

# Library Guide for Distance Learning

## Link Library Concordia University Nebraska

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## General information for distance learners

Welcome to Concordia distance learning! Link Library supports the teaching and learning in CUNE distance learning programs, and we look forward to serving you.

### CUNE email account

When you began your study program at Concordia you received a CUNE email account with a username and password (usually sent you via US mail). You need these to access Link Library's online databases from off campus.

If you do not have a CUNE email account username and password, contact Computer Center Operations Manager Marcile Brehmer at 800.535.5494, ext.7321. You can also contact Computing Services helpdesk at [helpdesk@cune.edu](mailto:helpdesk@cune.edu), or see the FAQs at <http://www.cune.org/> for more information.

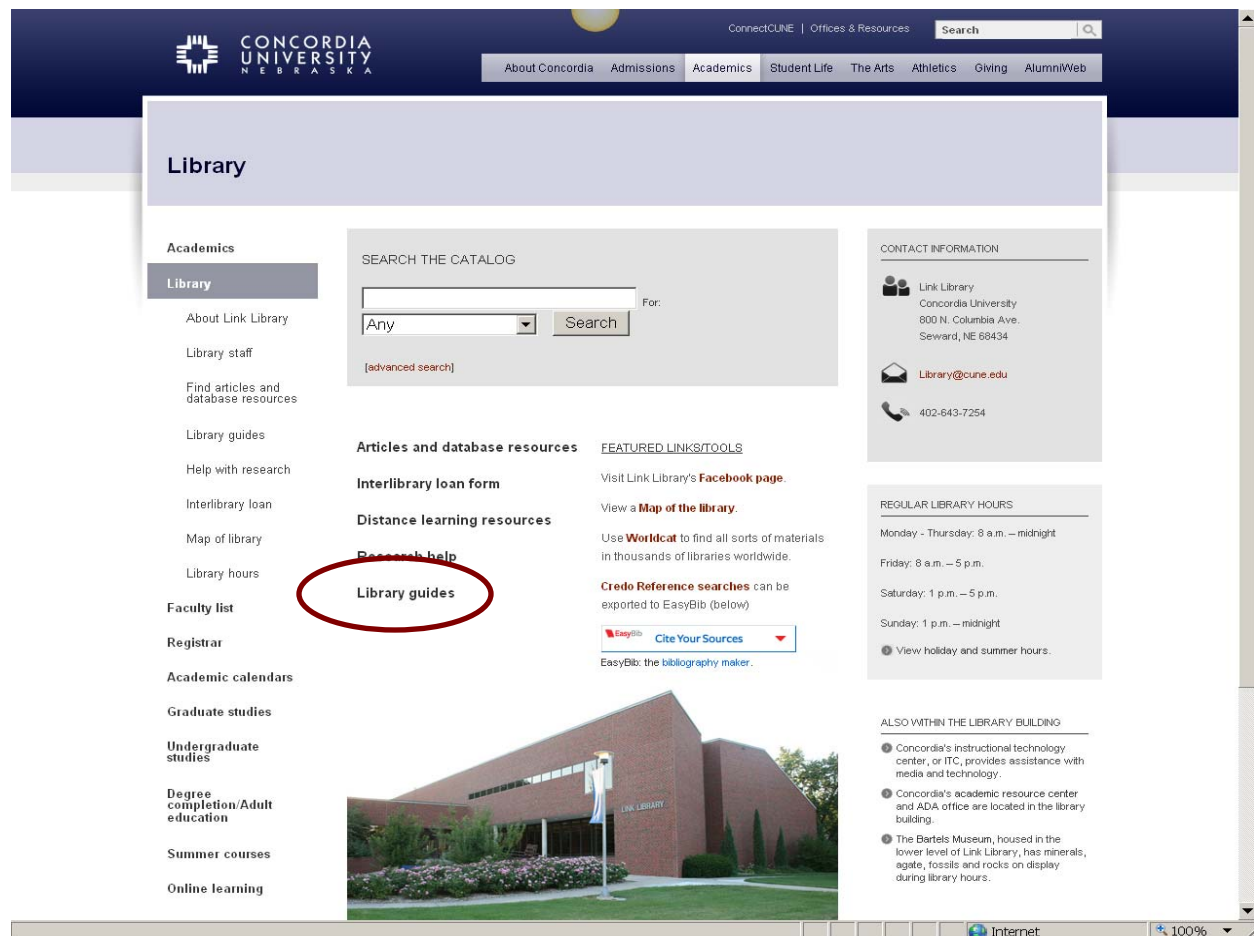


Figure 1

### Important websites

With your CUNE username and password in hand, you are ready to begin finding information. The Link Library website is easy to find: <http://www.cune.edu/library>.

