

THE UNIVERSITY LIBRARIES

**OFFICIAL TERP**

# GET IT DONE GUIDE

**TO GREAT GRADES**

and other helpful stuff to know



Welcome, Terps!

We don't know what this fall semester will look like, but there is one thing we know for sure: the Libraries will be here to help you get your work done—*faster, easier, and better*—no matter what.

Visit [go.umd.edu/libupdates](http://go.umd.edu/libupdates) for the most up-to-date information regarding access to in-person library programs and services and the many ways we can support you online.

**We can't wait to meet you.**

## Contact us

### McKELDIN LIBRARY

(301) 405-9046 [lib.umd.edu](http://lib.umd.edu)

The main library on campus contains the university's general collections in humanities and social sciences, plus government documents, equipment loan, and more.

### ARCHITECTURE LIBRARY

(301) 405-6317 [lib.umd.edu/architecture](http://lib.umd.edu/architecture)

### ART LIBRARY

(301) 405-9061 [lib.umd.edu/art](http://lib.umd.edu/art)

### HORNBAKE LIBRARY (Special Collections)

(301) 405-9212 [lib.umd.edu/special](http://lib.umd.edu/special)

### MICHELLE SMITH PERFORMING ARTS LIBRARY

(301) 405-9217 [lib.umd.edu/mspal](http://lib.umd.edu/mspal)

### PRIDDY LIBRARY at Shady Grove

(301) 738-6020 [shadygrove.umd.edu/library](http://shadygrove.umd.edu/library)

### SEVERN LIBRARY

(301) 405-9062 [lib.umd.edu/severn](http://lib.umd.edu/severn)

### STEM LIBRARY

(301) 405-9157 [lib.umd.edu/stem](http://lib.umd.edu/stem)

See map page 60 for locations. Hours vary, see [lib.umd.edu/hours](http://lib.umd.edu/hours).

Faster.  
Easier.  
Better.

Who could ask for more?

**When you're busy**

and have lots going on, sometimes you just want to crank it out and get it done. You want good grades with as little stress as possible.

**We're here to help.**

By using resources and services provided by the University Libraries, you can accomplish your work **faster, easier, and better**.



UNIVERSITY  
LIBRARIES  
[www.lib.umd.edu](http://www.lib.umd.edu)

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## GET IT DONE

- faster
- easier
- better

# Get started on a project.

It won't happen by itself, and the only way out is through.

- Understand the assignment.** If you have any questions, now's the time to ask your instructor. Resolve lingering issues so you are free to think about the project itself.
- Decide on your topic.** If your topic is unfocused, you will have trouble researching it. Use the Goldilocks approach: Not too broad, not too narrow, but just right.
- Plan your work.** Set some deadlines and stick to them. You're busy, so you've got to remain flexible, but having a plan of attack can make a big difference.

## HOW WE CAN HELP

**Do some background research** before you finalize the topic. Effort at the beginning of the process can save scrambling later. A librarian can always help you with keyword searching or identify good places to start, such as with databases — collections of online articles, abstracts, or citations.

**A librarian can also help you** narrow your topic. If it's broad, yes, you'll find lots of information, but you'll also have a harder time drawing conclusions or writing the paper.

**A database** like Gale Virtual Reference Library or SAGE Reference Collection, has hundreds of topic pages — one of them is a good starting point. Academic Search Ultimate, another multidisciplinary database, will also help.

**Did you know** you can borrow laptops and chargers? Do you wonder how to find the best study spots? UMD undergrads share their favorite library tips in a four-minute video. Watch at: [go.umd.edu/librarywelcome](http://go.umd.edu/librarywelcome)

# Google smarter.

Search engines like Google or Yahoo are a great place to start. But if you want information about "democracy" do you really need 131,000,000 results?

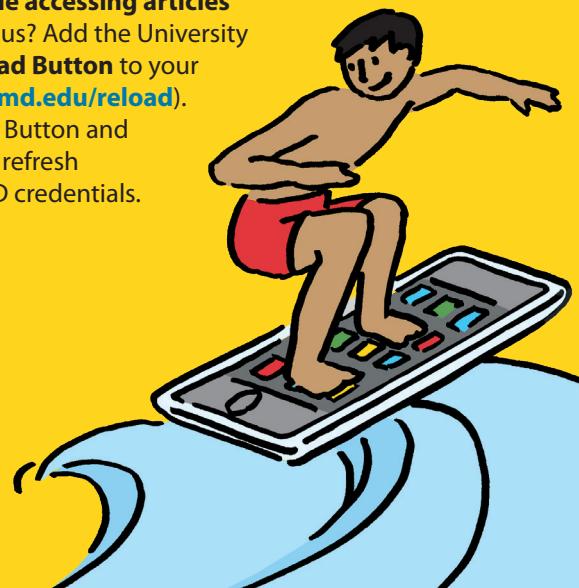
- Use Google's Advanced Search.** Limit your search by domain (for example, .edu, .org, .gov, or .com). You can also search by region, format, or date (how recent the page is).
- Specify search results** from a given website. **architecture site: umd.edu** searches for "architecture" only on the University of Maryland website.
- Put quotation marks** around words you don't want separated, which works especially well with proper nouns, as with "Jim Henson."

## HOW WE CAN HELP

**Ask a librarian for tips any time.** Librarians look for information all day, and they're good at it.

**When Google Scholar links** to full-text articles through the University of Maryland, you have free access to them because you're a student. We've subscribed to many of the journals using your fees. **Never pay for an article.** If we don't have it, we'll help you get it.

**Having trouble accessing articles** from off-campus? Add the University Libraries' **Reload Button** to your browser ([go.umd.edu/reload](http://go.umd.edu/reload)). Hit the Reload Button and the article will refresh with your UMD credentials.



## Find quality information.

The information you discover will inform your thinking. Faulty information can only lead to trouble.

- If you start with **Wikipedia**, don't stop there. See what sources it cites and dig deeper; use it to help you identify keywords for searching databases or library catalogs.
- Find **online guides** to general and subject-specific information, guides for courses, research assistance and more provided by librarians. Go to: [lib.umd.edu/guides](http://lib.umd.edu/guides).
- Search **databases** (collections of online articles, abstracts, or citations). Learn more about databases on page 10.

## HOW WE CAN HELP

With funds provided by your tuition and fees, the University Libraries pay licensing fees for online databases much the way that you might pay for a magazine subscription. Use the **Database Finder** at [lib.umd.edu/dbfinder](http://lib.umd.edu/dbfinder) to find and sort relevant databases by type or topic. You still have to evaluate the information they provide within the context of your assignment.

Use **scanners**, located in all libraries, to scan journal articles. Save an article as a PDF file and e-mail it to yourself or save it to the cloud (see page 28).



## Refine your database research.

Databases are online collections of citations or full-text articles that are searchable. They've been organized for you. The Internet, on the other hand, is like a giant library with all the books thrown on the floor.

- Use a thesaurus** if the search terms you use don't work.
- Use \* at the stem of a word:** Swim\* searches for swim, swimming, swims.
- Use operators such as AND and OR.** Using AND narrows a search and retrieves results with both words. Using OR broadens the search and produces results that contain either of the words.

