

Student Guide to Using the Library

Questions and Facts

There are four USM libraries: [Cook](#), the main library, is on the Hattiesburg campus; [McCain Library](#) is located behind Cook; [Curriculum Materials Center](#) is located in Information Services of Cook Library; and [the Gulf Coast Library](#) is located in Gulfport.

How do I take books out of the library?

To check out books and other materials, present your USM ID at the Circulation Desks. Journals, newspapers, magazines, reference materials, government documents and archival materials can not be checked out. They are non-circulating. You can photocopy items you are interested in.

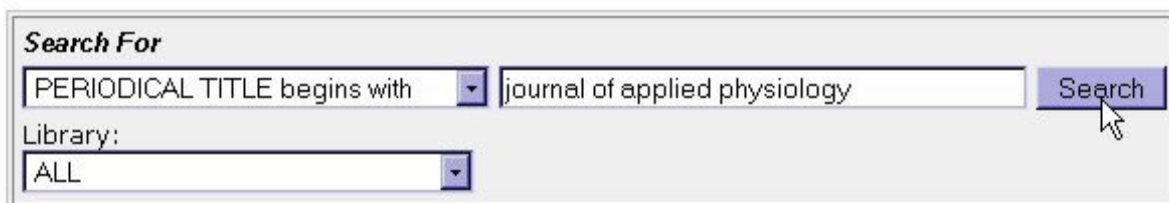
How do I find books or other materials in the USM libraries?

You may find materials using the online library catalog, [ANNA](#). Materials in a specific USM library or in all the USM libraries can be found here. You can search by author, title, subject, or keyword for the material you need. You will have to take note of the library and where the material is located in the library as well as the call number. If the item says Cook Library Stacks, use the [floor guide to Cook's call numbers](#) to ascertain what floor the material is on.

How do I find journal, newspaper, or magazine articles in the library?

You may find periodical articles using an index or an online database for the subject area your research is in. Ask at the Information Services desk for suggestions on which ones to use or search our [list of databases](#).

Some articles in the online databases are full-text. But some are not. If it is not full-text, you will have to use the library catalog, [ANNA](#), to see if the journal and volume you want is available here at USM Libraries. Search the title of the journal by typing the journal name in the search box, change the "Search For" box to "periodical title begins with" and click "Search."



Search For
PERIODICAL TITLE begins with | journal of applied physiology | Search
Library:
ALL

To determine if a particular volume is owned by the library, display the journal's holdings either by clicking on "Full Details". . .

#2 Full Details	RC1200 .A84	1992
Mark for Printing/E-Mail <input checked="" type="checkbox"/>	Journal of athletic training National Athletic Trainers Association.	
	1 copy available at COOK in READINGRM	
#3 Full Details	Alphabetical Order	1972
Mark for Printing/E-Mail <input checked="" type="checkbox"/>	Athletic training (Greenville, N.C. : 1972 : Microfiche)	
	National Athletic Trainers Association.	
	2 copies available at COOK	

... and/or by scrolling down the page to *Location:* and *Library has:*. This will also tell you in what *format* (microfiche, microfilm, stacks) the journal is in.

COOK--	Location READINGRM-- QD281.P6 J8
COOK--	Location STACKS-- QD281.P6 J8
	Library has v.1 (1990)- to date.

What if a book or other material (such as an article) I need is not here?

If a book or other material cannot be found, there may be some simple explanations: 1) The libraries may have the material but someone has checked it out. If so, go to the circulation desk to see if it can be recalled. This process will take at least 7 days so it is useful only if the material is not due back for some time; 2) The material may be at another library such as Gulf Coast Library or Cook Library. If this is the case, you may fill out a Document Delivery form and have it available in as little as two days. The Document Delivery Service [request form](#) is now online; 3) We may not own the item. If USM Libraries does not own the item graduate students, faculty, staff, and undergraduate students (with the written permission of their instructor) may still access it through [Document Delivery Services](#).

How do I make photocopies of material that can't be checked out?

There are photocopiers on every floor of Cook, on the 1st floor of the Gulf Coast Library, and a service is provided at McCain. Copies cost 10 cents and a copy card is required at Cook and the Gulf Coast. Copy cards are available for \$1.00 through vending machines available in Cook and the Gulf Coast library. Change is available at Cook's Circulation Desk. Microfilm and Microfiche copiers are also available. If there is a problem with a copier, let someone at Circulation or a staff member in that area know.

How do I use the library's catalog and databases?

The University Libraries has a number of ["Help Guides"](#) and ["Tutorials"](#) available explaining things such as how to search the library catalog, how to find articles, and how to find information on certain subjects. In addition, the Libraries also hosts library orientations and introductory [workshops](#) throughout the semester.

When is the library open?

Hours for each of the libraries varies, and these hours may change around the holidays. Library hours are available on the [library's Web page](#) and also by calling Cook 601 266-4249 or Gulf Coast Library 228 865-4510.

Are there computers in the library I can use to write papers or check e-mail?

Yes. There are computer terminals located throughout the Libraries and most have Internet access as well as Microsoft Office.

In addition, Cook and the Gulf Coast Libraries now offer "Cook Book" laptops. Using a valid USM ID, library patrons can now check out a laptop computer for an overnight period. The laptop computers use wireless network cards to connect to the Internet. The computers offer several popular software packages, including Microsoft Office, which helps users write papers, create spreadsheets, design PowerPoint graphical presentations, and much more. The "Cook Books" are set up to print to the Libraries' public print stations. [Click here for costs and policy information.](#)

There is also a computer lab near the entrance of Cook Library that can be used for word processing, e-mail and Internet access though it is not run by the library and requires an ID.