1. To begin, we’ll go to the subject guide created for Library and Information Science Students. These subject guides are also known as LibGuides.

2. In the Library and Information Science LibGuide, you’ll find specific information to help you succeed as you begin your program.

3. To find the guide, begin at the library’s home page, library.sjsu.edu, and click on the Subject Guides link.

4. Here are guides for every program on campus. Later, you might want to explore some of the other subject guides; they may be helpful in your searches.

5. First, let’s click on the plus sign next to Library and Information Science and choose that link from the list.

6. Welcome to the Library & Information Science (or LIS) LibGuide. We’re going to take a quick tour of the most important links here on the Getting Started page.

7. Let’s begin with Library Orientation materials. Here you’ll see a link to the LOTSS tutorial: [http://library.sjsu.edu/video/lotss-introduction](http://library.sjsu.edu/video/lotss-introduction) “LOTSS” stands for Library Online Tutorial for the School of Library and Information Science Students.

8. Each module of the tutorial may take about 30-40 minutes. The tutorial includes how-to-search tips for three of the library’s most popular databases. You will complete this tutorial in LIBR 203, but you might also want to revisit it periodically as you go through the program.

9. The King Library Orientation ([http://library.sjsu.edu/tags/slis-orientation](http://library.sjsu.edu/tags/slis-orientation)) will take you back to this tutorial!

10. To get electronic access to library materials such as databases, you will need a library account and PIN.

11. If you have forgotten your library PIN, this link also contains information about resetting it. Your PIN is very important!

12. I’ve heard it said that Interlibrary Services is a Distance Student’s best friend. You will want to set up an Interlibrary Services account in order to get books and articles sent to you which are not available electronically from our library website.
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<table>
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<tr>
<td>13.</td>
<td>Did you know that Google Scholar can search all of the library databases at one time? However, you’ll need to set your preferences for SJSU. Without this preference update, you will often be asked to pay for articles. Another handy feature of Google Scholar is exporting your citations to RefWorks and you’ll find that option on the preference page also.</td>
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<tr>
<td>14.</td>
<td>RefWorks is a great bibliographic tool for gathering all of your citations, so you will probably want to set up a RefWorks account soon. RefWorks has a collection of tutorials which will show you how to use this excellent resource.</td>
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<td>15.</td>
<td>As a distance student, you will be accessing many library services in a unique way. Getting Your Materials has information on how to use the library’s Link+ and Interlibrary Services programs to get the books and articles you need, even though you’re far from campus.</td>
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<td>16.</td>
<td>To learn the ins and outs of how to use the library online, click here for a LibGuide specifically geared for Distance students.</td>
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<td>17.</td>
<td>King Library Links will help you know where to go for help. Look at Course Reserve if your instructor has posted any e-materials through the library course reserves.</td>
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<td>18.</td>
<td>If you have a Database or PIN problem, you can contact Student Computer Services.</td>
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<td>19.</td>
<td>If you need general research assistance, you can call, email or chat with a librarian. The chat is available 24/7.</td>
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<td>20.</td>
<td>Also you can contact other subject specialist librarians if you have a question that crosses into one of their subject specialties. They have specific knowledge of the resources available in those subject areas, and that can be very helpful, especially with some of your specializations in the program.</td>
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<td>21.</td>
<td>Of course, you can always contact me. Even if I don’t know the answer, I can often direct you to someone who can answer your question, so feel free to call or email me. During the regular school year, I also have a weekly Elluminate hour, and that is often the best time to contact me. If you need help with anything you’ve been introduced to on this page—tutorials, accounts or access to materials—please let me know.</td>
</tr>
<tr>
<td>22.</td>
<td>Next, we’ll talk about Finding Articles in our databases for those papers you’ll be writing!</td>
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1. As a librarian, you’ll be doing a lot of research, and as a library school student, you’ll be given a lot of practice!

2. The articles you need for your research can often be found in the library’s databases.

3. Take a look at the “Find Articles and Databases” tab on the Library and Information Science research guide.

4. As you roll your mouse over the tab, you’ll see that there are four pages to choose from. Let’s take a quick look at each of them.

