

# Cook Library

## Navigating the Website

### Accessing the Main Page

- Open the web browser and type the following URL into the address bar: **http://cooklibrary.towson.edu**
- OR**
1. Go to **http://www.towson.edu** and click on **Current Students**.
  2. Select **Cook Library** from the **Academic Resources** menu.

#### Summary

- Search for Articles, Journals, and Books
- Off-Campus Access
- Reference, Stacks, and Periodicals
- Audio Visuals
- Floor Plans

### Find It

#### Search For Articles

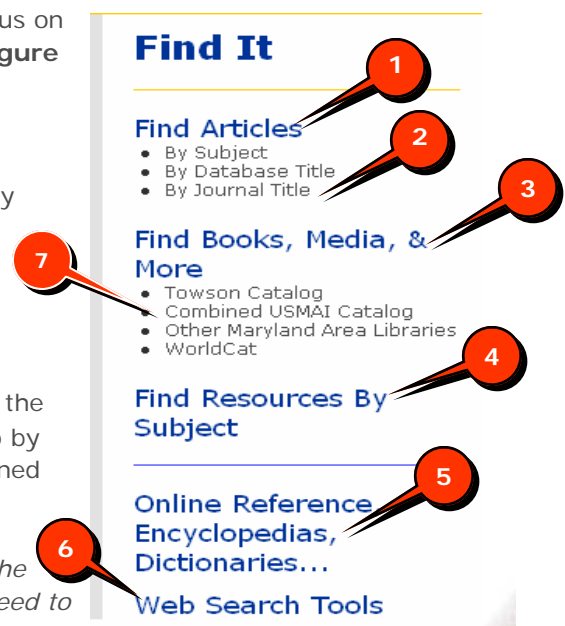
The first two links take you to searchable databases of journal articles and other kinds of information. Some databases focus on specific subjects while others are more general in scope (Figure 1, 1).

#### Search for Journal Titles

- TU's journals (Figure 1, 2) are available in a variety of formats: print, electronic (online) and microforms. Some journal subscriptions are included as part of a database package and others are subscribed to individually by Towson University.
- To see current journal subscriptions at Towson, use the "By Journal Title" link. To see journals subscribed to by other schools in the USMAI system, use the "Combined USMAI Catalog" link (Figure 1, 7) and click on JOURNALS in the top toolbar.  
*Note: If you want to see a journal that is listed in the "USMAI Journals," but not owned here at TU, you need to request the article you want through Interlibrary Loan.*

You must register for ILLiad.

Figure 1



### Search for books, media, & more

- Every library maintains a catalog to provide information about the items they own and where the items are located. Some libraries share their catalogs with each other and create combined catalogs. Recently, many libraries also include links to resources they do not have in the building, but can provide access to, such as online journals or websites. The catalog is always the best place to start looking for things housed in the library, such as books, CD's, videos, etc.

- Click on the main heading, "Find Books, Media, & More" to see more catalog options and suggestions for using library catalogs in your research (**Figure 1, 3**).

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### **Find Resources by Subject**

Get started on your research by selecting a subject area to see recommended article databases, websites, electronic journals and library resources (**Figure 1, 4**).

### **Online Reference, Encyclopedias, Dictionaries...**

Quick links to online dictionaries, phone directories, encyclopedias, statistics and more (**Figure 1, 5**).

### **Web Search Tools**

Finding you always use the same search engine for everything? Try some of these links to a wide variety of Internet search engines, search directories, and meta-search sites (**Figure 1, 6**).

## **Get It**

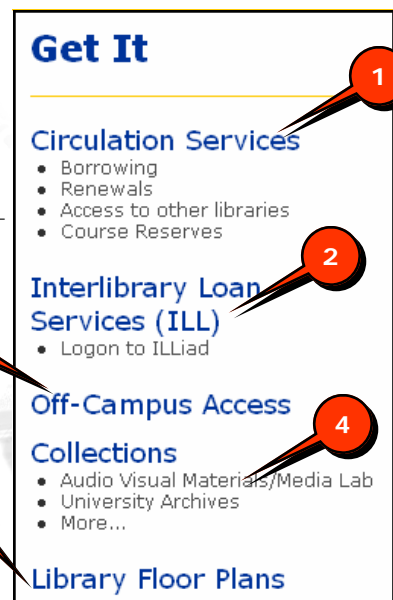
### **Circulation Services**

Circulation Services coordinates your borrowing privileges and maintains your library account. You can borrow materials from Cook Library, USM libraries and some other Baltimore area academic libraries in Maryland, using your TU OneCard number. These links describe some of the services available to you (**Figure 2, 1**).

### **Interlibrary Loan Services**

Interlibrary Loan helps you obtain materials owned by other libraries outside of the USMAI system or to get copies of articles from journals not available at Cook Library. All ILL requests are processed via ILLiad, the InterLibrary Loan Internet Accessible Database. After you create your ILLiad account, you may make ILL requests and track their progress with ILLiad. Copies of many articles received through ILL may be delivered to you (**Figure 2, 2**).

Figure 2



## Off-Campus Access

### What Is Off-Campus Access?

- Many of the online resources the Library provides are licensed from the resource provider. The licenses allow use by students, faculty, and staff affiliated with Towson University. Computers located on our campus are included in the license agreements, but your home computer is not.
- To allow use of these resources from an off-campus location, the Library must validate you as an authorized user. Students, faculty, and staff who are currently registered as Cook Library users may be validated to use these resources. When accessing them from a remote or off-campus computer, you will need to provide your TU One Card number and your last name.