On Link Library's **Guides for users** page (Figure 1 above) see "Accessing CUNE databases from off campus" (<http://www.cune.edu/staffweb/tom.krenzke/proxydemo.html>).

Other printable guides posted under **Guides for users** include "Connecting to online databases from off campus"

([http://www.cune.edu/resources/docs/Library/How\\_to\\_Connect.pdf](http://www.cune.edu/resources/docs/Library/How_to_Connect.pdf)) and

"Search tips for off-campus users"

([http://www.cune.edu/resources/docs/Library/Search\\_Tips\\_Off\\_Campus\\_Users.pdf](http://www.cune.edu/resources/docs/Library/Search_Tips_Off_Campus_Users.pdf)).

On the library website, click **Search the catalog – advanced search** to search for books, videos, and other resources in our library catalog.

Click **Articles and database resources** to search databases for full text articles, literature citations, art images, music, and other online resources.

Click **Interlibrary loan form** to see instructions and the electronic form for requesting books or articles from other libraries. This interlibrary loan request is received by the Link Library staff when you submit it. Several of our subscription databases (including those in EBSCOhost and FirstSearch) also allow you to submit an interlibrary loan request directly to Link Library.

## Help with basic library research

Your information literacy skills grow through practice. Here are some resources that make research easier.

### Books in Link Library:

- *Research strategies: finding your way through the information fog* (REF 025.524 B142 2008) An online version  
<http://www.acts.twu.ca/lbr/preface.htm> is also available.
- *The craft of research* (REF 001.42 B644 2008)
- Link has many other books to help with research in various subjects and specialties. Ask a reference librarian!

### Websites and tutorials:

- Wikipedia's risk disclaimers  
<http://en.wikipedia.org/wiki/wikipedia:about#disclaimers>
- "What to do with Wikipedia"  
<http://www.infotoday.com/online/mar08/Badke.shtml>
- "The Successful research process"  
<http://www.cune.edu/staffweb/tom.krenzke/research-processoct07.htm>
- "Evaluation of information sources"  
[http://www2.vuw.ac.nz/staff/alastair\\_smith/evaln/evaln.htm](http://www2.vuw.ac.nz/staff/alastair_smith/evaln/evaln.htm)
- "10 Cs for evaluating Internet resources"  
<http://libguides.uwec.edu/evaluatingwebsites>
- "Evaluating scholarly content online"  
<http://www.lib.berkeley.edu/doemoff/tutorials/scholarlycontentonline.html>
- "Anatomy of a scholarly article"  
<http://www.lib.ncsu.edu/tutorials/scholarly-articles/>
- Understanding Boolean searching  
<http://www.internettutorials.net/boolean.asp>
- "CUNE Research Toolkit" <http://cuneresearchtoolkit.pbworks.com/>

### Tips to remember:

1. Use online library catalogs including your local library, WorldCat, and Link Library's online catalog, to find relevant materials and to identify subject headings to make searching more productive.

2. Know the difference between online library catalogs and online subscription databases. Catalogs help you find books, videos, and other resources held by libraries. Databases help you find articles, websites, summaries, and other sources of news and information.
3. Know the difference between online subscription databases and Worldwide Web search engines. Experts have gathered and organized information into databases, making it easier to find relevant information quickly.
4. Distinguish between scholarly and popular periodicals. Using good sources dramatically improves your results (and your grades)! See "Evaluating scholarly content online" (above) or watch this video [http://www.youtube.com/watch?v=uDGJ2CYfY9A&feature=channel\\_page](http://www.youtube.com/watch?v=uDGJ2CYfY9A&feature=channel_page) by Cornell University library staff.
5. When you encounter an unfamiliar online database, use the built-in help screens, see one of the **Guides for users** on the Link Library website, or contact a Link Library staff member with your questions. Many databases also provide built-in tutorials.

