Welcome to the Frank and Laura Lewis Library
Hours…

• **Monday-Thursday:**
  8am-11pm

• **Friday:**
  8am-5pm

• **Saturday:**
  11am-4pm

• **Sunday:**
  2pm-9pm

**Hours are also posted on the library website.**
Meet the library faculty and staff…

Mr. Loren Pinkerman

• Library Director
Mrs. Lisa Morgan

- Circulation & Reserves Manager
- Assistant to the Director
Mrs. Charlene Baxter

- Librarian for Technical and Public Services
- Cataloging & MARC records in database
- Provides reference assistance
- Liaison to assigned departments
- Conducts library instruction
Dr. Arthur Robinson

- Serves as head of Reference
- Acts as the library’s Interlibrary Loan Officer
- Serves as liaison to assigned departments
- Conducts library instruction
Ms. Mary Lou Dabbs

- Electronic Resources Librarian
- Manages library hardware and software
- Serves as liaison to assigned departments
- Conducts library instruction
Mary Katherine Drescher

- Graduate Assistant for Technology
- Also works at the Helpdesk
- Available most days from 9am-2pm
Helpdesk
Technology, Scanning & Printing Help
Scan and Save Digitally

**Scanners and instructions are located in Room 312.**
Be sustainable!!

- Save digitally!!
- Print on both sides
  - Duplex printing is located under the properties tab when you choose to print.
Lewis Library Levels

Circulating Stacks (L, M & N)
Education, Music, & Art
Helpdesk & Browsing
Magazines
DVDs & CDs
Most Group Study Rooms

Reference Collection
Circulation & Reference Desks
24 Hour Study / Tutoring Center

Circulating Stacks (A-K & P-Z)
Current Scholarly Journals
Archives & Special Collections

UPPER
MAIN
LOWER
The 24 hour Study…

Food is **ONLY** allowed in 24 hour study!!

Only covered drinks in the library!!
Lewis Library Website...

Click here to access the Library website!
Ask a Librarian…

If at any time you have a question you can email a Librarian and should receive an answer within 24 hours.
Here you can type in a specific title of a book.

The Library Catalog is the source for DVDs, CDs, books and E-Books.
Library of Congress Classification...

B - Philosophy, psychology, or religion
E - American History
J - Political Science
Q - Science
JUV - Juvenile

**Art, Music, and Education are located upstairs.

Please do NOT place books in the incorrect spot on the shelf!

Pay attention to the call number!

Return the books to the Circulation desk so they can be shelved correctly!

Where would you find this book? Before or after?
Directions to Renew Online

• Go to www.lagrange.edu
• Click Library
• Choose Library Catalog
• On the catalog screen choose “My Account”
• From there you will have 2 choices:
  • Renew my materials
  • Review my account
• Choose renew to extend the amount of time you have materials from the library.
• Choose review to see what you have checked out and when items are due.
** Use your L number to sign in.
How long can items be checked out?

- **Books:**
  - Up to 3 weeks
  - Some books however can not leave the library.

- **CDs and DVDs**
  - Up to 2 week

**All items can be renewed online if you feel crunched for time!!**
What to look for when citing a book...

**You will need this information later to place in your work.**

- **Publication Information**
  (Where it was published and who published it?)

- **Volume Number**
  (Located on the spine of the book.)

- **Title**
  (The front cover of the book or title page.)

- **Author/Editor**
  (Located on the front or on the first page.)

- **Page Number**
  (Located in the bottom or right corner of the pages.)

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**Further Reading**


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**Emergence of Agrarian Society**

Archaeological evidence suggests that the earliest hominids (early bipedal primate mammals comprising recent humans and extinct ancestral and related forms) in eastern Africa, *Australopithecus afarensis*, probably ate roots, leaves, berries, and fruit as well as fish and insects that were caught by hand but that they did not consciously manipulate the natural environment. However, not until the middle of the 20th century do we see changes in the varieties of food gathered and the manner in which food procurement formed the basic structure of societal organization. In particular, in the hunter-gatherer groups of 100,000 years ago we see a way of life that was socially organized around the search for nutrition. Anthropologists have used their studies of hunter-gatherer groups...
What is an E-Book?