## HOW WE CAN HELP

**Look for databases by subject.** Because we support every major on campus, librarians have organized resources to suit your needs as a researcher in that field.

**By signing into databases** published by EBSCO (provided by the University Libraries) you can create a profile to save articles and searches. What's more, you can search multiple databases at once. (Try Academic Search Ultimate.) Use the "Databases" tab on the search box at [lib.umd.edu](http://lib.umd.edu).

...Whether 'tis nobler  
in the mind to suffer  
the assignment all by myself.  
Or to consult a subject guide  
right from the start...



## Consult the experts.

When in doubt, go straight to the source.

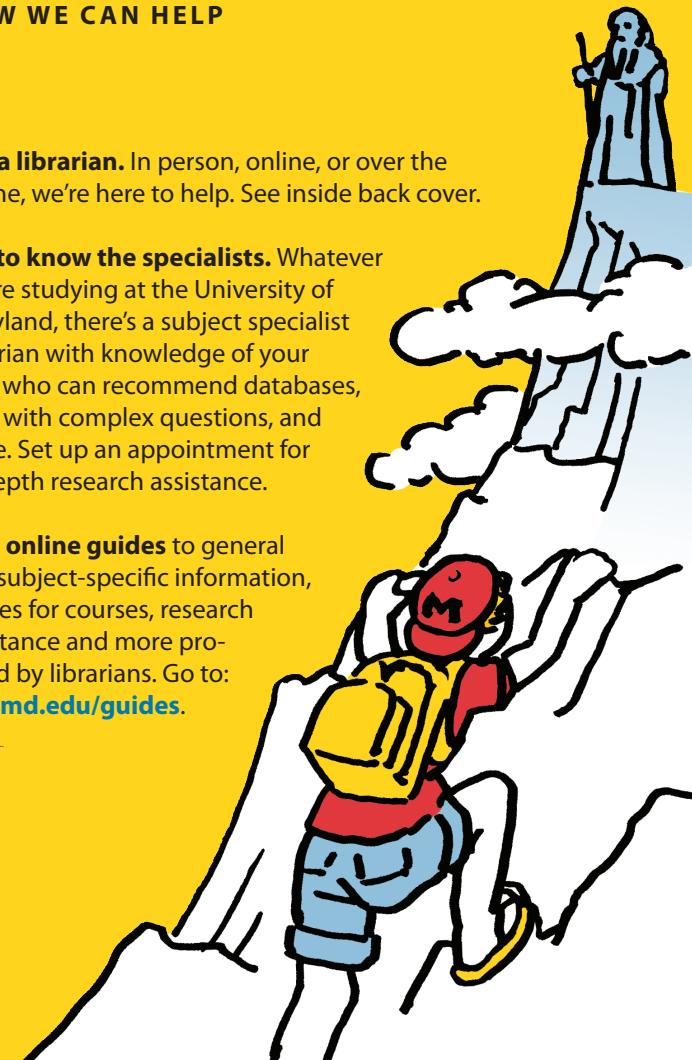
- Check credentials.** When writing a research paper, your argument is only as strong as your evidence. Bolster your own credibility by citing the most qualified experts in the field.
- Talk to your instructor.** Your professors are some of the best resources you have. Use them. If you have questions about an assignment, drop by during their office hours or make an appointment to get questions answered in person.
- Become the expert.** The DC area offers unparalleled opportunities for primary research. Conduct an interview, investigate an archive, see the inner workings of government, or find what you're looking for in a museum or even on campus in one of the special collections of the University Libraries.

## HOW WE CAN HELP

**Ask a librarian.** In person, online, or over the phone, we're here to help. See inside back cover.

**Get to know the specialists.** Whatever you're studying at the University of Maryland, there's a subject specialist librarian with knowledge of your field who can recommend databases, help with complex questions, and more. Set up an appointment for in-depth research assistance.

**Find online guides** to general and subject-specific information, guides for courses, research assistance and more provided by librarians. Go to: [lib.umd.edu/guides](http://lib.umd.edu/guides).



## Know your source.

Knowing how to find and evaluate information quickly will set you apart and help you succeed.

- Understand the difference** between primary and secondary sources and between popular and scholarly. Your professors will expect you to know and may require that you use specific types of sources to write your paper.
- Evaluate the information.** Identify the publication date to determine if the information is current. Is the author qualified? If your source is a web page, is the content subjective or biased? Remember: your arguments are only as good as your information.

## HOW WE CAN HELP

A good starting point for secondary sources is the **Database Finder**. Filter by topic or source type (news-papers, biographies, etc.) to find databases that fit your needs. Each database is different, so make sure that you read the description. Search the Database Finder at [lib.umd.edu/dbfinder](http://lib.umd.edu/dbfinder).

SUBJECT	PRIMARY	SECONDARY
Art	Painting by Manet	Article critiquing art piece
Chemistry and Life Sciences	Einstein's diary	Book on Einstein's life
Engineering and Physical Sciences	Patent	National Technical Information Services database
Humanities	Letters by Dr. Martin Luther King, Jr.	Biography of King
Social Sciences	Notes taken by clinical psychologist	Magazine article about the psychological condition
Performing Arts	"Fantastic Beasts and Where to Find Them" movie	Movie review

# Special Collections and University Archives

[lib.umd.edu/special](http://lib.umd.edu/special)

## HORNBAKE LIBRARY

### University Archives

Official records, publications, photographs and materials documenting the history of the University of Maryland, and personal papers of distinguished faculty members

### State of Maryland

All things Maryland, including 1.5 million photographs in the *Baltimore News American* photo archive

### Mass Media and Culture

One of the country's top collections documenting the history of American broadcasting, includes the Library of American Broadcasting and National Public Broadcasting Archives

### Literature and Culture

Includes specialized book collections and literary manuscripts documenting the lives and work of literary figures

### Gordon W. Prange Collection

The most comprehensive collection in the world of print publications issued in Japan during the immediate post-World War II years, 1945-1949

## U.S. Social and Economic Movements

Includes collections relating to labor history, women's history, childhood education, and historic preservation

## MCKELDIN LIBRARY

### East Asia Collection

Includes over 90,000 books, reference materials, and periodicals written in Chinese, Japanese, and Korean

### Government Documents and Maps

Federal government documents and a collection of over 350,000 maps and map-related items

### Microform Collections

Over one hundred microform collections provide access to a global variety of primary source material

## MICHELLE SMITH PERFORMING ARTS LIBRARY

### Special Collections in the Performing Arts

Music, theater, and dance collections, including recordings relating to performance, education, and scholarship

### International Piano Archives at Maryland

One of the most extensive concentrations of classical piano recordings, scores, and related materials

## Find a book.

Believe it or not, not everything's available online.

- ❑ **Need books?** We've got them by the millions. The easiest way to find books the library owns is to search our online catalog. We use Library of Congress call numbers, which means items will probably be organized differently than they were in your high school or public library.
- ❑ **Browsing the shelves** is a great way to find inspiration. Books are organized by subject, so if you can find one, other relevant materials are likely to be shelved nearby (e.g., soil conservation, Spanish American literature).
- ❑ **Preview titles online** using services like HathiTrust and Google Books so you know if it's worth your time to get the book. Find **HathiTrust** among the databases at [lib.umd.edu](http://lib.umd.edu).

