

Cofer Library Research Guide



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U N I V E R S I T Y.

COFER
LIBRARY

What are some of the library resources?

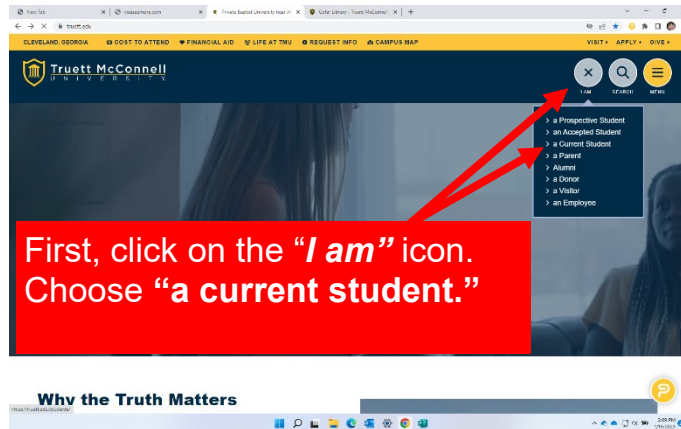
- ATLA - Religion Database
- Books
- Bible Commentaries
- CINAHL- Nursing
- Copier
- E-books
- Electronic databases
- GALILEO
- A helpful library staff
- Hole Punch



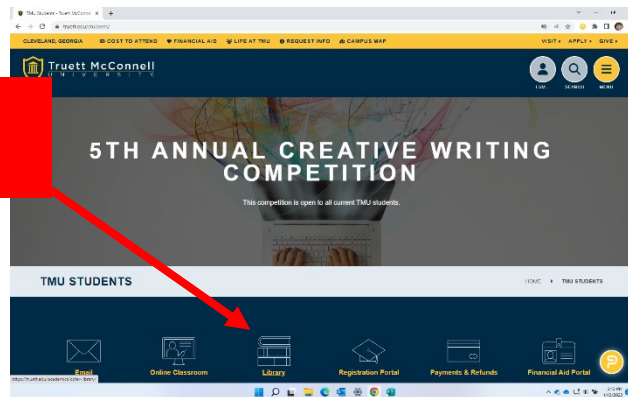
Need help? Ask!

- Juvenile Collection
- Paper cutter
- Pencil Sharpeners
- Periodicals
- Stapler
- Reference Materials
- Reserve Materials
- Tape

How to access the library website!



Second, click on *library*.



The library website contains six icons for access to the library's resources including books, scholarly-peer reviewed articles, e-books and more!

How to find what you are looking for in the general print collection!

Click the Library Catalog (Print books & more E-Books) icon on the main library website (see above) where you can search the catalog by author, title, and subject. Most of the collection is catalogued using the Library of Congress 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.

Dewey Classification System! ***(Cofer Library Children's Books)***

The library has a special Juvenile Collection catalogued using the Dewey Decimal Classification system.

- 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

How to access specific databases, E-Books, and more!

Quick links to some of our more popular databases such as **CINAHL** and **ATLA** can be found in **Popular Databases and Helpful Links**.

Popular Databases

- Credo Reference
- Britannica Academic
- EBooks on EBSCO
- Ebook Central (Proquest)
- Academic Search Complete
- Atla Religion Database with AtlaSerials
- Theological Research Exchange Network (TREN)
- Proquest
- Films on Demand
- BIOSIS – Web of Science
- CINAHL Plus with Full Text
- WestLaw
- OmniFile Full Text Select (H.W. Wilson)

Open Access (OA) Resource

- Internet Archive
- Project Gutenberg
- Christian Classics Ethereal Library
- National Center for Biotechnology Information
- Digital Library of Georgia
- Georgia Historic Newspapers

Do you need supplemental reading material for a class? You might find it **free** in **Open Access (OA) Resource**.

Open Access (OA) Resource

- Internet Archive
- Project Gutenberg
- Christian Classics Ethereal Library
- National Center for Biotechnology Information
- Digital Library of Georgia
- Georgia Historic Newspapers

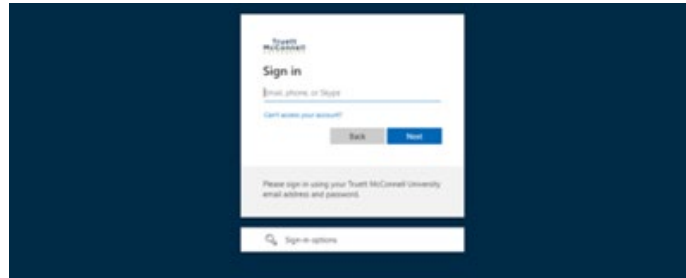
Helpful Links

Business and Finance

- Bureau of Labor Statistics
- Businessweek

Access credentials are needed to access library materials off campus.

Your school email and password are the login credentials needed to access electronic library resources (electronic books, journal articles, and reference) off-campus.



How to evaluate a website!

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
- 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?

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 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?

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 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.



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:

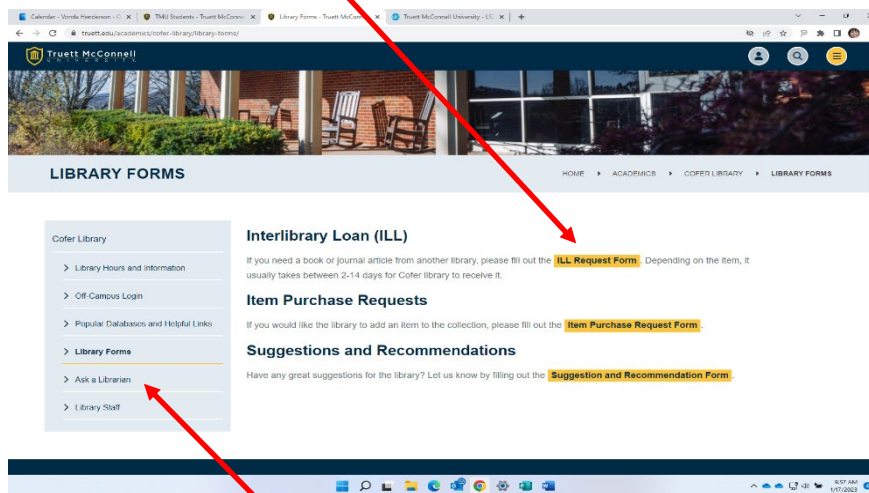
- Reviewed by experts in the subject area (peer reviewed).
- Signed by author and author's credentials are listed.
- Begins with an abstract or summary of the article.
- Contains technical language specific to the area of study.
- Usually very lengthy
- Contains a section with peer reviews.
- Includes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

Do you have need help with research or have a question about our services? Or need to request an interlibrary loan?

To request an interlibrary loan, click on the **Library Forms** icon and fill out the required information. Click submit. You will receive an email with instructions on how to retrieve your interlibrary loan.



Have a question about library services or need help with research? Click on **Ask - a - Librarian** from the navigation bar.

The [library handbook](#) is another resource for learning about the library.

The mission of Cofer Library is to support the mission of the university by providing library resources, services, and instruction to the TMU community. The library's goals are to 1) acquire, organize, and make accessible print and electronic materials that are relevant to the curriculum of the university, 2) provide excellent library instruction and service, and 3) maintain a physical environment conducive for learning.

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