

Special Workbook Instructions for Distance Education students

The Library Research Workbook link is <http://library.cuesta.edu/201aworkbook.pdf>. If you wish, you may purchase the Library Research Workbook from the Cuesta Bookstore.

Accessing Library resources from remote locations is easy. From either the [Library home page](#) or the [myCuesta portal](#), you will use your myCuesta login. You will only need to log in once per session to access all the Library resources remotely.

Once you have accessed your myCuesta page, choose the **Resources** tab to get to the Library channel.

There are some small differences between the way topics are arranged on the Library home page and in myCuesta.

- All databases used in the workbook can be accessed from the Library home page under **Find an Article**.
- From the myCuesta library channel you can enter each database by looking under **Find an Article: Databases**.
- If you are in myCuesta you can enter *NetLibrary* directly by choosing it.

Your instructor will tell you how to handle the **Reference Books** section that is done in the Library.

Please note that you will be posting the answers to your workbook questions online. See the cover page of the PDF version you are using for further instructions on accessing the test.

From the library home page or myCuesta, open the drop-down box that says **English 201A Workbook** to access the **Updates and Corrections** page that has the link to the online test and other useful links to help with the workbook.

Because the Library Workbook covers many online databases and Internet resources, the information online changes and we need to update the print version continually. The current updates are at <http://library.cuesta.edu/workbook/index.htm>. (In myCuesta, click on the **Resources** tab, then on the left-hand side go to the “English 201A Workbook” drop-down box. Choose “Workbook Updates”). Check there before starting the workbook.

While you need to do the entire workbook, only questions on pages 12-16 require that you go to a physical library. (Only the Cuesta San Luis and North County libraries will have all the print resources you need in San Luis Obispo County. The public library and Cal Poly will not work.) If you live outside of San Luis Obispo County, talk to a librarian to determine which library near you will work for this assignment.

Cuesta Library hours are as follows:

San Luis campus library M-Th 8 AM-8 PM Fri 8 AM-4 PM Sat 2 PM-6 PM

North County campus library M-Th 8:30 AM-7:30 PM Fri 8:30 AM-3 PM

All the rest of the workbook can be done online. Online databases are accessed through the Resources tab of myCuesta. Make sure your pop-up blocker is turned off for myCuesta. If you still can't get through even after turning off your pop-up blocker, try holding down your control key when you click. Sometimes you have more than one pop-up blocker installed, and you don't even know it. You can also call the library for help at 805-591-6211 (North County) or 805-546-3157 (San Luis Obispo), or email Tina Lau through Blackboard (tlau).

Here are some common problems that students have encountered when doing the workbook:

Page 14 *Statistical Abstract of the United States*: This is one of the few books where the index at the back of the book is referring to the table number, not the page number. It's actually a wonderful resource for all sorts of statistics.

Page 15 *Short Story Criticism*: The call number is in the PN 3000s, not the PN 30s or 300s. There are over one hundred volumes, so they're hard to miss.

Page 20 *PHL* or *Periodical Holdings List*: This is online, not a print resource. You will be looking in it for the name of the magazine or journal that you found in question 13.

If you live outside of San Luis Obispo County, check <http://www.worldcat.org>. Search for the location of the five titles (listed in your LRW, page before page 1, reference books with call numbers except for the *Readers' Guide to Periodical Literature*). You can refine your search by your location for the libraries nearest you.

Tina Lau, North County Librarian
Laurie Allen, SLO campus Reference Librarian

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