## Contacting library staff

Library staff members are here to serve you – please contact them with your questions. Staff hours vary; if you need to leave a message, you will receive a follow-up contact as soon as possible.

(To call from on campus, just dial the extension.)

**Thomas Krenzke** Reference and Instruction Librarian

800.535.5494 ext. 7256 [tom.krenzke@cune.edu](mailto:tom.krenzke@cune.edu)

Ask Tom about how to find and evaluate library resources, websites, and other information sources. Also, if you have any question and don't know whom to ask, ask Tom. He'll steer you right!

**Kathy Rippstein** Circulation Supervisor

800.535.5494 ext. 7253 [kathy.rippstein@cune.edu](mailto:kathy.rippstein@cune.edu)

Kathy will help you set up your library account so you can borrow books and other items. She can also set you up to renew items over the Internet and answer questions about overdue items or library fines. Call before noon, because Kathy works Monday - Friday, 8 am - noon.

**Lois Mannigel** Interlibrary Loan Assistant

800.535.5494 ext. 7255 [lois.mannigel@cune.edu](mailto:lois.mannigel@cune.edu)

Lois handles your interlibrary loan requests. She'll get you books and articles from other libraries when Link Library doesn't have what you need. Cool!

**Holly Helmer** Catalog Librarian

800.535.5494 ext. 7359 [holly.helmer@cune.edu](mailto:holly.helmer@cune.edu)

If you have a question about a certain book in our collection or a listing in our online catalog, talk to Holly. She knows our collection better than anyone! Holly also works Monday evenings at the research assistance desk.

**Philip Hendrickson** Director of Library Services

800.535.5494 ext. 7358 [philip.hendrickson@cune.edu](mailto:philip.hendrickson@cune.edu)

Ask your general questions or comments about the library collections or services to Phil. All of Link Library's staff wants to help you succeed in your learning goals.

Link Library's research assistance desk is staffed weekday afternoons and Sunday through Thursday evenings. You can reach the research assistance desk at 800.535.5494 ext. 7257.

If all else fails, contact us at [library@cune.edu](mailto:library@cune.edu), at <http://www.cune.edu/librarystaff>, or just call the circulation desk at 800.535.5494 ext. 7254.

The library fax number is 402-643-4218.

## Visiting Link Library

Link Library is located north of Weller Hall, on the northwest corner of Concordia's main campus quad. A campus map and directions are available online at <http://www.cune.edu/library> > Maps and directions at the bottom of the page.

### Link Library Hours:

Monday through Thursday 8 am to midnight

Friday 8 am to 5 pm

Saturday 1 pm to 5 pm

Sunday 1 pm to midnight

Library hours during holidays and between semesters are posted on our **Facebook page** (<http://www.facebook.com/LinkLibrary>). Visit often to keep up with events at Link Library, and let us know what you "like." Also see our videos and make suggestions to improve your library.

If you are a degree completion or graduate student, you can be issued a circulation barcode to use to check out CUNE library materials as well as library materials at eight other regional libraries (Bellevue U, College of St. Mary, Doane C, Grace U, Hastings C, Midland Lutheran C, Nebraska Wesleyan U, Union C).

For deeper research, you may wish to come to Link Library and consult face-to-face with a librarian. Before you make the trip, please contact Reference and Instruction Librarian Tom Krenzke to schedule a consultation time. Call Tom at 800.535.5494 ext. 7256 or email [tom.krenzke@cune.edu](mailto:tom.krenzke@cune.edu).

Of course, you are always welcome to telephone or email your questions. Calling provides immediate two-way communication. Please see the previous page for library staff contact information.

## How to connect to CUNE online databases from off campus

As mentioned above, you will need your CUNE email account username and password to access the CUNE online databases from off campus. If you have email account problems, contact Computer Center Operations Manager Marcile Brehmer at 800.535.5494 ext. 7321 or email [helpdesk@cune.edu](mailto:helpdesk@cune.edu).

To connect to CUNE online databases from off campus:

1. Go to <http://www.cune.edu/library> .
2. Click on **Articles and database resources**.
3. Scroll through the list of databases and click on the name of the database you wish to use. (See figure 2 below.)
4. Enter your CUNE email username and password when prompted.