## HOW WE CAN HELP

**Search the online catalog** by keyword, author, or title. Limit your search to the College Park campus to find things here, or request items from our partner libraries and we'll have them delivered to the branch library of your choice.

**Log on to your library account** to see what you've checked out and when it's due. It's also the place to renew materials online. Keep track of your catalog searches by saving them to your account.

**If we don't have it, we'll get it.** If you need a book the library doesn't own, try requesting via interlibrary loan, which provides access to libraries around the U.S. and the world.

**We have thousands of electronic books.** Check out the guide for e-books at [lib.umd.edu](http://lib.umd.edu). Borrow a reader in the TLC at McKeldin Library.

## Navigate the libraries.

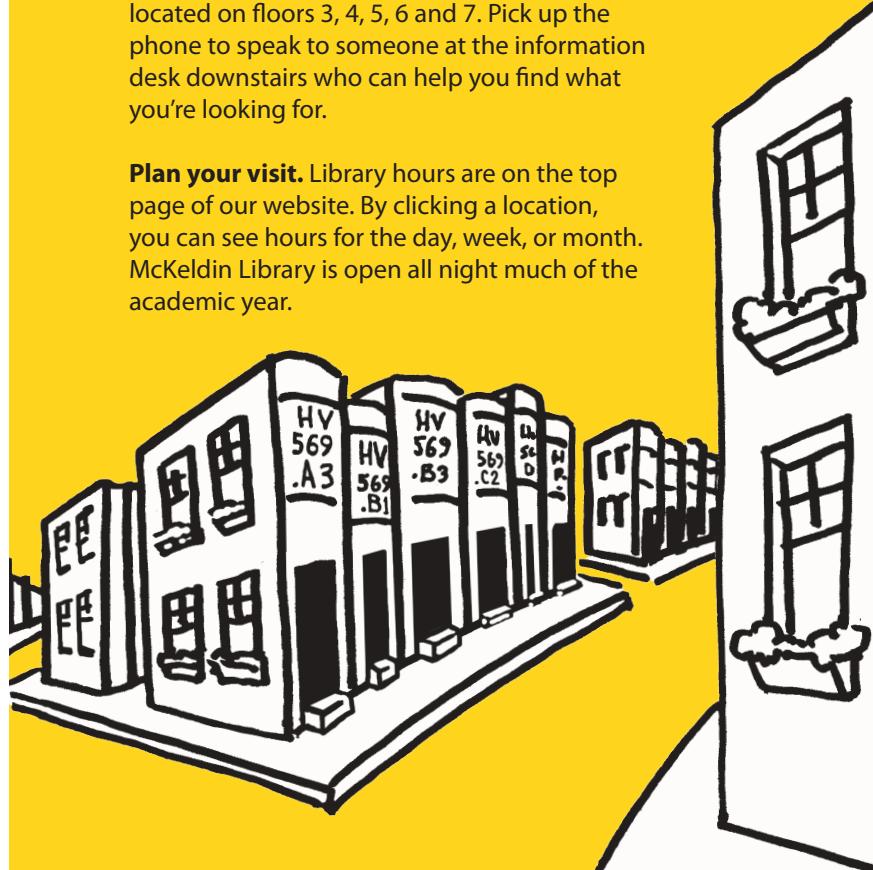
Libraries can be confusing, and a library as big and sprawling as McKeldin is especially challenging. But there is an order to things. Hey, we're librarians, after all.

- ❑ **A call number** is the address where a book lives when it is in the library. If you take an item off the shelf, please don't try to put it back yourself. Put it in the **reshelving area** and a librarian will put it back at the right address where the next user can find it.
- ❑ **"Stacks"** are what we call shelves of books. A book in the stacks is really just in the library.
- ❑ **Look for floor maps** and directories that show you what is located on each floor.
- ❑ **Distinguish between** books, periodicals, and folios (large or oversize materials). In some libraries, especially McKeldin Library, these formats are shelved separately.

## HOW WE CAN HELP

**Assistance phones** in McKeldin Library are located on floors 3, 4, 5, 6 and 7. Pick up the phone to speak to someone at the information desk downstairs who can help you find what you're looking for.

**Plan your visit.** Library hours are on the top page of our website. By clicking a location, you can see hours for the day, week, or month. McKeldin Library is open all night much of the academic year.



## Write a paper.

You've heard of writer's block, right? Even the most accomplished writers sometimes struggle getting started. Try this:

- Find a space** free of distractions where you can maximize your time and be productive.
- Organize your thoughts.** Review your research and decide what you want to say. You don't need a full-blown outline, but it will help to identify the overall direction.
- Don't stress.** Pretend you're writing an email to a friend, not writing a paper for a grade. Once you begin, you're on your way. You can edit and clarify after your initial brain dump.
- Be clear.** Long sentences and big words won't make you sound smart if they interfere with the meaning. Just write the way you'd say it. (Try this. It really works.) Read your paper out loud. You may have to polish it a bit to make sure it doesn't sound too conversational.

## HOW WE CAN HELP

**Consultants from the Writing Center,** run by the Department of English, can assist you at all stages of the writing process. The main office is located in Tawes Hall, but there's also an office on the 4th floor of McKeldin Library (certain evenings only, first-come, first-served).

**Borrow a laptop** from McKeldin Library's TLC Tech Desk and take it to a quiet space — whether it's your room, a quiet floor of a library, or under a tree on the mall.

**Branch libraries offer great spaces.** The Michelle Smith Performing Arts Library, for example, is one of the nicest and most light-filled libraries on campus.



## Get started on a paper that's due tomorrow.

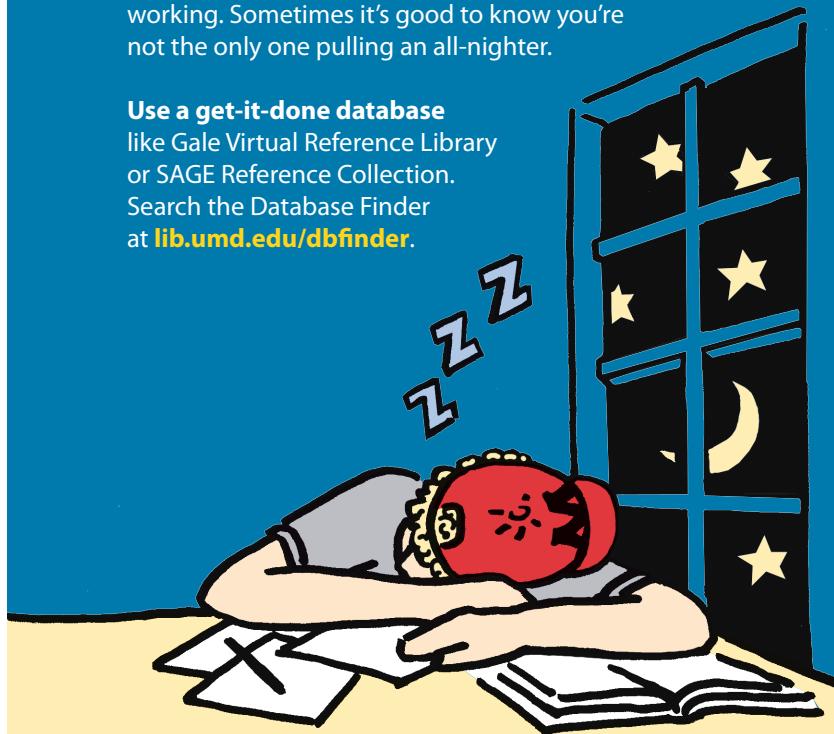
Deadlines are a part of life. Don't worry. Some people even work better under stress.

