LIBRARY MISSION STATEMENT

Smiley Memorial Library has long endeavored to provide patrons with high quality academic assistance and to maintain an accessible, academically current collection of approximately 75,000 print titles and a strong collection of electronic resources to meet the curricular needs of campus. Furthermore, the library strives to promote lifelong learning, information fluency, social responsibility and service, and to serve as a cultural and intellectual resource for the university and the surrounding community. It is our mission to provide equal access to information resources for both on campus and distance learners.

LIBRARY HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday through Thursday</td>
<td>7:30 am to 11:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 am to 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>12:00 pm to 4:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>1:00 pm to 11:00 pm</td>
</tr>
</tbody>
</table>

Please Note: This schedule is for the regular sessions only. Times will vary during the summer sessions and holidays.

Electronic resources such as catalogs and databases located on the library webpage are accessible 24 hours a day.

REFERENCE ASSISTANCE

Reference Assistance is available during regular library hours. After hours, students and faculty are encouraged to use the library@centralmethodist.edu email address or the Chat link embedded in the library homepage and databases, as these are monitored after regular library hours.

- Information Desk: 660-248-6271
- Reference Librarians:
  - Cynthia Dudenhoffer 660-248-6292
  - Carrie Strodtman 660-248-6985
- Evening Supervisor:
  - John Coleman 660-248-6309
CIRCULATION POLICY

You will need a user ID to check out materials from the library. Most items circulate for 4 weeks. Reference books, journals, and magazines do not circulate. 10 cents per item is charged for each day overdue. Any items not returned are charged at $75.00 or replacement cost, whichever is greater. If there are outstanding or unpaid fines, all checkout privileges are denied (excluding reserve materials). Popular DVDs have a 3 day checkout and are fined at 10 cents per day late. You may receive e-mail notices for overdue items until the material arrives at Smiley Library.

REQUEST FOR MATERIALS

If the material is available in the Smiley Library, it will be sent to you as soon as possible. If the materials are not available in the library, the librarians will try to obtain them for you through QUEST or MOBIUS Catalogs or through interlibrary loan. Items requested through the Quest arrive in an average of 2-4 days, MOBIUS averages 3-5 days, and ILL is 3-7 days. MOBIUS items check out for 3 weeks with two renewal periods, and the checkout times for ILL materials is variable. More information about these services is detailed below.

http://www.centralmethodist.edu/academics/library/catalogs-databases.php

RESOURCES - CATALOGS

QUEST is the online catalog that provides access to the materials available in the Smiley Library on the campus of Central Methodist University in Fayette, MO, as well as those of QUEST member libraries: State Fair Community College, Missouri Valley College, and University of Central Missouri. The catalog can be found via the library's Web site at http://quest.searchmobius.org/search~S1

If you cannot locate the materials you want in QUEST, you may search the MOBIUS Online Catalog, which contains the holdings for over 50 academic and public libraries in Missouri. You may access these catalogs via the library's Web site at http://www.centralmethodist.edu/academics/library/catalogs-databases.php
Accessing Print Library Resources

All materials located in Smiley Library are available for request through the MOBIUS Pickup Anywhere service. This allows students to request books through MOBIUS with their CMU ID number and have them delivered to the closest drop off location to their residence. For further assistance, or to locate the nearest MOBIUS drop off point, please contact library@centralmethodist.edu.

To request from QUEST or MOBIUS:

1. Go to the catalog you want from the library webpage
2. Find the book you want
3. Click on “Request”. In the MOBIUS catalog, choose “Cluster: Quest”
4. Type in your name and CMU ID# with “CMU”
5. Choose the appropriate pickup location (MOBIUS location nearest you)
6. Hit “Submit”. You should see a confirmation screen.
7. If there is a problem, let us know!

For more information about the MOBIUS Consortium and member libraries, please access https://mobiusconsortium.org/

RESOURCES – INTERLIBRARY LOAN (ILL)

If an item is not available through the QUEST of MOBIUS catalogs you may request it using the interlibrary loan form located on the webpage here:
http://www.centralmethodist.edu/academics/library/interlibrary-request.php

We will do our best to locate materials and will ship to them directly to the student. ILL requests are filled through a cooperative program provided by OCLC and include member libraries from all over the world. Articles ordered through ILL are usually emailed to the patron, whereas books are sent through the US Mail, at no charge to the patron. Return postage, however, is the responsibility of the patron.

Please submit a separate online request for each item requested.

RESOURCES - DATABASES

Links to the following databases are found on the Smiley Library’s homepage at

http://www.centralmethodist.edu/academics/library/index.php
Databases are online indexes for popular and scholarly periodicals searchable by subject, keyword, or author. Many databases are full text with entire periodical articles available. The article may be printed, downloaded, or e-mailed. All bibliographic information needed for a citation is included. Be certain to list the name of the database used. Information found in library databases should not be considered a “web resource”; it is an electronic version of scholarly material.

**Accessing Electronic Library Resources**

Distance students and faculty have access to all of the electronic resources available through the library. Databases are available through the “Library Resources” link on the CMU homepage, through MyCMU, or from the link provided above. To use remote access, users will be asked to login using their MyCMU login and password. If you do not have this information, please contact the IT Helpdesk (helpdesk@centralmethodist.edu). Please make sure all anti-virus software, pop-up blockers, and firewalls are turned off! These programs will block connectivity to some databases. Be sure you have Adobe Acrobat installed on your computer, for viewing PDF files. This program is free.

