Cook Grad Guide: Everything You Need to Know about Albert S. Cook Library

TOWSON UNIVERSITY
Inside this guide:

**Library Basics**

- Library Hours 4
- Graduate Reading Room 4
- Albert S. Cook Library Website 4
- Borrowing 4
- Printing and Copying 5
- Lockers 5
- Food and Drink 5

**Cook Library Resources**

- Graduate Student Guide 6
- Research Databases 6
- Help Guides 6
- Course and Subject Guides 7
- Print Books 8
- Multimedia 9
- Interlibrary Loans 10
- Reference Librarians 11

**Citation Styles**

- Citations 12
- Citation Management Tools 13

**Graduate Program Liaisons**

- Doctoral Programs 14
- Master’s Programs 15
- Certificate Programs 19
Welcome to Towson University!

Whether you are a new graduate student or a continuing graduate student, we are delighted that you are pursuing your graduate studies here at Towson University. I want to offer my personal congratulations to you as you move forward in your research and scholarship.

In addition, I am delighted to welcome you to the Albert S. Cook Library. The Cook Library staff and librarians are outstanding! We are ready and eager to assist you by providing the resources and services to facilitate your scholarly endeavors. Each academic discipline in the University has a librarian who specializes in the subject area, so essentially, you have a personal librarian!

Your subject liaison librarian, along with the other Cook librarians and staff, will help you navigate our collections, develop search strategies, conduct literature searches, access materials from other institutions through interlibrary loan, and strengthen your information literacy skills – all to enhance your academic success.

I believe you will find that Cook Library can help you in your academic pursuits in more ways than you can imagine!

Best of luck this year!

Sincerely,

Deborah A. Nolan
Dean of University Libraries
Library Hours:

The library's regular hours are:

- **Monday** – **Thursday** 7:30 a.m. – 2:00 a.m.
- **Friday** 7:30 a.m. – 8:00 p.m.
- **Saturday** 12:00 noon – 8:00 p.m.
- **Sunday** 12:00 noon – 2:00 a.m.

See the library's website for special hours during finals, breaks, summer, and holidays.

[http://libraries.towson.edu/hours/](http://libraries.towson.edu/hours/)

Graduate Reading Room

The library has a dedicated space for graduate students to study on the 2nd floor of the library. Bring your OneCard for access.

Albert S. Cook Library Website:

The Cook Library website is located at:

[http://www.libraries.towson.edu](http://www.libraries.towson.edu)

Our website provides access to a variety of research materials, tools, guides, and live librarian help 24 hours a day; 7 days a week (through Ask a Librarian). Whether you’re on or off campus, we’re available to answer your questions.

Borrowing:

Your OneCard is your library card and can be used to check out books and other materials. Graduate students can borrow most material for 56 days and can renew material up to 3 additional times. There is no limit to the number of items graduate students can borrow.
Printing and Copying:

Print stations and photocopiers are located throughout the library and around campus. You can use OneCard retail points or a credit card to purchase prints and copies. Prices are:

<table>
<thead>
<tr>
<th></th>
<th>Single Sided</th>
<th>Double-Sided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grayscale</td>
<td>10¢</td>
<td>18¢</td>
</tr>
<tr>
<td>Color (prints only)</td>
<td>58¢</td>
<td>$1.07</td>
</tr>
</tbody>
</table>

For more information on printing see: http://www.towson.edu/technology/studentservices/printing/

Larger or more complicated print jobs may be taken to Copies Plus in the Cook Library lobby. Visit them in person or search the Towson University website (enter “Copies Plus” into the search bar on the home page and then hit enter) for more details and information about their services.

Lockers:

Need a place to stash your stuff for a few hours? Cook Library has free day lockers on the 2nd floor of the library.

Food and Drink:

Has all of your searching and studying left you tired and hungry? Cook Library has vending machines on the second floor and a Starbucks located near the main entrance of the library offers snacks and beverages.
Graduate Student Guide:

Feeling lost while using the library’s website? We designed the Cook Grad Guide to answer many of your library questions and to help you find resources.