### Why Use Off-Campus Access?

- If the Library is closed, our online resources are still available for you to use from another location.
- If you want to work from your home, your office, a friend's or relative's house, or even a cyber cafe, you may use the online resources in the same way you might in the library, including saving, printing, and emailing the results of your research.

### Where Do I Find the Online Resources?

- Research databases and online journals are listed on our website in the Find It column of our home page. You can use the subject gateways there to help you select resources appropriate to your topic or you can pick items from the A-Z lists. When you choose a resource to use, you will be prompted to provide your TU One Card number and last name. Once you are validated, you will go directly to the resource you selected.
- You may also use Research Port to begin your searches. You will be prompted to login with your TU One Card number and last name, then you may choose from subject groups or A-Z lists or enter the name of a resource. With Research Port, you may search keywords across multiple databases at the same time. You may save links to your favorite resources, save your searches, and email the results of your research (**Figure 2, 3**).

## Collections

Albert S. Cook Library contains about 580,000 volumes and 17,800 non-book items, and subscribes to more than 2,575 print journals, 2,000 electronic journals, and 90 online databases.

## Reference

- The Reference Collection is located on the third floor, the main floor of Cook Library. Reference materials are for use in the library.

## Stacks

- The Stacks are bookcases in the Library that house the main collection of books. The collections in these bookcases are open-access and you can browse or retrieve titles yourself. Stacks are located on the fourth and fifth floors. The books are shelved according to the Library of Congress system.

## Periodicals

- Periodicals provide access to a wide range of subjects, opinions, research and current events, and include scholarly, professional journals, and popular magazines. All printed journals and magazines can be found alphabetically in the Periodicals Reading Room or the Bound Area on the 2nd floor of the Cook Library; however, some must be requested at the Service Desk.

### **Curriculum Guides**

- Cook Library has Curriculum Guides on the fourth floor, under the call number, "COFS." The collection is especially rich with materials from the counties of Anne Arundel, Baltimore, Calvert, Carroll, Frederick, Harford, Howard, Kent, Wicomico, and Baltimore City. They are available at any time the library is open and can be checked out.

### **Curriculum Materials**

- Curriculum Materials are any teaching devices or kits that do not shelve well with the books. Our 1,587 items include cassettes, pictures, puzzles, stamps, science equipment, rubber stamps, games, and videos. They are on the fourth floor and can be checked out.

### **Juvenile Book Collection**

- Cook Library has a collection of about 15,000 books for children which is located on the fourth floor. They are divided into the categories of fiction, short stories, non-fiction and biography, and are shelved according to the Dewey Decimal System.

### **Audio Visual Collection**

- Media Resource Services (MRS) maintains a collection of over 8,500 videos and films for faculty and student use. Students must view video materials in the Media Lab. MRS also has a collection of audiocassettes, phonograph records, and CDs. Students may listen to these in the Media Lab or check them out. A valid TUID with the Cook Library label is needed to checkout materials. The collection is located on the second floor.

### **University Archives**

- The Towson University Archives (Fig 2, 4) contains materials pertaining to every aspect of the history of the University from 1866 to the present. The Archives serves as the repository for the non-current official University records as well as including records pertaining to student organizations, alumni activities, and university publications. In addition, the Archives houses a large collection of photographs and other memorabilia. The collection is located on the fifth floor.

## **Library Floor Plans (Figure 2, 5)**

### **First Floor**

- Office of Technology Support (OTS) Resources, including the faculty and student Help Centers, Administrative Offices, and Student PC Lab. Also located here are the Interactive Video Network Classroom (Cook 13) the PC Networked Classroom (Cook 16), and Restrooms.

### **Second Floor**

- Periodicals Area, Media Resources Collection, Media Lab, Library Research Computers, Photocopiers, Restrooms, Assistive technology.

### **Third Floor**

- Main Entrance/Exit, Reference Services, Circulation Services, Interlibrary Loan, Cook 317 Library Instruction Classroom, Library Research Computers, Photocopiers.

### **Fourth Floor**

- Stacks Area, Library Administrative Offices, CIAT Offices and Faculty Lab, Cook 401 Conference Room, Cook 404-A Conference Room, Cook 404-B Training Lab, Cook 411 Conference Room, Library Research Computers, Photocopiers, Restrooms.

### **Fifth Floor**

- Stacks Area, University Archives, Honors College Suite, Cook 526 Library Instruction Classroom, Cook 500-C AV Classroom, Cook 512 AV Classroom, Library Research Computers, Photocopiers, Restrooms.

## **Use It**

### **Get Help From a Librarian**

Get the information you need - reference librarians or library faculty are available to help you. Contact us for answers to brief factual questions, information about Cook library's services, or with questions about how to proceed with your paper or research project. Follow this link to choose the service that works best for you (Figure 3, 1).

### **Help With Research**

If you have general questions related to finding information or evaluating sources, you may wish to browse our general guides on book reviews, country information, etc. These short guides written by Cook Library librarians may be just what you need to understand what is expected in writing a book review or finding career information. The guides list specific material in our library as well as pertinent information available via the internet (journal articles and websites, as well) (Figure 3, 2).

### **Services For Teaching**

This link provides a menu of information and services useful to TU faculty (Figure 3, 3).

### **About Us**

Here you'll find information frequently requested about Cook Library. Select the "About Us" link to see more. Cook Library is a member of USMAI, a consortium of libraries in the University System of Maryland and Affiliated Institutions. This extends your access to libraries beyond TU's. Select "What is USMAI?" to learn more (Figure 3, 4).

Figure 3