- Don't panic.** Seriously, it doesn't help.
- Economize, but don't skip any steps.** Even though you don't have a lot of time, it's still essential to organize your thoughts and gather your sources before diving in.
- Reward yourself.** Tell yourself for every hour you spend on the paper, you can spend 10 minutes relaxing or exercising. (Check out rec equipment in McKeldin, second floor.)
- Ask for help.** Don't be embarrassed. We're not bothered by your late start; we just want to help.

## HOW WE CAN HELP

The Terrapin Learning Commons is open all night on most days during the academic year. Working at the library will free you from distractions of roommates or Netflix, and you'll be surrounded by others who are also working. Sometimes it's good to know you're not the only one pulling an all-nighter.

**Use a get-it-done database**  
like Gale Virtual Reference Library or SAGE Reference Collection.  
Search the Database Finder at [lib.umd.edu/dbfinder](http://lib.umd.edu/dbfinder).



## Cite your sources.

Acknowledging that you have used other people's words and ideas in your papers increases your own credibility by showing that you know what you're talking about. Give credit where credit is due.

- ❑ **Know what you need to cite.** Basically, that's anything that didn't come out of your own head. It doesn't matter whether it's a book, an article, a website, a government document, or a clip from YouTube. **Cite it.** Even if you put the information into your own words. Cite it. And if you are using the original language, don't forget the quotation marks. Any exceptions? Facts that are considered "common knowledge" (things any reasonably educated person should already know) do not require citations.
- ❑ **Understand the stakes.** Failure to cite the work of others in the papers you write is a violation of the University of Maryland's Code of Academic Integrity. It's serious business.

## HOW WE CAN HELP

**It's up to you** to learn the what, when, and how of citing sources. But you're not in it alone. When in doubt, ask a librarian for help.

**Don't reinvent the wheel.** Many library databases offer ready-made citations in a variety of formats, so you don't have to bother. Just look for the **citation** button. Make sure to double-check citations using the appropriate style handbook (e.g. MLA, APA, Chicago, etc.).

**Borrow style handbooks** from the service desk of any branch library, or use our online guides to common citation styles, including MLA, APA, and Chicago, to make sure your masterpiece is complete. Search **lib.umd.edu** for "**citing sources**".

**For larger research projects**, take advantage of technology to manage your sources. Software, some of it web-based, can help you track your research and make it easier to create a bibliography. We provide free access to online subscription services such as **EndNote Web**, or you might try a free program such as **Zotero**. Search **lib.umd.edu** for "**citation managers**".

**GET IT DONE**

- faster
- easier
- better

**2: WRITING A PAPER**

## Use the cloud.

If you're using a public computer in any of the libraries on campus, save to the cloud:

- Because computers are networked**, you have access to the same applications—and your work—wherever you are. Data centrally stored on a remote server is in the “cloud.”
- Computers will time out** after 3 minutes. This prevents someone else from accessing your files if you forget to log off. But it also means you should save your work frequently. If you walk to the printer, for example, and haven't saved your work, you may lose it.
- If you log on** and see fewer icons on the main screen than usual, log out and try again. This is a bug. Sometimes the system thinks you're a visitor.

## HOW WE CAN HELP

Visit the DIT Help Desk on the first floor of McKeldin Library to get computer and software help or to bring in a computer for repairs. While you are there, you can also do a bit of tech shopping at the Terrapin Technology Store.



## Print your paper.

- Presentation counts.** Find out what your professor expects: some ask for online submissions, while others prefer good old paper and ink.
- Be professional.** Proofread before you print the final copy, so you're not tempted to mark changes by hand. Number and staple your pages so nothing gets lost, and don't forget your name.
- Get real.** Tweaking fonts, spacing, or margins to make that essay a page longer or shorter? Your professors are on to those tricks.
- Make sure your citations** are formatted in the style requested by your professor (i.e., MLA, APA, etc.)

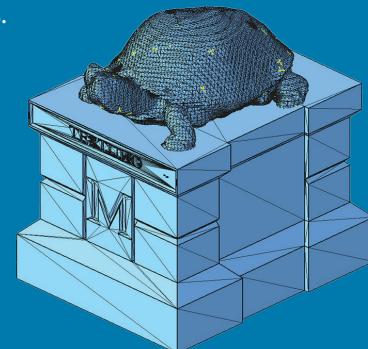
## HOW WE CAN HELP

**Send your paper** to our networked printers from anywhere on campus and pick it up from the nearest branch library. Don't delay. You must pick up your print job in a library within two hours of sending it or your request will be deleted from the print server.

**Pay for printing** with your Terrapin Express account or purchase a visitor's copy card at over a dozen copy card ATM locations.

**Bind or laminate** your project at the Tech Desk in the Terrapin Learning Commons (McKeldin Library, second floor).

**Innovate and create.** Try 3D printing and scanning, virtual and augmented reality, and more in the John and Stella Graves Makerspace, located in the Terrapin Learning Commons. Use the 3D printers and the Glowforge laser cutter in the Makerspace @ STEM Library.



*3D scan of the Testudo statue, ready for you to print on a 3D printer.*

## Manage your group.

As they say, it's like herding cats. You'll be doing lots of group work before you graduate and it can be frustrating.

- Assign a leader.** A good leader can make decisions and find consensus. Know that this is not necessarily the most forceful or opinionated person.
- Distribute duties.** A group with diverse skills is best. Learn the strengths of your group members and assign tasks accordingly. Everyone should contribute and be accountable.
- Clarify expectations.** Make it clear what each person is responsible for, and when his part of the assignment is due.
- Set a firm timeline.** If you can't meet in person, use Google Docs, Skype, or Slack to keep your group on track.

## HOW WE CAN HELP

**Libraries provide spaces** to meet with your group. The Terrapin Learning Commons in McKeldin Library offers group-study rooms open 24 hours most days. Most are reservable online. Or visit a branch library near your class for other group study options.



## Find visuals.

Pictures are a powerful form of communication, and the right one can take any paper, poster, presentation, or project to the next level.

- ❑ **Be aware of copyright.** Just because a picture is online doesn't mean you can do whatever you want with it. In most cases, using an image for a classroom presentation is acceptable under fair use. Credit the source just like any other idea or information you use in your research.
- ❑ **Learn about Creative Commons.** These licenses allow artists to share their work for reuse and remixing. In most cases, attribution is still required. Besides, giving credit where credit is due? That's just good manners. Learn how to find and use images with CC licensing at [creativecommons.org](http://creativecommons.org).
- ❑ **Take matters into your own hands.** Use your own photography, diagrams, or drawings for truly original results.