The direct address for the Cook Grad Guide is:

http://towson.libguides.com/cookgradguide

Research Databases:

Scholarly journal articles, e-books, and primary resources are found in many different Research Databases. You can access our databases through the Cook Grad Guide or through Cook Library’s homepage (http://libraries.towson.edu). Look for the A to Z Databases image (see above) or choose “Databases” from the “Research” tab.

Help Guides:

The library’s Help Guides cover a variety of topics related to using library resources. Guides are available as PDFs or streaming videos. You can find Help Guides if you look for the Help Guides image on the library’s homepage (http://libraries.towson.edu). You can also access them by choosing “Help Guides” from the Research tab.
Course and Subject Guides:

Still don’t know where to start with your research?

Subject and Course Guides will help you locate resources based on a specific research subject and provide course-specific materials. You can access them through the Cook Grad Guide (http://towson.libguides.com/cookgradguide) or on the library’s homepage (http://libraries.towson.edu).

Look for the Research Guides icon when you visit the homepage or select “Research Guides” from the Research tab.

Course Guides are designed by liaison librarians for your professors. You can find a complete list of the currently-offered Course Guides by choosing “Research Guides” from the Research tab.
Print Books:

In addition to the library's large collection of Research Databases and electronically published books, the library has four floors of print books. As of September 2011, Cook Library held 667,877 volumes; scholars borrowed more than 7,000 items from other institutions. Finding material in our catalog is easy if you follow a few guidelines.

There are several ways to search our book collection; one popular way involves using Cook OneSearch. You can access Cook OneSearch on the library's homepage (http://libraries.towson.edu). Look for the Cook OneSearch icon.

Cook OneSearch allows you to search the Towson University collection as well as the collections of libraries in the University of Maryland (USMAI) system.

Books that are available at Cook Library are located on four of the five floors of the library. Simply look for the first letter of the call number (for example, PR9387.9.A3 T5 1994 is on the 4th Floor) to locate the book in one of these areas:

<table>
<thead>
<tr>
<th>Category</th>
<th>Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacks and Bound Journals A–M</td>
<td>5th</td>
</tr>
<tr>
<td>Archives and Special Collections</td>
<td>5th</td>
</tr>
<tr>
<td>Juvenile Books</td>
<td>4th</td>
</tr>
<tr>
<td>Stacks and Bound Journals N–Z</td>
<td>4th</td>
</tr>
<tr>
<td>Reference</td>
<td>3rd</td>
</tr>
<tr>
<td>Leisure Reading</td>
<td>2nd</td>
</tr>
<tr>
<td>Baltimore Hebrew Institute Judaic Collection</td>
<td>2nd</td>
</tr>
<tr>
<td>Current Periodicals</td>
<td>2nd</td>
</tr>
<tr>
<td>Microforms</td>
<td>2nd</td>
</tr>
</tbody>
</table>
All of Cook Library’s collections use the Library of Congress classification system, except for the books classified under the Dewey Decimal system in the Juvenile collection.

Maps of the library are posted on each floor near the front elevators in our lobbies.

Books located at a USMAI system library can be ordered and delivered to Cook Library for pick-up via the Request button in Cook OneSearch.

Books available from libraries outside of the USMAI system can be ordered through Interlibrary Loan via the Request Item Through Interlibrary Loan button.

Multimedia:

The library maintains a collection of over 10,000 videos, films, and audio recordings that can be used in the library. These multimedia items can be located using Cook OneSearch or the library’s catalog. To view or listen to a multimedia item, visit the library’s circulation desk on the library’s main (third) floor. All multimedia items are for use in the library only.
Interlibrary Loan and Document Delivery:

The Interlibrary Loan (ILL) department is here to help Towson graduate students secure critical materials owned by libraries outside of Cook Library and the University of Maryland System (USMAI). For details about ILL services, please visit our department webpage:

http://libraries.towson.edu/gradILL.cfm

Additionally, there are a few services ILL provides specifically for our graduate students:

Document Delivery:
If there's an article or chapter that Cook Library owns in print, you can submit an interlibrary loan request using ILLiad, and we'll scan that document and deliver it directly to you through ILLiad.

Research Consultations:
If you are working on your dissertation, thesis, or capstone, and you anticipate needing to use interlibrary loan more extensively, we offer one-on-one consultations.

