

NEO LIBRARY

Hours of Operation

Fall & Spring Semesters

Monday – Thursday 8:00 am – 8:00 pm
 Friday 8:00 am – 4:00 pm
 Saturday CLOSED
 Sunday 2:00 pm – 6:00 pm

Summer Sessions

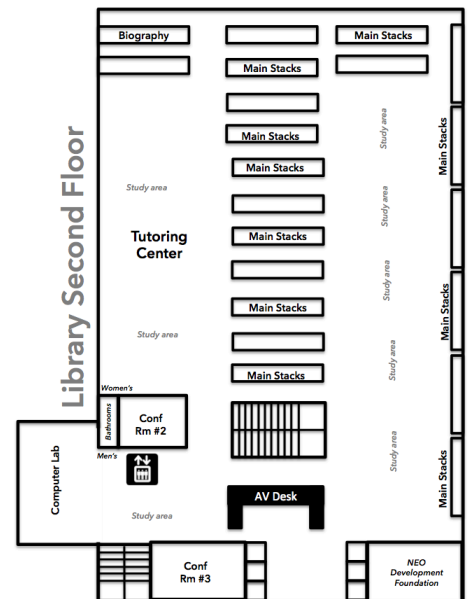
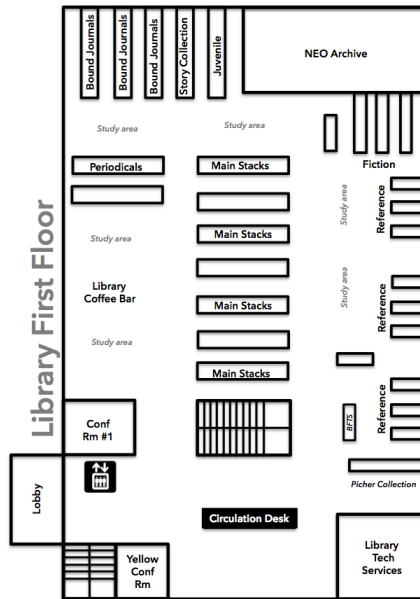
Monday – Thursday 8:00 am – 5:00 pm

Contact Information

Circulation Desk 918-540-6381
 Tutoring Center 918-540-6129
 A/V Desk/ 2nd Floor 918-540-6382



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On shelves and Online...



To find the NEO Library Webpage start at www.neo.edu. Under **Academics**, and **Resources** is the link to the **Library**. From here you can use the Card Catalog, search a database, borrow an E-book, or view self-guided instructional presentations. Other important information found here is the NEO Copyright Policy, a link to the college Archive Collection, and the library's social media accounts.

NEO Library E-Books



To check out an NEO Library e-book click the ***** NEO E-LIBRARY ***** link above the Harry Potter READ poster on the NEO Library webpage. Login using your CWID number and the Password '**NEOAM**'. The book will stay on your e-reader for 2 weeks before being returned automatically.

ExLibris Voyager

WebVoyage

Search:

More choices:

- [Basic search](#)
- [Advanced search](#)
- [Course reserve materials](#)
- [Log in to use your saved preferences](#)
- [Review your account](#)
- [Read help for WebVoyage](#)
- [Return to the main library website.](#)
- [Return to the campus website](#)

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Using the card catalog to find a book in the library is very easy. Type a keyword (subject, author, etc.) in the **Search** field, then hit **Go**.

You will get a list of results with the following information:

- Title (hyperlinked in Blue)
- Author
- Year of Publication (Some instructors limit acceptable dates)
- Call Number (Write this down)
- Availability and Location (Is the book in or out? See map above)

You can do more advanced searches or you can limit your results by type of material or date of publication. And don't forget that spelling counts and sometimes it helps to vary your search term (for example sports titles may also be found under 'Athletics').