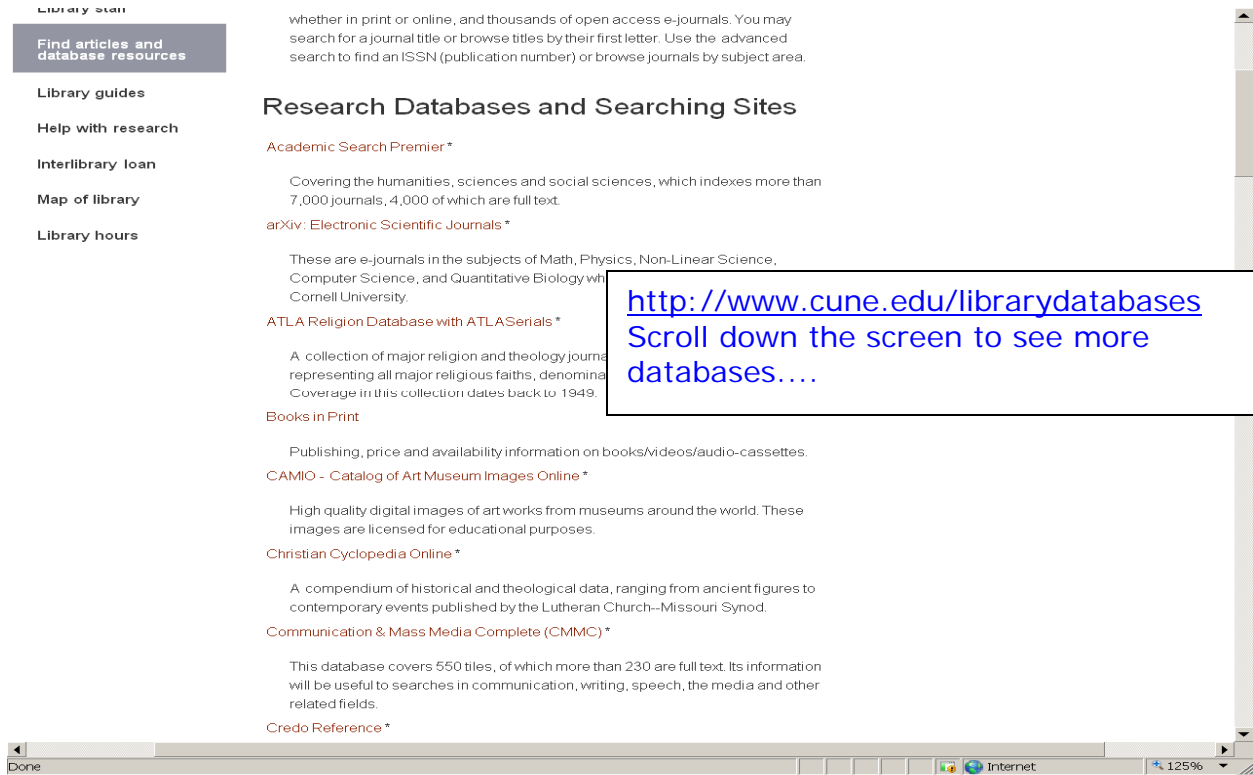


Figure 2

The tutorial "Accessing CUNE databases from off campus" (<http://www.cune.edu/staffweb/tom.krenzke/proxydemo.html>) walks you through each step. (See figure 3 below.)