We can help you locate unique materials and secure longer check-out periods. To make an appointment, contact Interlibrary Loan at 410-704-2462.

Off-Campus Delivery Service:
If your academic-year residence is over 15 miles from the Towson campus, we will deliver physical materials to your home address. You can find more details about distance learning delivery here:

http://libraries.towson.edu/who/distancelearning/
Research and Instruction Librarians:

One of the greatest resources at Cook Library includes the librarians and staff that work at the library. We’re available to chat in person, online, by telephone, through e-mail, via IM, or on your mobile phone. We also have a presence on Facebook and Twitter.

This Grad Guide includes a detailed list of liaison librarians organized by doctorate, master’s, and certificate program.

We’re here to help you, so stop by or drop us a line to introduce yourself. There are several ways to get in touch with a librarian when you need help:

Stop by the research help desk or call us when the desk is open:

Monday – Thursday 8:00 a.m. – 10:00 p.m.
Friday 8:00 a.m. – 8:00 p.m.
Saturday 12:00 noon – 8:00 p.m.
Sunday 2:00 p.m. – 10:00 p.m.

See the library’s website (http://libraries.towson.edu/librarian-help) for reference desk hours during finals, breaks, and holidays.

Instant message (IM) with us. We’re tucookchat on AIM, Google, Yahoo, or MSN messengers. You can also find a chat box on the library’s homepage when you click on the Ask a Librarian button.

Text Us at 410-774–1398.
Citations:

Now that you’ve successfully initiated your research using Cook Library’s resources, it’s time to learn about a few tips and tricks that will help you organize the things you’ve found.

Each college or department (sometimes each professor) favors a different citation style. The American Psychological Association (APA) is used by many science-based disciplines; humanities areas use MLA (Modern Language Association) or Chicago Style.

Other citation styles include: Turabian, Harvard Style, American Chemical Society (ACS), AMA (American Medical Association), Columbia Style, and Bluebook (Law). You may be asked to use one or more of these styles in classes or when submitting an article for publication.

Citations also help you fulfill your commitment to academic integrity. Towson University’s student academic integrity policy may be found at this website:

http://www.towson.edu/studentaffairs/policies/

Avoiding plagiarism and creating organized research are not the only reasons to use citation styles. The main reason that different societies have developed guidelines is to assure scholars that they will be able to find the same material in the future.

Citations include the essential data that you will use to find articles related to your own and others’ research.

Luckily for you, Cook Library offers many style guides that will help you navigate these citation styles. Librarians are well-versed in many different styles and will be able to help you find sources online or in print to aid your organization efforts.
Citation Management Tools:

It is useful to keep track of items you use for research. In addition to handwritten or typed lists of sources, you can use several electronic citation management tools to record information about books, articles, and websites.

Zotero (zotero.org) and Mendeley (mendeley.com) have developed free bibliographic management software that works with your Internet browser and allows you to share information with others on the web. You can find more information about these resources by visiting their websites. Other services such as Refworks (refworks.com) and Endnote (endnote.com) are other options available for a fee.

No citation management tool is perfect, so it’s a good idea to check your references against a published work. Citation style guides are available at the reference desk at Cook Library and on Cook Library’s homepage.
Doctoral Programs:

Audiology—Au.D.
Sarah Crest 4-4725 screst@towson.edu

Information Technology—D.Sc.
Bill Helman 4-5748 whelman@towson.edu

Instructional Technology—Ed.D
Alyse Minter 4-5169 aminter@towson.edu
Claire Holmes 4-3795 cholmes@towson.edu

Occupational Science—Sc.D.
Sarah Crest 4-4725 screst@towson.edu
Master’s Programs:

Accounting and Business Advisory Services—M.S.
  Shana Gass  4-2395  sgass@towson.edu

Art Education—M.Ed.
  Sarah Gilchrist  4-5326  sgilchrist@towson.edu

Art History—M.A.
  Sarah Gilchrist  4-5326  sgilchrist@towson.edu

Art, Studio—M.F.A.
  Sarah Gilchrist  4-5326  sgilchrist@towson.edu

Biology—M.S.
  Laksamee Putnam  4-3746  lputnam@towson.edu

Child Life, Administration and Family Collaboration—M.S.
  Lisa Sweeney  4-5325  ssweeney@towson.edu