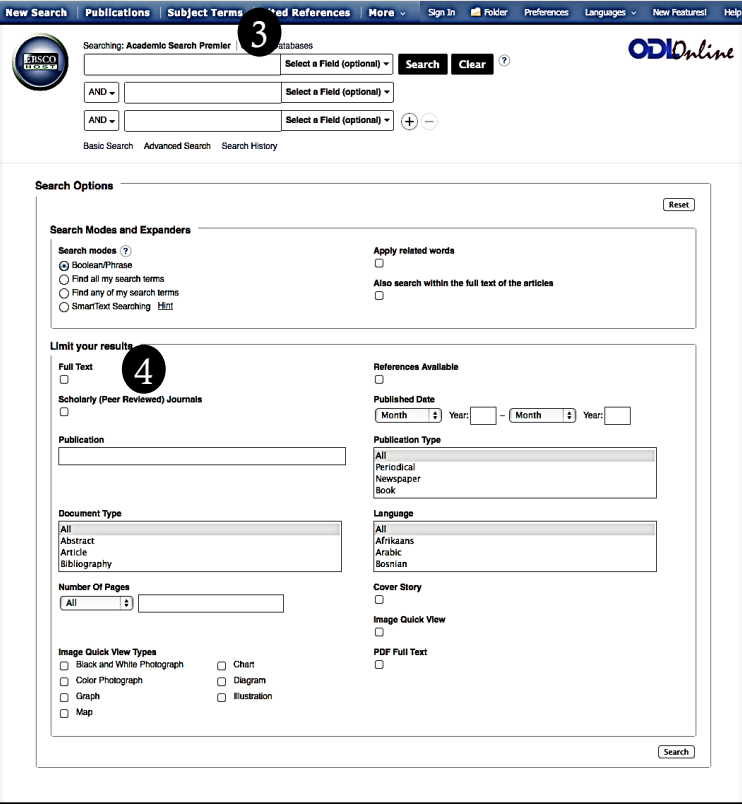
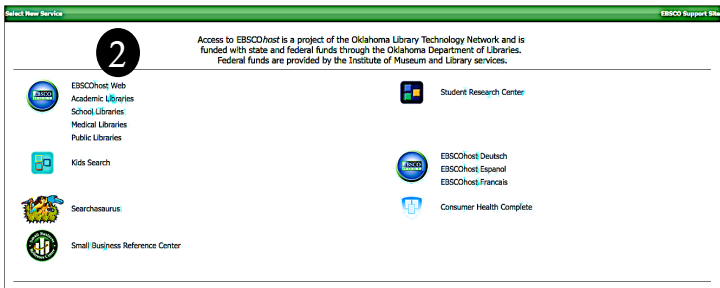
Online Databases **1**

Campus Network Access (Use these links if you are on the campus network)	Off Campus Network (Use these links if you are off-campus or if you are using a modem and a regular dial-up account to access the internet)
EBSCO Host JSTOR Facts On File: Issues & Controversies First Search (OCLC for ILL) Sooner Search (OK State Agencies)	EBSCO Host * Facts On File: Issues & Controversies First Search (OCLC for ILL)* Sooner Search (OK State Agencies)

*Requires authorization ID and password, available at the NEO Library Circulation Desk



DATABASE	LOGIN	PASSWORD
EBSCO Host	Oklahoma1	Password1
First Search	100-137-614	Neo
Newsbank	8613	8613



The EBSCO Database:

A database is just an electronic collection of documents. It's usually searchable so you can find the articles you need for a research project. EBSCO has newspaper articles, magazines, e-books, photographs, maps, and other materials on a wide variety of topics. Let's get started.

1. On the NEO Database page there are two columns. The column on the left is for students who are physically located on the NEO Campus. (IP Recognition will login users automatically.) Students who are off-campus with an internet connection should login using the links in the right column. (See passwords on left)
2. Click the link that says EBSCO Host Web. EBSCO organized their database into subsets by topic. There are sections about Education, Business, Health, and Environmental Issues. There are also portions with just newspapers, or government documents. You can select the section that applies to your research and either click it's title, or check the box to the left.
3. On the search page there are more fields and delimiters than on the Card Catalog page, but the search works the same way. Type a search term in the topmost search field and hit 'Search'.
4. You may want to check the box next to the words FULL TEXT in order to limit your results to documents that are available in their entirety from EBSCO.

Don't forget that if you aren't finding what you need you can ask a library staff member for help.



Google Advanced Search! If your instructor allows you to use websites in your research, there's an easy way to find sites that are appropriate for inclusion in academic paper. Use Google (or another search engine) to find "Google Advanced Search." On the search page you can type your keyword in the "Find page with... all these words:" field, and then in the "site or domain:" field you should type either ".gov" or ".edu" to limit the search to sites run by either the U.S. Government or educational institutions.

All other domains can be purchased by anyone, so their content is of questionable scholarly merit. While this method works well most of the time you can always ask your instructor for additional guidance.