## HOW WE CAN HELP

**Use one of several scanners** in McKeldin Library to digitize images you find in print, or try the large-format scanner in Hornbake for oversized originals.

**Check out databases** like ARTstor and Oxford Art Online (search [lib.umd.edu](http://lib.umd.edu)) for fine art image collections that you won't find on the free Web. Use the freely available Internet Archive to search images, movies, music, and more.

**Ask a librarian about copyright** and fair use. We can also point you to great sources for images in the public domain (free of copyright) through other institutions such as the Library of Congress, the Smithsonian, and the New York Public Library.

**Visit Hornbake Library** for historical photographs, postcards, rare books, and more (see page 16). Be sure to look online for digital collections (search [lib.umd.edu](http://lib.umd.edu) for "digital collections").

## Create a presentation.

- ❑ **Visuals should enhance**, not distract. Don't get caught using the same tired clipart as the rest of the class. (See page 35 for great image sources.) For text, choose colors that contrast with the background for readability in rooms with poor lighting.
- ❑ **Use the rule of six:** no more than six words per line or six lines per slide. Put key ideas in writing, but avoid long blocks of text, or your audience will stop listening and start reading.
- ❑ **Audiences remember** the last thing you say, so make sure it's meaningful. Add a "closer" slide (such as your contact information or a thought-provoking question) to act as a placeholder during discussion.
- ❑ **Consider using** an online presentation tool like Prezi, which can make an otherwise linear presentation more dynamic: [prezi.com](http://prezi.com).

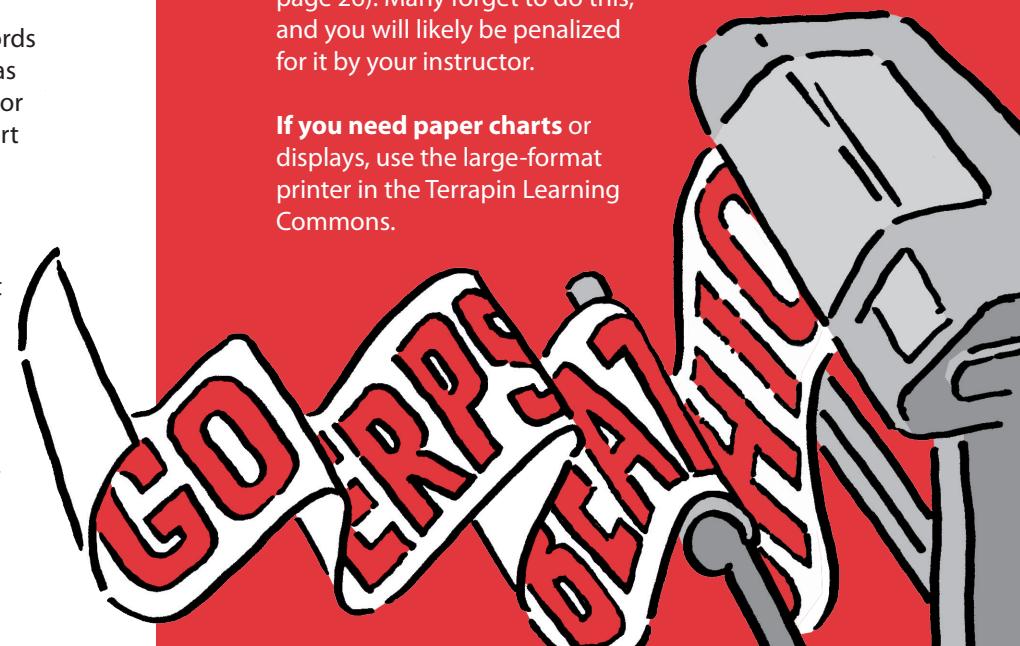
## HOW WE CAN HELP

**Microsoft PowerPoint** is available on all public computers and loaned laptops.

**Borrow a laptop or iPad** and record narration or other audio to add to your slides for extra punch.

**Remember to cite your sources** (see page 26). Many forget to do this, and you will likely be penalized for it by your instructor.

**If you need paper charts** or displays, use the large-format printer in the Terrapin Learning Commons.



## Spark your creativity.

- **Find others.** By collaborating with someone else—maybe someone from a different major—you'll broaden your perspective and perhaps see things differently. Opening yourself to new ideas can be inspiring.
- **Start already.** You don't need to know the outcome to get started. Your thesis statement, for example, is likely to change after you do a bit of research. Your cool innovation might surprise you and be nothing like what you thought at the outset.
- **Keep going.** The best ideas often emerge from others. They build on each other until one just clicks. You'll know when. So just keep working at it.

## HOW WE CAN HELP

**Visit the John and Stella Graves MakerSpace\*** in McKeldin Library. It's a community space open to everybody—regardless of major or classes.

**Reserve time there.** We offer on-site help and troubleshooting. Multiple people can occupy the space at one time.

**Try the 3D printer** and scanner. Print a new buckle to replace a broken one or print a case for your phone. Once you get started, you'll think of all kinds of uses for this technology. Also, check out the 3D printers in the Makerspace @ STEM Library located in Kirwan Hall.

**Check out a Tool Kit** for Woodworking, Engineering, Fastening, or Electronics at the STEM Library, thanks to our friends at Terrapin Works.

\*The John and Stella Graves MakerSpace in McKeldin Library is co-sponsored by the University Libraries and the Academy for Innovation and Entrepreneurship.

## Create a video.

Before you break out your director's chair, consider these tips:

- Write a script.** Everything will go faster and smoother if you plan out what you'll say and do a run-through in advance. Keep your audience's attention span in mind. (It's probably short.)
- Think visually.** Showing action is important. Create a "shot list"— a list of camera shots in sequence.
- Use a tripod.** Shaky hand-held footage makes your viewers seasick. So does excessive panning and zooming.
- File sizes can be huge,** especially for longer videos. If your project won't fit on a flash drive, consider investing in an inexpensive portable hard drive.
- Record lots of B-roll** — background footage you can show during narration.

## HOW WE CAN HELP

**Take it to the next level** by borrowing equipment from the Terrapin Learning Commons Tech Desk (second floor, McKeldin Library). We've got cameras, microphones, lights, and video-editing software.

**Borrow a laptop or iPad** from McKeldin's TLC Tech Desk to record sound and video, especially footage of yourself narrating the presentation. The STEM Library and Michelle Smith Performing Arts Library also loan equipment free of charge.



## Edit a video.

As all great directors know, the real magic happens in the cutting room.