5. **Find Articles and Databases** is probably the page you’ll visit most often. Here you’ll find “Encyclopedias and Dictionaries.” These are great for defining terms, clarifying topics and getting background information on important concepts.

6. “Highly Relevant Databases” lists the major library science databases. The ones you’re likely to use most often are listed at the top: Library Literature and Information Science Full Text and Library, Information Science and Technology Abstracts with Full Text, also known as LISTA.

7. As you open a database and look at articles, you may see a “Get Text” button. To find out more about Get Text, take a look at this tutorial.

8. Also, as you are looking for articles, some may not be available in the electronic databases. You may have to order some articles through Interlibrary Services. So, be sure to allow plenty of time for your research!

9. Under “Research and Library Links,” you’ll see tools that will be helpful when you are hunting down a citation. If you have the journal title, you might go first to the **Electronic Journals Index** to see if the library has access to that particular journal title.

10. To find an article with a citation, you can also use another handy tool: **CitationLinker**. This will help you track down that article in San Jose State’s databases.

11. I mentioned RefWorks before, and remember that it is a great way to save
and manage your citations.

12. RefWorks is also an example of a database that may require an extra sign-on. For example, when you go through Google Scholar to RefWorks, it may ask for a “Group Code” or Login. So, here is a link to those passwords for a few particular databases. To access the passwords, click Get Library Passwords and enter your student ID and PIN. A window will open up that lists all the passwords you’ll need.

13. Since we are talking about passwords, you will have some SLIS databases with their own passwords, but in that case, you will go through the SLIS page. Scroll down the page from this LibGuide to find these links for clarification.

14. You’ll see many useful databases for business topics and other areas, but I want to mention one that will help you look for scholarly journals. Ulrich’s periodical directory will tell you if a specific journal is refereed.

15. If you order an article through Interlibrary Services (or Illiad), you will have to find the ISSN number. Here’s a little information about that.

16. For the Articles and Databases page, we’ve selected the databases that are best for library science, On the next page in this section, Databases by Title A-Z, you’ll find San Jose State’s full list of more than 300 databases. If you need to do specialized research in an area other than library science, this list provides access to information for every discipline taught at SJSU.

17. The third page, Databases by Course Number, breaks out the specific databases that are best for the research assignments assigned in a particular class.

18. We rely on students to tell us about databases that are helpful for their courses, so please add to this list! You can do that by clicking on the comment section below the chart. By the way, you can add comments to any section of this LibGuide. I appreciate student input and it will make these pages better for future students!

19. Still unsure about which library science database is best for your research? Key LIS Databases compares three side-by-side so it’s easier to choose. Two of these three databases are library owned, so you’ll see those in the A-Z list. One of the databases, LISA, is on the SLIS site. Click on this link to get more information about LISA. Remember, you won’t find that particular database on the library website.

20. Next, let’s talk about getting the books you need…
1. In addition to databases, you'll also be using books in your research—in print and online. To locate them, click on the **Find Books & e-Books** tab. This page includes search boxes for the library catalog and links to other online ebooks.

2. When searching the library catalog, you'll notice a designation beneath e-book titles that lets you know if the book is part of San Jose State's collection or the public library’s collection.

3. If you do an advanced search, you can limit to ebooks and see titles to which you will have electronic access.

4. To access San Jose State e-books, you will sign in with your name, student ID and PIN, just as you do for databases. To access a public library e-book, however, you need to have a San Jose Public Library card.

5. If you live in the Bay Area, you can come to the library to get a card. Otherwise, we recommend you request a print copy through Interlibrary Services.

6. You'll remember that, along with setting up your Library Account & PIN, setting up Interlibrary Services was one of the top suggestions for Distance Learners.

7. Once you have your Interlibrary Services account, you can request any of the books in the King Library—or any other library—and have them shipped to you.

8. The library will pay the postage to send them to you, but you'll need to pay the postage to return them back.

9. If you happen to live near a Link+ library in California or Nevada, an even faster and less expensive way to get books is through Link+. First, you should look at the **Link+ Library list** to see if there is an easily accessible library near you.