- Books that can be accessed electronically through the library catalog.
- Available from any computer at any time with your LaGrange College log-in information.
- You can take notes and create bookmarks to save and return to later.
Open the library catalog. By going to the LaGrange College website and choosing "Library" then "Library Catalog (for students)."

If you know the exact book you can type that into title. You can also search by author, subject, series, or word/phrase.

Otherwise limit your options and choose "E-Book" from the location tab.

Once you have your results look to the right and hold the mouse over the "URL" under the year to see if it is a NetLibrary or ebrary book.

If you choose to create an account with either Netlibrary or ebrary you will be able to use features such as highlighting and saving a book to your bookshelf.

For Ebrary books if a pop up comes up you must do that first. Next you choose the "URL" under the date and the book will open.

For Netlibrary you do not need to bother with the pop up at the top just click "View E-book."

Then click "URL" once you have made your decision.

On both types there is a "go to" option at the top. Then if you use the index you can jump to a specific page.

If you decide that you want to print in Ebrary go to "Infotools" and choose "Print." There you can choose current page, a range of pages, or a current chapter.

For a NetLibrary simply press the "Print" button in the top left and choose current page, or from current page to the last page you want to print.

For both it will print only 60 pages at a time so keep that in mind when printing. Also our printers only do 10 pages at a time. Try Duplex printing to save paper.
When looking for scholarly articles look in Galileo!
What can a database do for you?

- Locate **credible sources** and scholarly journal articles.
- Since the resources available have been reviewed and pre selected it allows you to find more sources that are **relevant to your work**.
- Using the web **does not always** give you correct information.
Be aware of website faults!!

- Sites that end in .com are not going to be as reliable as a .gov or an .edu site.

5 things to remember to evaluate a website:

- **Accuracy** (Does the page have overall integrity and reliability as a source?)
- **Authority** (Who wrote the page? Is he, she, or the authoring institution a qualified authority?)
- **Currency** (Is it dated? Current, timely?)
- **Objectivity** (What's the bias?)
- **Coverage** (If you have questions or reservations, how can you satisfy them?)
**How to determine if an article is Scholarly?**

<table>
<thead>
<tr>
<th>Audience:</th>
<th>Articles rarely include illustrations but have charts and graphs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholars &amp; Students</td>
<td>Journals rarely include advertisements.</td>
</tr>
<tr>
<td>Authors are scholars or experts in their field—articles are always signed.</td>
<td>Journal titles usually include words such as “research,” “review,” or “journal.”</td>
</tr>
<tr>
<td>Purpose of the journal is to report research findings.</td>
<td></td>
</tr>
<tr>
<td>Articles usually lengthy and have extensive footnotes and bibliographies, sources are always cited.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Example: American Historical Review, Reading Research Quarterly</em></td>
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</table>
### Scholarly or Not?

<table>
<thead>
<tr>
<th>Scholarly</th>
<th>Not</th>
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<tbody>
<tr>
<td>• Reference books</td>
<td>• People</td>
</tr>
<tr>
<td>• Journal articles</td>
<td>• Time</td>
</tr>
<tr>
<td>• Books</td>
<td>• Newsweek</td>
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<td></td>
<td>• Billboard</td>
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<td></td>
<td>• Wikipedia</td>
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**Can you find something scholarly in the current periodical area?**
Quick Review…

Library Policies

- Food allowed only in the 24 hour study!
- Covered drinks allowed everywhere.
- Library website includes:
  - Catalog
  - Galileo
  - Ask a Librarian

Resources

- E-Books can be accessed through the library catalog.
- Use Galileo databases to locate scholarly articles.
- Remember to write down all citing information for later use.
- Librarians love questions so please ask!
Now that you’re done...

• Please take a moment to let us know you finished this review by going to the Library web page to the “Ask a Librarian” link and tell us you did!

• Also, let us know if you have any questions, or if you noticed things we could clarify.
Thank you for your time!

Please visit us in the library for any help or questions you might have!