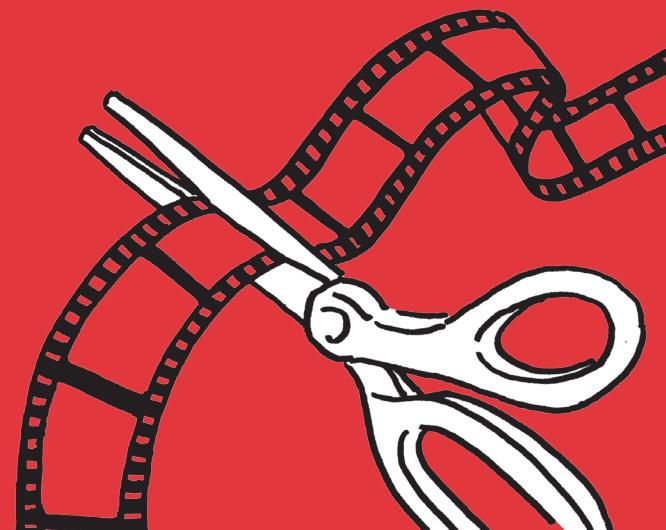
- ❑ **Record more than you need.** It's easier to delete extra footage than to get more after the fact.
- ❑ **Cut!** Edit for clarity and length. When working with interviews, select the sound bites that best convey the speaker's position. Just don't edit to alter meaning or intent, or you won't get many interviews in the future.
- ❑ **Don't skip the credits.** For added impact, use titles to introduce sections of your film. Cite any video or music used at the end, just like a works cited page for a research paper.
- ❑ **Give yourself plenty of time.** Video editing is a slow process. It's fun if you're not rushed.

## HOW WE CAN HELP

**Use popular video editing software** like Adobe Premiere in the Terrapin Learning Commons.

**Borrow recording equipment** at the TLC Tech Desk on the 2nd floor of McKeldin Library. See what's available at [lib.umd.edu/tlc/equipment](http://lib.umd.edu/tlc/equipment).

**Borrow a 360° camera** from the STEM Library: [go.umd.edu/STEMequiptloans](http://go.umd.edu/STEMequiptloans).



## Find your materials on Course Reserves.

Hate to purchase an entire book just to read one chapter for class? So would we. Luckily, you shouldn't have to. Course Reserves allow your professors to make electronic resources available and put books and other materials on hold for class use.

- Use ELMS**, the secure online space that allows you to view syllabi, submit assignments, and interact with your classmates and instructors.
- Find your reserved readings** and streaming media under the "Modules" tab on the left side of the ELMS screen.

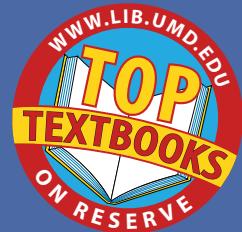
## HOW WE CAN HELP

**Whenever possible**, we'll provide a full-text electronic version of articles for you to download, print, or read online. Check out what your professor has on Course Reserves by logging into your course in ELMS.

**Books and other reserved materials** may be on either two-hour or 24-hour loan at the branch library that serves that department or at McKeldin Library. Check out reserved items at the circulation desk. Your classmates will want them, too, so be sure to return materials on time.

**If your professor** wants you to watch a video for class, they've probably worked with us to stream it so you can watch it on a computer anytime, anywhere.

**Borrow textbooks** in McKeldin Library for popular UMD classes. You can check them out for four hours at a time. To find out which textbooks are available, search [lib.umd.edu](http://lib.umd.edu) for "textbooks."



## Find a study spot.

Sometimes having a familiar place to go helps put you in the zone.

- Find a place on campus** to call your own. Reclaim it when you can, but be flexible because someone else may have discovered it as well.
- Try the McKeldin Library Portico** on the second floor. Take in some fresh air and the best view on campus. Some study rooms in McKeldin can be reserved online.
- Access library resources** from your room. Any place you have Internet access you're assured access to quality information.
- Be respectful.** Some libraries allow food and drink. Most students clean up after themselves, and you should too.

## HOW WE CAN HELP

### Libraries, naturally, offer great study spaces.

If you're looking for quiet, try Hornbake Library, the fourth through seventh floor of McKeldin Library, or a corner of any branch library. The Terrapin Learning Commons, with large-size monitors and group workstations, is better suited for group work than quiet study.

**Juice up your laptop** at charging stations in McKeldin Library and you're good to go.



## Manage your time.

You started the project, hopefully with enough time to do a good job. The trick is to keep the momentum going.

- Take the long view.** Put assignments for all your classes on a single calendar as soon as you get the syllabi. Google Calendar works well for this. Back-to-back due dates (or worse, projects due on the same day) may change how you approach them.
- Check your timeline.** Review your plan occasionally and make sure you're still on track. If you've let some deadlines slip, don't worry. Just work harder to catch up.
- Don't waste too much time** trying to filter all the information on your own. Librarians are happy to get you started and help you out.

## HOW WE CAN HELP

**Make the most** of those useful pockets of time between classes. Find a close-by branch library to access or print your files.

**Ask us:** Phone, chat, e-mail. And walk-ins, too. See inside back cover for more information.



## Attend your in-class research day.

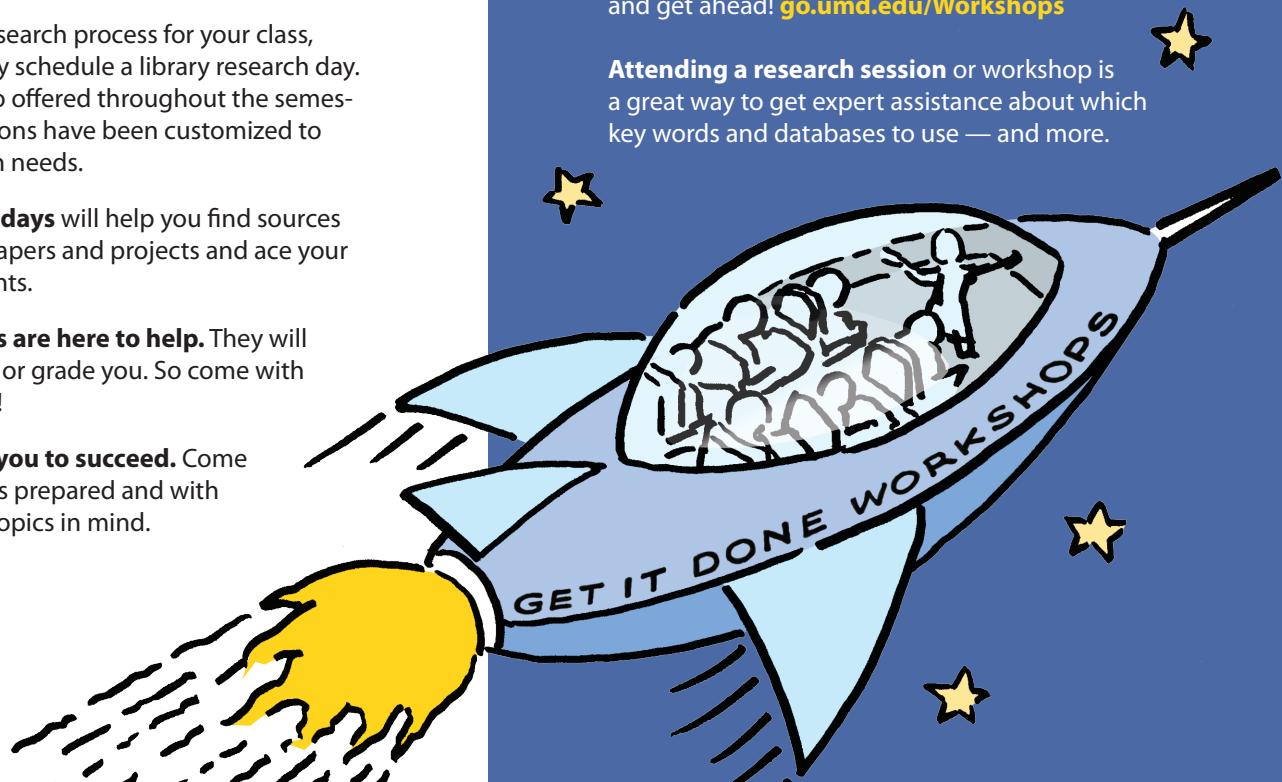
To kick-start the research process for your class, your instructor may schedule a library research day. Workshops are also offered throughout the semester. Go! These sessions have been customized to meet your research needs.

