



Graduate Student Guide to Library Resources & Services

(<http://www.lib.jmu.edu/forstudents/GraduateStudentGuide.aspx>)

Library Services

- ❖ **Ask A Librarian** – Research assistance is available to you in a variety of ways. Call the Carrier Library Reference Desk (568-6267), use the Ask A Librarian email service (<http://www.lib.jmu.edu/forms/ask.aspx>) or contact your liaison librarian directly. A list of liaison librarians is available here: <http://www.lib.jmu.edu/staffdir/liaisons.aspx>.

- ❖ **Checking out materials** – Your JAC card is your library card. The loan period for graduate students is 18 weeks (with exceptions), with two renewals. Renewals can be processed at any of the circulation service locations (Memorial Hall, CISAT, Carrier or Music Library locations). Your JAC card (with Flex) serves as a copy card (use it on photocopiers or printers).

- ❖ **MyLEO** – Activating your MyLEO account allows you to renew books online, set alerts for new book arrivals, and place holds on materials checked out to others.

- ❖ **Delivery Services** – Graduate students can have books and other materials delivered to them by clicking on the REQUEST ITEM link in LEO. Items can **only** be delivered to circulation services locations (Memorial Hall, CISAT, Carrier or Music Library locations). Check MyLEO to see when your items have been delivered to circulation point.

- ❖ **Borrow Books from Other Libraries** - Libraries share collections through a service known as Interlibrary Loan (ILL). This service is only for materials the library *does not* own. We will register you for this service in our time together.


Library Research

- ❖ **Off-Campus Access** – Much of the electronic collection in the libraries is available to you from home. Connect to our databases, electronic journals and ebooks here: <http://www.lib.jmu.edu/proxy/default.aspx>
- ❖ **LEO** - is the name of the JMU Libraries catalog. In the catalog you will find access to the materials the library owns (books, music, journals, movies etc.).
- ❖ **Research Databases & Resources** - Here you will find links to the online sources the library subscribes to, almost 400! Check out the sources available in your subject area here: <http://www.lib.jmu.edu/resources/>
- ❖ **Research Guides** - These are guides to how-to- do library research in specific disciplines. These blend both the online services (listed in Research Databases and Resources) and the print collection. (<http://www.lib.jmu.edu/guides/default.aspx>).
- ❖ **Periodical Locator** - This is how you locate journals and magazines that the library subscribes to. Periodical Locator will tell you if the libraries subscribe to a given publication and where you can find it.



- ❖ **RefWorks** - This is a “database” that is a citation manager. Citation management programs allow researchers to organize their citations into folders, share citation lists, make bibliographies and use features to make putting citations into papers easy. We'll register you for a RefWorks account today.



- ❖ **Dissertation Abstracts Online** - This is a database that provides indexing to dissertations and in some cases, the full-text of the dissertation.
- ❖ **Style Manuals** - Every discipline requires its writers to conform to a certain citation style. The library provides access to style manuals in our reference collection, but we have made cheat sheets on the major types of citation formats available here: <http://www.lib.jmu.edu/quick/Subject.asp?SubjectID=17>
- ❖  **CheckCite** is an online program for finding proper citation style for the most popular citation styles and the most commonly cited types of sources from each style. Find CheckCite here: <http://www.lib.jmu.edu/help/checkcite/>