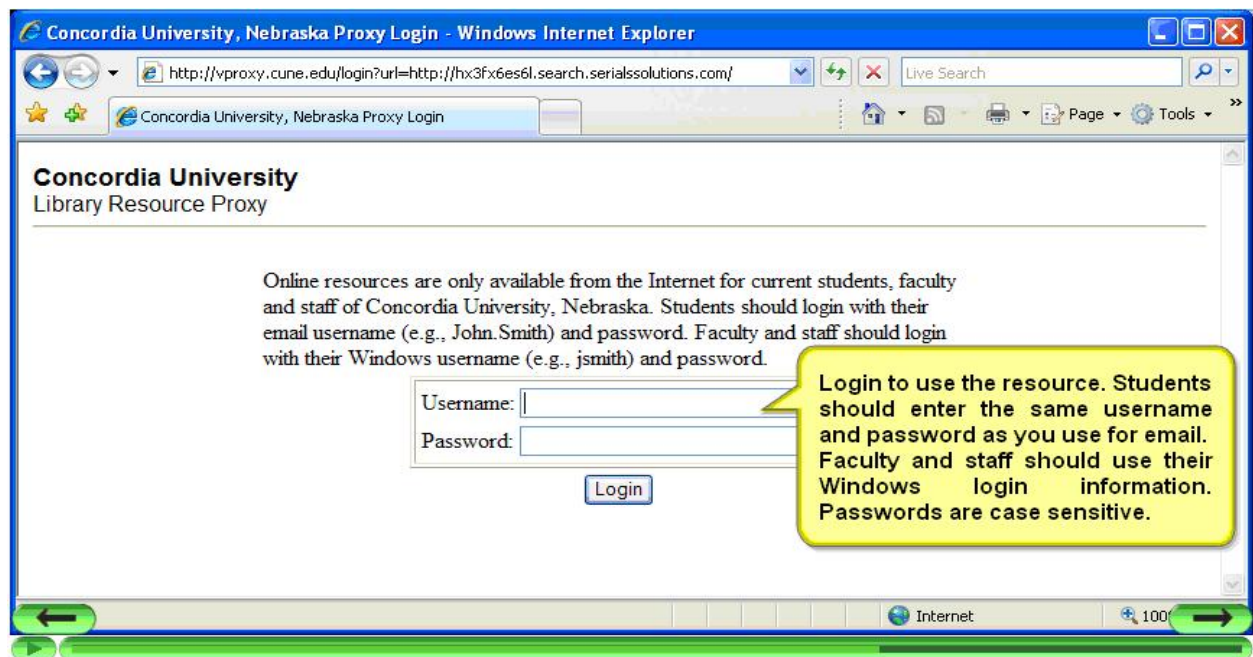


Figure 3

For further details see the user guide "Connecting to online databases from off campus" ([http://www.cune.edu/resources/docs/Library/How\\_to\\_Connect.pdf](http://www.cune.edu/resources/docs/Library/How_to_Connect.pdf)) on the Link Library website.

## Search tips for off-campus users

Once you get connected, online databases enable you to efficiently search the contents of thousands of periodicals simultaneously. Some databases also search for websites, videos, biographies, and other online media on your subject.

### CUNE online databases

Concordia's database subscriptions change over time, but the complete list is always on the library website's database page <http://www.cune.edu/librarydatabases> . The most popular general-purpose databases in which to start a search are Academic Search Premier, Wilson OmniFile, and WorldCat. Examples of databases for specific subjects include ATLASerials (theology, religion); Communication & Mass Media Complete; ERIC (education); Global Issues in Context; LexisNexis (business, law, newspapers); SPORTDiscus (health, sports, fitness); RILM (music); and Literature Resource Center.

### Searching for periodical articles

Each database company develops its own methods for searching and accessing database contents. Virtually all databases offer keyword searching, but most also offer a variety of advanced searching and/or browsing methods that can help you find things more quickly.

The user guide "Search strategy planner" ([http://www.cune.edu/resources/docs/Library/Search\\_Strategy\\_Planner.pdf](http://www.cune.edu/resources/docs/Library/Search_Strategy_Planner.pdf)), on the library website's **Guides for users** page, has short but very helpful directions for beginning a preliminary database search. After getting some initial results (or lack of results), don't be afraid to expand your search to other databases as needed.

When searching a periodical database, your search results will be a list of citations, and some will include the full text of the article (often as a PDF file). When viewing the full text of the article, you can print, save, or email the article to yourself or others. If one database does not have the full text, others might have it. Check other databases for the same article. You can also use Journal Finder, at the top of Link Library's database page, to find out if any of Link's databases contain full text articles for that periodical.

If you still can't find the full text of the article, search your local library's electronic catalog by periodical title to see if it has the issue you need, so you can photocopy it. (Use LibWeb <http://lists.webjunction.org/libweb/> to find you local library's website.) If the library does not hold the issue you need, you can ask them to get the article for you by interlibrary loan. (Always allow additional time for interlibrary loan).

As a Concordia student, you can also request interlibrary loans through Link Library. An electronic request form is on the library's web page, paper request forms are available in the library, and many databases allow you to submit requests directly to Link Library from the article citation page. Allow two to five business days for the article to get to you. (The nominal charge is waived for graduate students.)