Communications Management—M.S.
  Joyce Garczynski  4-5168  jgarczynski@towson.edu

Computer Science—M.S.
  Bill Helman  4-5748  whelman@towson.edu

Education, Early Childhood—M.Ed.
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu

Education, Elementary—M.Ed.
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu

Education, Secondary—M.Ed.
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu

Education, Special—M.Ed.
  Claire Holmes  4-3795  cholmes@towson.edu

Educational Leadership—M.S.
  Alyse Minter  4-5169  aminter@towson.edu

Environmental Science—M.S.
  Laksamee Putnam  4-3746  lputnam@towson.edu
Master's Programs:

Forensic Science—M.S.
  Laksamee Putnam  4-3746  lputnam@towson.edu

Geography and Environmental Planning—M.A.
  Carl Olson  4-3267  colson@towson.edu

Gerontology, Applied—M.S.
  Sarah Crest  4-4725  screst@towson.edu

Health Science—M.S.
  Sarah Crest  4-4725  screst@towson.edu

Homeland Security Management, Integrated—M.S.
  Sarah Crest  4-4725  screst@towson.edu

Human Resource Development—M.S.
  Shana Gass  4-2395  sgass@towson.edu

Humanities—M.A.
  Carl Olson  4-3267  colson@towson.edu

Information Technology, Applied—M.S.
  Bill Helman  4-5748  whelman@towson.edu

Instructional Technology—M.S.
  Alyse Minter  4-5169  aminter@towson.edu

Jewish Communal Service—M.A.
  Mary Gilbert  4-4926  mgilbert@towson.edu
  Elaine Mael  4-2400  emael@towson.edu

Jewish Education—M.A.
  Elaine Mael  4-2400  emael@towson.edu
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu
  Mary Gilbert  4-4926  mgilbert@towson.edu

Jewish Studies—M.A.
  Mary Gilbert  4-4926  mgilbert@towson.edu
  Elaine Mael  4-2400  emael@towson.edu
  Carl Olson  4-3267  colson@towson.edu
Kinesiology—M.S.
  Lisa Sweeney  4-5325  ssweeney@towson.edu

Master of Arts in Interdisciplinary Arts Infusion—MAIAI
  Lisa Woznicki  4-2498  lwoznicki@towson.edu
  Sarah Gilchrist  4-5326  sgilchrist@towson.edu

Master of Business Administration—M.B.A.
  Shana Gass  4-2395  sgass@towson.edu

Mathematics, Applied and Industrial—M.S.
  Bill Helman  4-5748  whelman@towson.edu

Mathematics Education—M.S.
  Bill Helman  4-5748  whelman@towson.edu
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu

Music Education—M.S.
  Lisa Woznicki  4-2498  lwoznicki@towson.edu
  Miriam DesHarnais  4-4432  mdesharnais@towson.edu

Music Performance/Composition—M.M.
  Lisa Woznicki  4-2498  lwoznicki@towson.edu

Nursing—M.S.
  Carissa Tomlinson  4-3359  ctomlinson@towson.edu

Nursing Associate to Master’s Degree—M.S.
  Carissa Tomlinson  4-3359  ctomlinson@towson.edu

Occupational Therapy—M.S.
  Sarah Crest  4-4725  screst@towson.edu

Occupational Therapy to Occupational Science—M.S. to Sc.D.
  Sarah Crest  4-4725  screst@towson.edu

Physician Assistant—M.S.
  Sarah Crest  4-4725  screst@towson.edu

Physics, Applied—M.S.
  Carl Olson  4-3267  colson@towson.edu
Master’s Programs:

Professional Writing—M.S.
  Rick Davis 4-2686 rkDavis@towson.edu

Psychology—M.A.
  Kimberly Miller 4-6324 kimberlymiller@towson.edu

Reading—M.Ed.
  Alyse Minter 4-5169 aminter@towson.edu

Science Education—M.S.
  Laksamee Putnam 4-3746 lputnam@towson.edu
  Miriam DesHarnais 4-4432 mdesharnais@towson.edu

