



## FREQUENTLY ASKED QUESTIONS (FAQs) FOR THE CU LIBRARY

### **What are the Library hours?**

You can find the Library hours from a link on the library website [www.cui.edu/library](http://www.cui.edu/library). Because of breaks and holidays, please check the schedule or call (949) 854-8002 x.1500 before coming to the Library.

### **How do I find out if the Library has a book?**

All Library materials are listed in the online Library Catalog. Go to the homepage of the library at [www.cui.edu/library](http://www.cui.edu/library) and click on "Library Catalog." You may search by words or phrase, subject, title, author, etc. You may also do an advanced search with special limiters. (See "Using the CU Library Resources") Carefully write down the Call Number and note the location of the item.

### **How do I check out items and how many can I check out?**

All materials are checked out at the Circulation Desk. Bring the materials to be checked out and your ID card to the employee at the front desk closest to the main doors. An ID card or CU Guest card is required to check out materials. You may have **10** items charged to your card at any time.

### **When are my books due?**

The norm is 4 weeks for books, 2 weeks for media material. Check the 'date due' card or your receipt. You can also check the status of your materials online. Go to [www.cui.edu/library](http://www.cui.edu/library). Click the "Library Catalog" link. Click the 'My Account' link on the menu. Click the 'Review My Account' link. Type in your E# I.D. and PIN (password). Click the 'Display User Information' button. Click the 'Checkouts' link. The due date appears on the right side of the screen in bold.

### **How do I renew books?**

You can renew books one of two ways (see 'Using the CU Library Resources').

--You can bring your ID card to the library and ask an employee at the main desk to renew your books.

--You can renew your books yourself online. Go to [www.cui.edu/library](http://www.cui.edu/library) and click the 'Library Catalog' link. Then, click the 'My Account' button at the top menu. Click the 'Renew My Materials' link. Type in your User E# ID and PIN (password). Click the 'List Charged' Items button. Click the **box** in front of the item(s) you wish to renew and then click 'Renew Selected Items.' You will receive on-screen confirmation of the renewal. There is only **one** renewal per item.

### **Does the library carry textbooks?**

The library does *not* collect textbooks used in CUI classes.

**How do I find out which journals the library has?** From the homepage and 'Research Tools,' click on the "A-Z Journal Title List." This alphabetical list of journals includes journals with full-text articles in electronic, print, and microfiche formats. You can also search the journals by subject category or discipline. If you help using this resource, see *Using the A-Z Journal Title List* (See "Using the CU Library Resources").

**Can I check out magazines or journals?** Print Periodicals, like Reference books are non-circulating; they cannot leave the library. Copy machines are available to photocopy articles.

### **How do I connect to electronic databases from off-campus?**

Go to the Library homepage: <http://www.cui.edu/library> and see the menu under "Research Tools" and click on the desired database. You may be directed to a Restricted Resource page. Enter your E# I.D. and your current password, and click 'Submit Request.'

## What tools can I use to search the Catalog and Databases?

Each has different tools but all use some basic features:

- **BOOLEAN Operators:** Search by using the terms AND, OR, and NOT.  
'AND' expands by joining two or more terms and searching all, such as 'college' AND 'cost' AND 'financial aid.'  
'OR' also expands the search so the results include at least one of the terms, such as 'Colleges' OR 'Universities.'  
'NOT' limits the search by excluding some terms, such as 'pets' NOT 'cats' NOT 'dogs.'
- **Quotation Marks:** Putting terms in quotation marks indicates you want to search for those terms together- "red neck"
- **Parentheses:** Like quotation marks, these keep terms in groups to search only for the terms together- (peace on earth)
- **Wildcard (?) and Truncation (\*):** These symbols help your search by substituting for an unknown letter - (se?m brings up seam, seem, etc.) or finding other forms of a root word by including other word endings - (gentl\* brings up gentle, gentlemen, gently, etc.)
- **Proximity or nearby (N(ear) or W(ithin) + # of words):** These search two or more terms which may be nearby each other. i.e. 'income **N5** tax' searches for any where the words are within 5 words of each other (tax may be on income). 'Income **W3** tax' finds results where the words are in the same order as typed (income-related tax, but not tax-related income).

## Which Documentation Style should I use?

Your professor determines what style you must use to document sources for your papers. **APA** stands for the American Psychological Association and is usually used in the Social Sciences. See *Publication Manual of the American Psychological Association* [www.apastyle.org](http://www.apastyle.org). **MLA** stands for Modern Language Association and is preferred by the Arts and Humanities faculty. See *MLA Handbook for Writers of Research Papers* [www.mla.org/style](http://www.mla.org/style). (Both are in the CU Library.) History and Theology usually prefer the Chicago Manual of Style (**CMS**), also referred to as Turabian. Others to consider are the **CSE**, Council of Science Editors and **COS**, the Columbia Online Style.

Each has its own style or preference for how to give credit to sources used for support. There are helpful websites and handouts, but check the Writing Center in Theta or their website or call x1502 for further information.

## My access to the Library databases password doesn't work or I forgot it; what should I do?

All registered students have access to library research databases and are given a password/PIN when they register. If you are having a problem accessing databases, please double check that you are typing in your correct E# I.D. and PIN. If it still doesn't work, please contact [librarian@cui.edu](mailto:librarian@cui.edu) or call x.1500.

## OTHER CU LIBRARY SERVICES:

4 Conference/Study Rooms: bring I.D. to Circulation Desk  
New quiet study lounge downstairs  
Copy/Print room with laminator & microfiche reader/printer  
8 Research Stations,  
Weekly Info-sessions for Library instruction (see schedule)  
Theses/Action Papers on file (can't be checked out)  
A.V.-media listening/viewing stations

Inter-library Loan (ILL)  
Libronix (CD-ROM)  
Wireless Access  
Curriculum/Instruction Room  
4 Daily Newspapers  
Reference Librarian x.1501  
Faculty Reserve items