*Hint:* Also see "CUNE research toolkit" (<http://cuneresearchtoolkit.pbworks.com/> ) for information on the research process, strategy, and tips including citation style.

## Searching for books

- Use your local library's online catalog. Locate their website on LibWeb <http://lists.webjunction.org/libweb/>.
- Begin with a keyword search, unless you already know an author, title, or subject heading to use in your search. When you find a relevant book, search on its subject headings to find additional books on the topic. Learn how in our guide "Keyword and subject searching" ([http://www.cune.edu/resources/docs/Library/Keyword\\_and\\_Subject.pdf](http://www.cune.edu/resources/docs/Library/Keyword_and_Subject.pdf)).
- Visit your local library to check out books you found in their catalog. For books they don't have, talk to your local librarian about getting them by interlibrary loan. A nominal cost may be involved, but this way a library can get just about any book for you. Always allow additional time for interlibrary loan.
- Link has purchased thousands of electronic books from NetLibrary. You can search directly in NetLibrary through the link on our database page. You can also access NetLibrary books through our online library catalog. Regardless of which way you get to it, to access one of Link's NetLibrary books from off-campus you will need to create a NetLibrary account. You can do that yourself from an **on-campus** workstation by starting NetLibrary and clicking "Create a free account" in the upper right corner of the screen. If you aren't coming to campus, contact one of Link's librarians who can create an account for you. Then, use that account name/password whenever you access NetLibrary from off campus. Note: It might be possible to create your NetLibrary account by clicking on the link to the ebook in the catalog record and then clicking on "Create a free account."
- WorldCat is a catalog of over 70,000 libraries all over the world. If a book exists in a library somewhere, chances are you can find it in WorldCat. The link to search WorldCat is on Link Library's database page. After finding a book in WorldCat, click the link to see which libraries own the item. If your local library does not have it, you can ask them to get it by interlibrary loan. If Link Library has the book, you can request it by the interlibrary loan form on our website. We will check the book out to you and send it by mail. Allow three to five business days or more for the book to arrive; you are responsible for mailing the book back to Link Library in the same package.
- To search for books in the Link Library collection, use the online catalog on our website <http://www.cune.edu/library> > search the catalog-advanced search. Set the library field to Concordia to search only our collection, or search all nine libraries in our regional consortium. If Link Library has the book, you can request it by the interlibrary loan form on our website. We will check the book out to you and send it by mail. Allow three to five business days or more for the book to arrive; you are responsible for mailing the book back to Link Library in the same package.

If you have difficulty obtaining articles, books or other resources, or if you have any questions, contact Reference and Instruction Librarian Tom Krenzke at [tom.krenzke@cune.edu](mailto:tom.krenzke@cune.edu) or 800.535.5494 ext. 7256 for assistance.

## Searching for authoritative websites

Effectively searching the World Wide Web -- vast, unorganized, and containing much unverified information – requires tested techniques.

- Learn from web search experts. Three examples are Laura Cohen's "Internet Tutorials" (<http://www.internettutorials.net/>), U of California Berkeley Library's "Internet Guide" (<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/>), and Intute's "Virtual Training Suite" (<http://www.vts.intute.ac.uk/>).
- Use sites created by subject experts. One important site leading to collections of subject information is Pinakes <http://www.hw.ac.uk/libwww/irn/pinakes/pinakes.html> , a subject launchpad. Also see the list of selected Internet subject directories at [http://www.cune.edu/resources/docs/Library/Some\\_Internet\\_Subject\\_Directories.pdf](http://www.cune.edu/resources/docs/Library/Some_Internet_Subject_Directories.pdf) .
- Search for authoritative sites using indexes such as Intute <http://www.intute.ac.uk/> or OAIster <http://www.oaister.org/> .
- Use other gateway sites such as the Library of Congress' "Research and Reference" (<http://www.loc.gov/rr/>) or U of Texas Libraries' list of "Useful Reference Sites" (<http://www.lib.utexas.edu/refsites/>).
- Always evaluate websites using criteria such as currency, authority, audience, accuracy, and point of view. See examples of web evaluation criteria at UC Berkeley's library <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html> or on Virtual Salt <http://www.virtualsalt.com/evalu8it.htm> .
- Ask a librarian for more suggestions and assistance with web searching.

