://usm.maine.edu/usmcard/uses.htm)

College identification cards (IDs) are absolutely essential and one of the most valuable forms of identification you will have while attending college. Your USM Card is required for use of the libraries, to print, to sell books back to the USM Bookstore, to enter the residence halls, to park in the parking garage, and to attend all campus activities and athletic events. It will be used as your meal card in the campus dining facilities (meal plan purchase required). Also, you can deposit funds onto your USM Card using machines located across campus. There is no charge for your first USM Card.

USM Card Office
Portland: 4 Payson Smith Hall (within Telecommunications)
Gorham: Upton Hall Basement (beside Police)
Lewiston: Student Service
8:00—4:30, Monday—Friday
Extended hours at the beginning of each semester
780-5600
800-4USM, x5600