Secondary Education—M.Ed.
  Miriam DesHarnais 4-4432 mdesharnais@towson.edu

Social Sciences—M.S.
  Sara Arnold-Garza 4-3963 samoldgarza@towson.edu
  Lisa Sweeney 4-5325 ssweeney@towson.edu

Special Education—M.Ed.
  Claire Holmes 4-3795 cholmes@towson.edu

Speech-Language Pathology—M.S.
  Sarah Crest 4-4725 screst@towson.edu

Supply Chain Management—M.S.
  Shana Gass 4-2395 sgass@towson.edu

Teaching—M.A.T.
  Alyse Minter 4-5169 aminter@towson.edu
  Miriam DesHarnais 4-4432 mdesharnais@towson.edu

Theatre—M.F.A.
  Lisa Woznicki 4-2498 lwoznicki@towson.edu

Women’s and Gender Studies—M.S.
  Julia Caffrey 4-4895 jcaffrey@towson.edu
### Certificate Programs:

**Action Research for School Improvement**
- Alyse Minter  4-5169  aminter@towson.edu
- Claire Holmes  4-3795  cholmes@towson.edu

**Administrator I, Education**
- Alyse Minter  4-5169  aminter@towson.edu
- Claire Holmes  4-3795  cholmes@towson.edu

**Arts Integration Institute**
- Lisa Woznicki  4-2498  lwoznicki@towson.edu
- Sarah Gilchrist  4-5326  sgilchrist@towson.edu

**Autism Studies**
- Sarah Crest  4-4725  screst@towson.edu

**Clinician-Administrator Transition**
- Sarah Crest  4-4725  screst@towson.edu

**Database Management**
- Bill Helman  4-5748  whelman@towson.edu

**Education, Early Childhood**
- Miriam DesHarnais  4-4432  mdesharnais@towson.edu

**Environmental Science**
- Laksamee Putnam  4-3746  lputnam@towson.edu

**Family-Professional Collaboration**
- Lisa Sweeney  4-5325  ssweeney@towson.edu

**Gerontology, Applied**
- Sarah Crest  4-4725  screst@towson.edu

**Information Security and Assurance**
- Bill Helman  4-5748  whelman@towson.edu

**Information Systems Management**
- Bill Helman  4-5748  whelman@towson.edu

**Interactive Media Design**
- Sarah Gilchrist  4-5326  sgilchrist@towson.edu
Certificate Programs:

**Internet Application Development**
- Bill Helman 4-5748whelman@towson.edu

**Jewish Communal Service**
- Mary Gilbert 4-4926mgilbert@towson.edu
- Elaine Mael 4-2400emael@towson.edu

**Jewish Education**
- Elaine Mael 4-2400emael@towson.edu
- Miriam DesHarnais 4-4432mdesharnais@towson.edu
- Mary Gilbert 4-4926mgilbert@towson.edu

**Management Leadership and Development**
- Shana Gass 4-2395sgass@towson.edu

**Music Education Certificate of Music**
- Lisa Woznicki 4-2498lwoznicki@towson.edu

**Networking Technologies**
- Bill Helman 4-5748whelman@towson.edu

**Nursing Education**
- Carissa Tomlinson 4-3359ctomlinson@towson.edu

**Organizational Change**
- Alyse Minter 4-5169aminter@towson.edu

**Project, Program and Portfolio Management**
- Shana Gass 4-2395sgass@towson.edu

**Psychology, Counseling**
- Kimberly Miller 4-6324kimberlymiller@towson.edu

**Psychology, School**
- Kimberly Miller 4-6324kimberlymiller@towson.edu

**Reading**
- Alyse Minter 4-5169aminter@towson.edu

**Security Assessment and Management**
- Bill Helman 4-5748whelman@towson.edu
Software Engineering
  Bill Helman  4-5748  whelman@towson.edu
Supply Chain Management
  Shana Gass  4-2395  sgass@towson.edu
Women’s and Gender Studies
  Julia Caffrey  4-4895  jcaffrey@towson.edu