10. Link+ Libraries can share their materials with each other, so you can often order through one and pick up through another.

11. As you go to Link+ libraries to pick up your items, be sure to take your
library card with you, or in some cases, your current student registration. Each library may be different, so I highly recommend you contact that library to find out details of checking out materials there.

12. Another good tool for finding books near you is WorldCat. It will give you information about where to find your book. King Library has access to WorldCat in the databases, but you can also go straight to WorldCat.org

13. One final note: in some of your classes, you will want to find book reviews, so check out this book review section.

14. Let’s move on to other resources…
### SLIS—Module 4: Other Resources

1. There are many other resources that you might find useful, so let’s go through a few, starting with Website & Tools. First, you may be looking for statistics at some point, so here is a starting place. Be sure to check out the excellent Government Information LibGuide from our Government documents librarian for Census and Statistics information, as well as state and national government information.

2. Many of you may be interested in the Mobile Tools, so be sure to look here *(QR code, Mobile Resources, & iPhone Tool)*

3. Next, as you write for most of your classes, you will all be using APA Citation Style, so check out these resources, including the **APA Style Blog** and OWL’s APA Formatting Style Guide.

4. The Tutorials Link may also be helpful

5. Remember that you’ll want to set your Google Scholar preferences to SJSU, and this tutorial shows you how.

6. The next three tutorials will teach you about using our most-used database (in the library) called Academic Search Premier, and that is an EBSCO database. One of the highly recommended LIS databases, LISTA, is also an EBSCO database. As you get proficient at using Academic Search Premier, those skills will be easily transferred to other pertinent databases such as LISTA. So, these are helpful tutorials to view.

7. Choosing and developing paper topics can be complicated, so try this tutorial for some ideas.

8. For a complete list of the library tutorials, check here *(all)*. There are many helpful tutorials that may assist you as you move through your program!

9. RefWorks has its own suite of tutorials. So, as you start learning to use RefWorks, these may be helpful.

10. Finally, you’ll see an organizations tab, but it is not a very robust list yet. If you have any suggestions for that page, please go to the comments section and add more.

11. Since the King Library is a joint facility, here is a link to the public library page. SJSU students do NOT have access to the public library’s databases and ebooks unless they can come to the King Library for a library card. Nevertheless, wherever you live, there are options for finding resources. For example, check your local libraries carefully! And remember that you have many online resources through SJSU, with hundreds of databases and ebooks!
12. Just to review our tour: As we started with the Library & Information Science LibGuide, we looked at getting started with library accounts, such as setting up a Library PIN and an Interlibrary Service Account. We also looked at ways to get assistance from librarians and other library staff. Next we talked about getting **articles** and finding **books**. Finally, we looked at a few other resources including statistics, APA links, government information, and tutorials.

13. Congratulations! You made it through the orientation. Here are six quick questions to test your knowledge.

14. **Quiz #1**: Interlibrary services can send you books in the mail from King Library and other libraries (True or False)?

15. **Quiz #2**: You can get SJPL (public library) ebooks, such as Overdrive, without a library card (True or False)?

16. **Quiz #3**: You can get to the SJSU library databases remotely without a library PIN (True or False)?

17. **Quiz #4**: None of the articles found on Google Scholar are connected to the library databases (True or False)?

18. **Quiz #5**: I live near a Link+ Library (in CA or NV), so I can get King Library items through that library (True or False)?

19. **Quiz #6**: You can contact the LIS librarian, Marci Hunsaker, for assistance about library resources (True or False)?
Quiz

#1: True. You will just need to cover the cost of sending them back to the King Library.

#2: False. Although you need a library card for SJPL e-materials, you can use SJSU e-materials and your local libraries.

#3: False. You need a library PIN to access SJSU databases from outside the King Library.

#4: False. Google Scholar will link to library databases when you set your preferences for SJSU.

#5: True. Check the list of Link+ Libraries and contact your local library for details.

#6: True! I look forward to hearing from you! See my LibGuide for Contact Information.