## Selected resources for how to format citations

Make sure you know your professor's preferred style for citing sources. Common styles are Turabian, MLA and APA, but others are also sometimes used. To "go to the source," see the actual style manuals:

- *A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers*, 7<sup>th</sup> edition, by Kate L. Turabian. In Link Library at: REF 808.02 T84 2007
- *MLA handbook for writers of research papers*, 7<sup>th</sup> edition. In Link Library at: REF 808.02 G35 2009
- *Publication manual of the American Psychological Association*, 6<sup>th</sup> edition. (Also called APA.) In Link Library at: REF 808.02 Am35 2010

To make sense of it all, see some examples and aids:

- Purdue's Online Writing Lab <http://owl.english.purdue.edu/> has very helpful guides for APA, MLA and more.
- The Ohio State U has good examples from MLA <http://library.osu.edu/sites/guides/mlagd.php> and APA <http://library.osu.edu/sites/guides/apagd.php> .
- See citation examples from the 6<sup>th</sup> edition of Turabian's style manual <http://www.bridgew.edu/library/turabian.cfm> .

- Get more help in our guide on “Citing sources” ([http://www.cune.edu/resources/docs/Library/Citing\\_Sources\\_Websites.pdf](http://www.cune.edu/resources/docs/Library/Citing_Sources_Websites.pdf)).

What’s the big deal? To understand why academic honesty is important, read *Doing honest work in college: how to prepare citations, avoid plagiarism, and achieve real academic success*, 2<sup>nd</sup> edition, by Charles Lipson. In Link Library at: REF 808.027 L699 2008.

## **Your feedback or questions**

What questions remain unanswered? What comments, suggestions or other feedback do you have?

Please direct your questions, comments, suggestions, or other feedback to Reference and Instruction Librarian Tom Krenzke at [tom.krenzke@cune.edu](mailto:tom.krenzke@cune.edu), 800.535.5494 ext. 7256, or office Link-111. Thank you.

## A note to distance learning faculty

Faculty-librarian collaboration is the key to creating effective information literacy instruction for students. Course-integrated instruction meets at least three of the following four criteria: 1) faculty outside the library are involved in the design, execution and evaluation of the program, 2) the instruction is curriculum-based, in other words, directly related to the students' course work and/or assignments, 3) students are required to participate, and 4) the student's work is graded or credit is received for participation. (Allegri, 1986)

Please contact the reference and instruction librarian to discuss collaborating on course assignment-based research instruction, integrating information literacy into the curriculum, and course assignment design utilizing library resources, including creating course web pages for linking from Blackboard course management system.

### For more information

Allegri, F. (1986). "Course integrated instruction: Metamorphosis for the twenty-first century." *Medical Reference Services Quarterly*, 4, 47-66.

"Can you hear me now? Communicating library services to distance education students and faculty"

<http://www.westga.edu/~distance/ojdl/summer82/nicholas82.htm>

Standards for distance learning library services

<http://www.acrl.org/ala/mgrps/divs/acrl/standards/guidelinesdistancelearning.cfm>

Distance learning resource collections

<http://caspianswitchinc.org/~distlearn/resources/>

Distance learning instructional resources

<http://caspianswitchinc.org/~distlearn/instruction/index.html>

Getting Started: A Guide for New Distance Learning Librarians

[http://caspianswitchinc.org/~distlearn/guidelines/getting\\_started.pdf](http://caspianswitchinc.org/~distlearn/guidelines/getting_started.pdf)

Information Literacy Competency Standards for Higher Education

<http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm>

"[The Standards provide] a framework for assessing the information literate individual.... The competencies presented here outline the process by which faculty, librarians and others pinpoint specific indicators that identify a student as information literate."

ACRL Information Literacy website

<http://www.ala.org/ala/mgrps/divs/acrl/issues/infolit/index.cfm> "ACRL's Information Literacy Coordinating Committee's gateway to resources on information literacy. These resources will help you understand and apply the Information Literacy Competency Standards for Higher Education to enhance teaching, learning, and research in the higher education community."

Developing research & communication skills

<http://www.msche.org/publications/Developing-Skills080111151714.pdf>

"These guidelines offer specific suggestions for integrating information literacy throughout the curriculum."