If you are having trouble accessing the databases and know that your login information is correct, please contact the library at 660-248-6271 or through the library@centralmethodist.edu email address.

**Databases Available through Smiley Library**

**GENERAL REFERENCE DATABASES**

- **Credo Reference** An innovative database of major reference works, complete with keyword subject, and visual searching. Contains over 395 titles full-text consisting of an aggregate of 3.2 million entries all interconnected by millions of links.

- **Central Search** A one stop shop for searching almost all library and database content. Uses simple searching and full-text linking to get you to resources faster!

**NEWSPAPERS**

- **Lexis-Nexis** Includes articles in 5 areas: news, business, legal research, medical and general reference. All articles are full-text. This databases includes access to major papers from all over the world.
SUBJECT AREA DATABASES

- **Pop Culture Universe**  PCU is an authoritative digital library of information on American and world popular culture, past and present. Built on hundreds of award-winning titles for all levels of researchers, PCU provides a safe haven for investigating topics that appeal to students—without the bias, advertising, suggestive content, or questionable authorship of commercial or fan sites. All content is full-text and peer-reviewed and is produced by Greenwood Reference Services.

- **CINAHL**  A database of Nursing and Allied Health Literature provided by EBSCO. CINAHL is the most comprehensive nursing database available. Some of the articles indexed are full-text.

- **BioOne**  A database containing a unique set of high impact bioscience journals. All content is full-text.

- **Reference USA**  contains a wealth of business and job-hunting information, including company profiles, salary guidelines, demographic information and more.

SEARCHING TIPS FOR ONLINE CATALOGS AND DATABASES

Most modern databases use “smart searching”, which allows users to enter plain language terms and retrieve results, much like Google and other search engines. However, it is helpful to know the standard language for database searching, which will allow more accurate and targeted search results. For standard searching in all databases, use the following operators, known as Boolean Operators:

- **And** — combines search terms so that each result contains all of the terms. For example, search *education and technology* to find only articles that contain both terms.

- **Or** — combines search terms so that each result contains at least one of the terms. For example, search *education or technology* to find results that contain either term.

- **Not** — excludes terms so that each result does not contain the term that follows the word not. For example, search *education not technology* to find results that contain the term education but not the term technology.

- If you use parentheses with the Boolean operators, the terms inside the parentheses are processed first. If you enter two words together, they are searched as a phrase.

For specific help accessing Smiley Library’s electronic resources, please consult the “Accessing Library Resources” tutorial found here: [http://www.centralmethodist.edu/academics/library/distance-learners.php](http://www.centralmethodist.edu/academics/library/distance-learners.php)
SUBJECT GUIDES

Different departments and majors require different resources. Librarians at Smiley Library have prepared the following subject guides to point students and faculty to the resources most appropriate to their fields. These guides contain resources for particular classes and subject areas.


LIBRARY INSTRUCTION SERVICES

Faculty can request a library instruction session for any course. Topics generally include a basic introduction to the library's services and resources, including the online catalog and relevant electronic databases. The sessions meet the specific needs of the students and faculty, depending upon the course's research topics and class format. Online classroom instruction can include, but is not limited to, chat sessions, discussion group correspondence, individual e-mail consultations, pathfinders, online tutorials and how-to guides.

An online tutorial created specifically for distance learners accessing library resources is available on the following link. http://www.centralmethodist.edu/academics/library/distance-learners.php

CITATION FORMATS FOR ARTICLES RETRIEVED ONLINE

A frequent question asked by those who retrieve online articles is "How do I cite these correctly in my document?" This issue has come to the forefront in the past few years, and there is an ongoing effort to accommodate digital documents in citation formats. Recommendations from the writing style guides continue to evolve as technology changes. Smiley Library offers these recommendations about how to cite articles retrieved online. Please consult a style guide for more specific information.

APA Format for Articles from a database


EXAMPLE:


**MLA Format for Articles from a Database**

The following information is based on the *MLA Handbook for Writers of Research Papers* 2009. An online guide can be consulted at [https://owl.english.purdue.edu/owl/resource/747/01/](https://owl.english.purdue.edu/owl/resource/747/01/)

Author's Last Name, First Name. "Title of work." Article's original source and publication date: page numbers. Product name. Publisher. Date researcher visited site. <Electronic Address, or URL, of the source>.

EXAMPLE:


**Parenthetical References**

The examples previously given apply to the reference or works-cited lists at the end of the document. For parenthetical references in the text, articles found online should be treated just like articles found in printed sources.

**Other Types of Documents found Online**

The above examples are designed to show how to cite journal articles found in the online databases. However, there are just as many uncertainties about how to cite Web pages that are not articles and that have no printed counterparts. Please refer to the Web addresses given previously for more details on how to cite other types of Web pages.

**APA Format for a Website**

Author. (Date of publication). *Title of document*. Date accessed, URL.

EXAMPLE:

**MLA Format for a Web Site**

Author, editor, compiler, etc.  *Title of project or description* (such as Homepage).  Date of electronic publication or last update.  The name of any organization or institution associated with the Web site.  Date accessed.  <URL of source in angle brackets>.

**EXAMPLE:**


OR


**COPYRIGHT NOTICE**

The copyright law of the United States (title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified by law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of those specified conditions is that the photocopy or reproduction is not to be used "for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a photocopy or reproduction for, purposes in excess of "fair use," that user may be liable for copyright infringement.