- Research days** will help you find sources for your papers and projects and ace your assignments.
- Librarians are here to help.** They will not judge or grade you. So come with questions!
- We want you to succeed.** Come to sessions prepared and with research topics in mind.

## HOW WE CAN HELP

First Year Librarians offer research workshops throughout the semester. These are targeted specifically at first-year students and the assignments they have due. Check out the schedule online, attend, and get ahead! [go.umd.edu/Workshops](http://go.umd.edu/Workshops)

Attending a research session or workshop is a great way to get expert assistance about which key words and databases to use — and more.



## Stay strong.

You're in this for the long haul. Here's how to set a pace you can maintain.

- ❑ **Experts suggest taking five** to ten minutes off from every hour of studying to refresh. Clear your mind in the Reflection Space (3214 McKeldin Library). Switch subjects to reset your brain: short, frequent sessions are more effective than marathons, so plan ahead to avoid cramming.
- ❑ **Refuel and refresh.** Take your study break at Footnotes Cafe in the first floor of McKeldin Library, where you can purchase coffee, tea, baked goods, and more. Some branches also allow food. Eat, but don't leave a mess. Respect the space and others around you.
- ❑ **Make time for friends and family.** If you budget your time, you'll have plenty to succeed in school and still have a life.

## HOW WE CAN HELP

**Get moving!** UMD RecWell provides exercise balls, resistance bands, frisbees, and yoga mats you can check out from McKeldin Library (second floor). Also, you can borrow a helmet or bike pump, thanks to our friends at Bike UMD.

**Family matters.** Take advantage of the Family Room in McKeldin Library (Room 3223), complete with toys and activities for ages 0-12. A private lactation space is available next to the Family Room.

**The basics.** Fill up your water bottle at hydration stations located on the first, second, and sixth floors of McKeldin Library. An all-gender, accessible restroom is located on the first floor of McKeldin near the Library Services Desk.

**Recharge.** Use the nap pods located on the first floor for a quick snooze or check out the happy lights available at the TLC Tech Desk. Therapy dogs visit McKeldin Library as part of the University Health Center's Wags for Wellness program. Take a study break to make a new friend!

**Catch an exhibit** in Hornbake Library or the Michelle Smith Performing Arts Library.

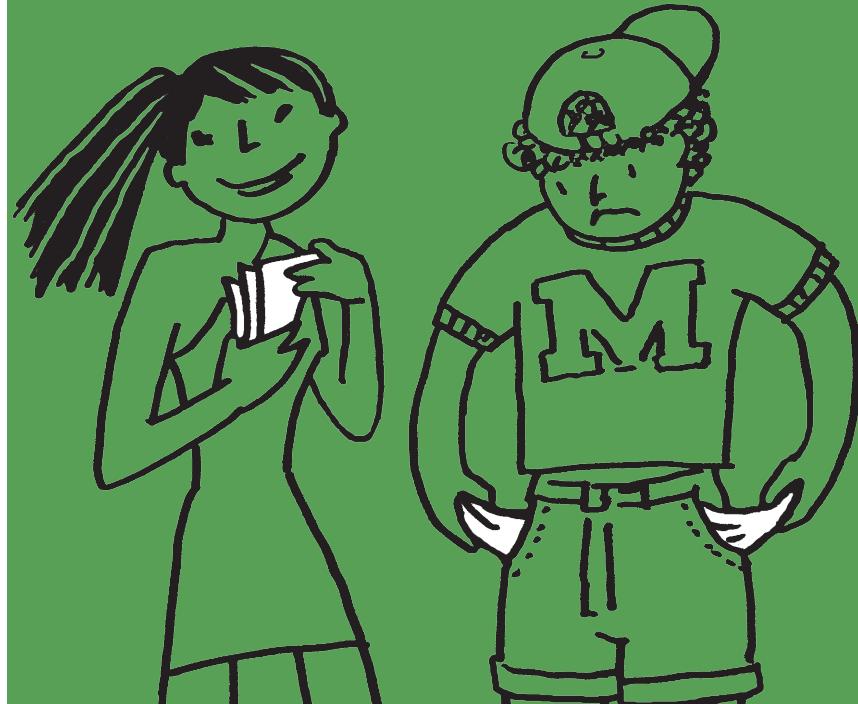
## Earn cash.

What student doesn't need cash?

- Determine if you qualify** for Work-Study. The university participates in the Federal Work-Study Program, a federally funded employment program available to students who exhibit financial need. The program is designed to assist students with meeting their educational and living expenses through part-time employment.
- Do the paperwork.** To qualify for Federal Work-Study, you must complete the Free Application for Federal Student Aid (FAFSA) and demonstrate financial need. Click the work study tab.  
[go.umd.edu/workstudy](http://go.umd.edu/workstudy)

## HOW WE CAN HELP

The University Libraries are a great place to work. We employ nearly 300 students each year. You can gain experience, work in a safe and clean environment, and make new friends. [go.umd.edu/libjobs](http://go.umd.edu/libjobs)



## Stay safe.

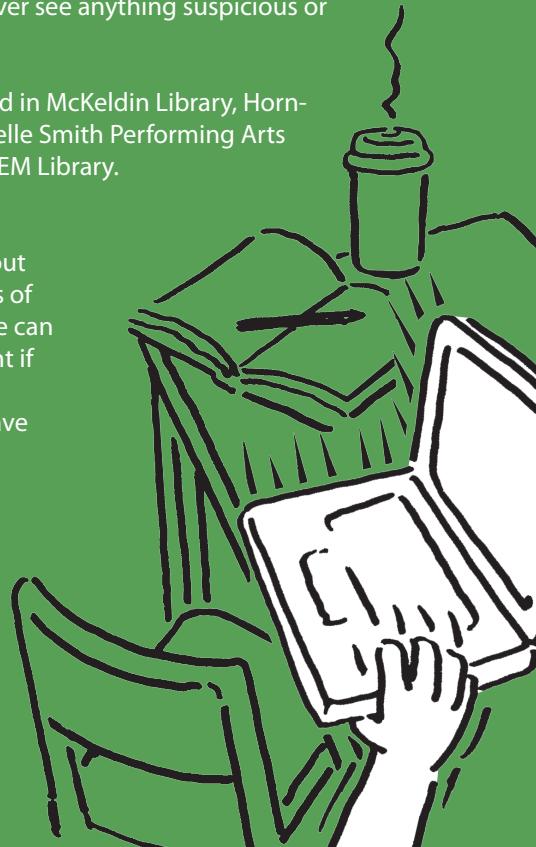
- Get alerts about emergencies** or hazards, including bad weather, by registering to receive e-mail or text messages from the Department of Public Safety. Sign up at [alert.umd.edu](http://alert.umd.edu).
- Request an escort** if you ever feel unsafe walking across campus, especially late at night. Call the University of Maryland Police Department at **301-405-3555** (or **5-3555** from campus phones).
- Guard your password.** The university will never ask you to put your password into an email message, but scammers will. Never share your password with others.
- Don't leave your belongings unattended.** Theft is the number one crime on campus. It only takes a moment for a thief to steal your laptop or backpack.

