I. **ASK US at refdesk@rio.edu** for help with resources and services in Davis Library by emailing both Reference Librarians simultaneously: Tim Snow, Reference Librarian, Phone: 740-245-7344, tsnow@rio.edu; Amy Wilson, Reference Outreach Specialist, Phone: 740-245-7382, awilson@rio.edu. Call Toll Free in OH, WV, KY, PA: 800-282-7201.

II. **Davis Library - Find [http://library.rio.edu/reference.html]** – See and use this guide online with [hot] links in the “Find – Guides & Pathfinders” part of Davis Library’s Homepage.

III. **RioLINK [http://library.rio.edu]** - Davis Library's Homepage and library network is a collection of different databases and services including RioCat, the online listing of materials owned by Davis Library. RioLINK also serves as the gateway to OhioLINK, a network of Ohio university libraries and information resources. Most OhioLINK databases are available on your home computer via the Internet. To access these databases off campus: Your Barcode or Username is simply an “S” followed by your Student ID Number (Example: S123456). Your PIN is the last four digits of your Social Security Number (Example: 6789).

IV. **REFERENCE COLLECTION** – Paper Reference Books [With Call Numbers] on Main Floor:

A. Ulrich’s Periodicals Directory [R 011 U45i] – A listing of the world’s journals, magazines, and newspapers.

B. Gale Database of Publications and Broadcast Media [R 050 G151] – Lists the world’s journals, magazines, newspapers, radio, and television and cable stations and systems.

C. World Press Encyclopedia [R 070 W927] – Gives information on the political and economic state of the press throughout the world.

D. Encyclopedia of American Journalism [R 070.03 P191].

E. Encyclopedia of Censorship [R 098.13 G796].

F. Law of Mass Communications [R 347.7326 T258].

*Online Full Text Reference Books: To access from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.*


V. ACCESS TO BOOKS AND OTHER MATERIALS


   My Record [http://alpha.rio.edu/patroninfo] – This feature allows you to renew and keep track of your library materials from anywhere. When ordering books from OhioLINK’s Library Catalog, “OhioLINK Rec’d” indicates that your books are ready for you to pick up from Davis Library’s Circulation Desk.

B. OhioLINK Library Catalog [http://olc1.ohiolink.edu/search] - This lists the books and other materials owned by over 80 OhioLINK Member Libraries and may be ordered online by Rio students, faculty, and staff. To access from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “OhioLINK Library Catalog”.

   To access the delivery service click on “Request Item”. Follow the prompts. Your “Barcode” is simply an “S” followed by your Student ID Number (Example: S123456). Generally it takes two to three working days for books to be ready for you to pick-up at Davis Library's Circulation Desk. No notice of availability will be sent. Students may have books for three weeks and possibly renew the book four times. Charges will be levied for overdue or lost books.

C. Interlibrary Loan Service for Books [http://www2.rio.edu/Library/ILL_BOOK.html] - Books not owned by Davis Library or available through OhioLINK’s Library Catalog may be obtained through traditional interlibrary loan services. It takes one to two weeks to receive books through interlibrary loan and there may be a charge.

D. E-Book Center [http://ebooks.ohiolink.edu] - Full texts of thousands of scholarly and reference e-books. To access from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “E-Book Center”.

   To access the following from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.

E. WorldCat [http://newfirstsearch.oclc.org/dbname=WorldCat;done=referer;FSIP] - This lists millions of records describing the materials in libraries around the world that may be ordered through traditional Interlibrary Loan.


VI. ACCESS TO ARTICLES IN PERIODICALS, MAGAZINES, AND JOURNALS

To access the following from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.

A. Communication & Mass Media Complete(CMMC)
- Offers cover-to-cover (“core”) indexing and abstracts for over 300 journals, and selected (“priority”) coverage of over 100 more, for a combined coverage of over 400 titles. Furthermore, this database includes full text for nearly 200 journals. Many major journals have indexing, abstracts, PDFs and searchable citations from their first issues to the present (dating as far back as 1915).

1. Search Options and Features.
   a. “Full Text” – Not everything is full text. Check this box to limit to full text.
   b. “Sort By” – Citations can be listed by relevance or date.
   c. “Cite” – Citation will be displayed in several approved bibliographic methods.

2. Articles Not available In Full Text – If “Full Text” does not appear in the full citation:
   a. Click “Find It” to determine if Davis Library subscribes to the periodical that contains the article. If Rio Grande is listed at the top of the screen see what the library has and how it is stored. Davis Library does not own the periodical if Rio is not listed or the phrase “No print holdings found” appears.
   b. How periodicals are stored in Davis Library – Generally:
      1) Current periodicals (within a year) are available at the Circulation Desk.
      2) Microfilm and Microfiche are on the Main Floor and paper copies may be made.
      3) Periodicals bound in “Paper” are located on the Ground Floor.

3. Interlibrary Loan Service for Articles - Articles from periodicals not owned by Davis Library or available full text online may be ordered through traditional Interlibrary Loan. It takes one to two weeks to receive articles and there may be a charge.

C. Other Selected Communication Related Databases (Bold Title = Much Full Text):

   To access the following from Davis Library’s Homepage: Click on the OhioLINK icon; Click on “Library Databases – By Name or Title”.

1. Electronic Journal Center (OhioLINK) - Full text of more than 7000 online research journals covering many subject areas.

2. Film & Television Literature Index (FTLI) - Full text database covering film &
television theory, preservation & restoration, writing, production, cinematography, technical aspects, and reviews. The database provides cover-to-cover indexing and abstracts for more than 270 publications (and selected coverage of more than 300), as well as full text for more than 70 journals and nearly 50 books.


5. **SocINDEX** [http://search.ebscohost.com/login.asp?profile=web&defaultdb=sih] - Full text coverage of all subdisciplines of sociology, including demography, ethnic & racial studies, gender studies, marriage & family, political sociology, religion, rural & urban sociology, social development, social psychology, social structure, socio-cultural anthropology, sociological history, sociological research, sociological theory, violence and many others.


12. **Dissertation Abstracts (ProQuest Dissertations & Theses)** [http://proquest.umi.com/login?COPT=REJTPNMTAmU01EPTQmSU5UPTAmVkVSPTi=] - Contains millions of citations for doctoral dissertations and master's theses from 1861. Since 1997, new publications have been available electronically, and many publications can be ordered through the system for a fee.

13. **Academic Search Complete** [http://search.ebscohost.com/login.aspx?profile=ehost&defaultdb=a9h] – A very general and comprehensive scholarly full text database, this indexes more than 5,300 full-text periodicals, including 4,400 peer-reviewed journals.

14. **Index to Journals in Communication Studies** – This paper index is located in the middle of the Reference Collection and indexes about 20 communication journals from 1953 through 1990.
VII. SELECTED WEB SITES

A. Librarians’ Internet Index [http://www.lii.org] - Features thousands of high-quality websites carefully selected, described, and organized by a team of librarians.

B. National Association of Broadcasters [http://nab.org].

C. Public Relations Society of America (PRSA) [http://www.prsa.org].

D. NABET: National Association of Broadcast Employees and Technicians [http://www.nabetcwa.org].


F. Society for Broadcast Engineers [http://sbe.org].


H. InfoCom International [http://www.infocomm.org].

VIII. CITING SOURCES IN APPROVED BIBLIOGRAPHIC FORMAT


C. MLA Citation Guide [http://library.osu.edu/sites/guides/mlagd.php] - Ohio State University.
