

## SERVICES FOR STUDENTS

### RESEARCH HELP

**Reference Desk:** Drop by any time if you have questions or need assistance.

**Instant Messenger:** Between the hours of 8:30 & 5:00, you may chat with a librarian via the library's instant messenger portal found on the library's webpage and MySpace page.

**Email:** [Tojezua@philander.edu](mailto:Tojezua@philander.edu) Library staff will reply to your email question within 24 hours.

**Research Consultation:** Individual Research Consultations are available, by appointment, for PSC students, faculty, and staff. During this session, the librarian will identify potential information sources for your specific research topic, orient you to the library's databases and finding aids, help you develop search strategies, and locate desired resources.

Email [Tojezua@philander.edu](mailto:Tojezua@philander.edu) and leave the following information:

1. Your name \_\_\_\_\_
2. Email address \_\_\_\_\_
3. Daytime phone number \_\_\_\_\_
4. Status –faculty, staff, or student \_\_\_\_\_
5. Preferred date/time of your consultation: \_\_\_\_\_
6. What is your assignment? \_\_\_\_\_
7. What is your research topic? \_\_\_\_\_

**Study Rooms:** Study rooms for individuals or groups are available on the first and second floors. Permission is not needed to gain access to a room, but [Acceptable Use Standards](#) apply. Patrons are expected to turn off the light and remove all belongings when leaving the room.

**Turnitin Plagiarism Prevention:** Students may use the Turnitin Plagiarism Prevention database to scan their papers. Turnitin is highly effective in finding information that matches another source. Students should use Turnitin to make sure all borrowed information in their papers is correctly formatted and cited. Contact [Tojezua@philander.edu](mailto:Tojezua@philander.edu) to set up a Turnitin account.

**Citing Your Sources Correctly**—Applying correct citation style is more than just creating a bibliography. MLA, APA, Chicago...citation styles apply to the format of the whole paper.

Find examples of how to correctly format your paper and citations:

<http://owl.english.purdue.edu/>

<http://www.dianahacker.com/resdoc/>

Websites that format bibliographic citations for you:

<http://citationmachine.net/>

<http://www.bibme.org/>

<http://www.lib.unc.edu/house/citationbuilder/>

**Printing:** Students can print materials from the library and technology center's computers for free.

**Photocopying:** The Reynolds Library and Technology Center have copiers available for students and other patrons. Two are located in the workroom behind the Circulation Desk on the first floor. The other is located in the Technology Center. Pre-encoded duplicating cards can be purchased in increments of 10, 20, 30, 40 and 50 units at a rate of 10 cents per unit, plus \$1.00 for the copy card, which can be recharged at the aforementioned rates. Staff can also accommodate duplicating requests for those who choose not to purchase a copy card.

**Internet Privileges:** Library internet access is intended primarily for activities related to accessing information for academic reference and research. Patrons are expected to use internet resources in a responsible manner, respecting the rights of others and consistent with the [Acceptable Use Policy](#).

### **Interlibrary Loan and Reciprocal Borrowing**

Don't forget about the library's Alternative Borrowing Services if you are having trouble locating useful materials in this library! Order anything (free of charge) through the [Interlibrary Loan Service](#) or obtain materials from another university's library by getting a [Reciprocal Borrowing](#) card from the circulation desk.