## HOW WE CAN HELP

We work hard to ensure the libraries on campus are clean, safe, and secure spaces. Let us know right away if you ever see anything suspicious or feel unsafe.

**Use lockers** located in McKeldin Library, Horn-bake Library, Michelle Smith Performing Arts Library, and the STEM Library.

**We've timed the** computers to log out after three minutes of inactivity so no one can access your account if you walk away and forget to log off. Save your work often (see page 28).



## See the world.

Go away. (Just promise you'll come back.) Students at the University of Maryland find great opportunities to enrich themselves off campus, too.

- ❑ **Want to study abroad?** The University of Maryland has more than 300 formal partnerships with universities and governments around the world, and the Institute for International Programs can help find the right opportunity for you. See [globalmaryland.umd.edu](http://globalmaryland.umd.edu).
- ❑ **Professional experience** is a great way to put your book learning to the test. Visit the University Career Center for help finding the perfect on- or off-campus summer job or internship.

## HOW WE CAN HELP

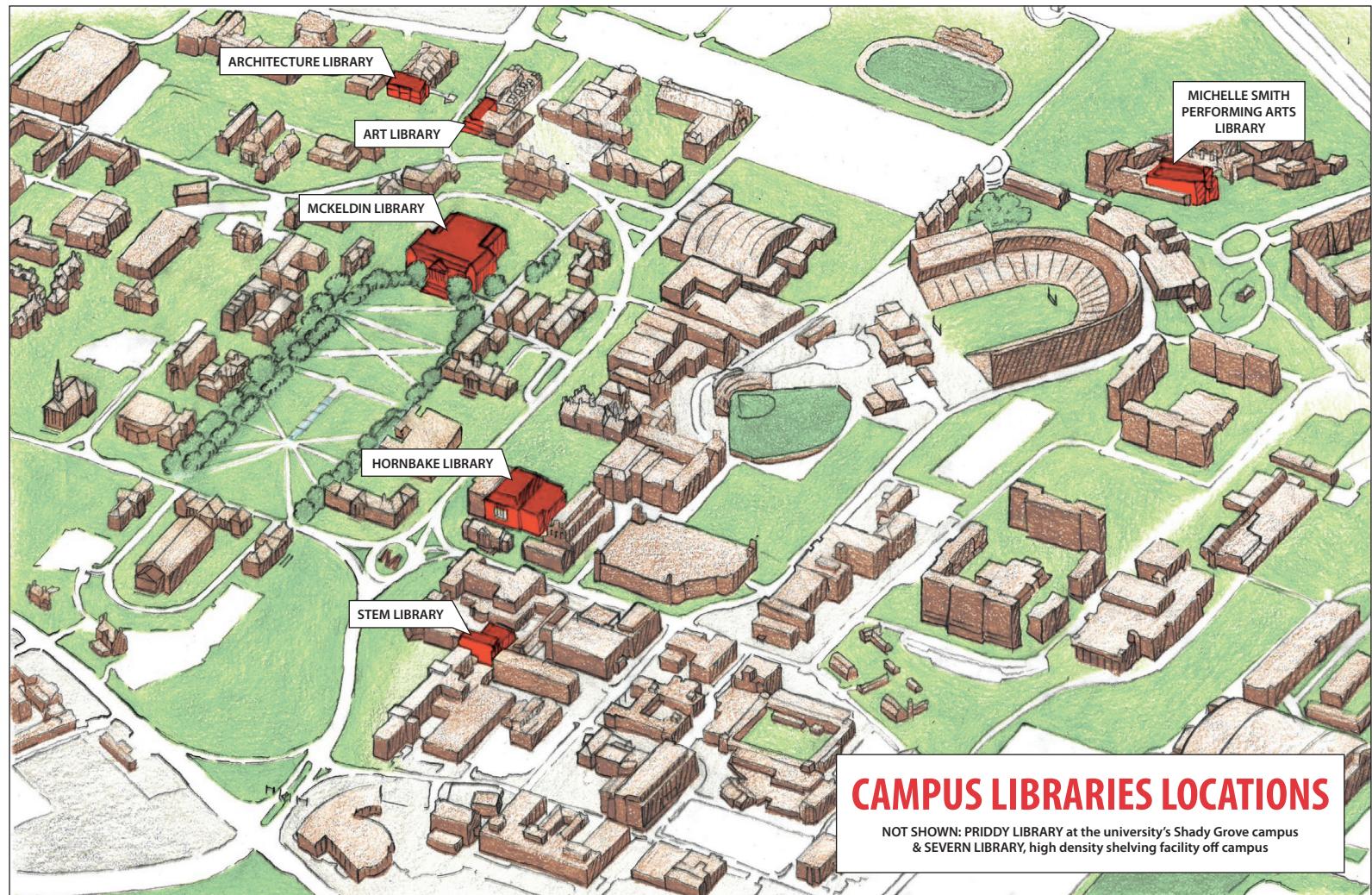
**Whether it's a summer internship,** a semester abroad, or just a weekend getaway, wherever you are in the world, you're never far from the library.

**Access online library resources.** Just log on using your directory ID. Use the Reload Button to quickly access articles with your UMD credentials.

[go.umd.edu/reload](http://go.umd.edu/reload)

**Need help, but there's a twelve-hour** time difference in Beijing? No problem. With our online chat service, you can get research assistance from a librarian on your schedule, anywhere in the world.





# Turn your research project into a cash prize.

The University Libraries and the Maryland Center for Undergraduate Research partner to showcase and reward undergraduate research projects.

**Up to three awards of \$1,000 each** are awarded to undergraduates who impress us with their research. The awards, provided by the University of Maryland Libraries, promote the value and use of library services and information resources.

**Winning essays and projects** will be included in the Digital Repository at the University of Maryland (DRUM).

The application deadline is February 15, 2021. For more information please visit [lib.umd.edu/libraryaward](http://lib.umd.edu/libraryaward).



## IN PERSON

Whether for quick questions or in-depth consultation, this is the best way to go. Experts in your major are here to help: [lib.umd.edu/directory/specialists](http://lib.umd.edu/directory/specialists)

## CHAT

You can always, always, get research help using the Ask Us online reference service. Go to [lib.umd.edu](http://lib.umd.edu) and click on "Ask Us."

## E-MAIL

Response within 3 days, usually sooner. Go to [lib.umd.edu](http://lib.umd.edu) and click on "Ask Us." See answers to questions others have asked, too.

## PHONE

General questions:  
**301-405-0800**



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