"Take advantage of all the free workshops you can. They often have a lot of helpful information on many different programs and software."

— **PAUL**, Stony Brook University

Outlined in this chapter are the extensive technology and library services available to you.

The Division of Information Technology (DoIT) provides student computer support through its several departments. Teaching, Learning + Technology (TLT) provides public computing lab access to all students, printing services, instructional technology support, and free technology workshops to all students. Client Support provides technical computer support for residential and commuter students who need help with their personal machines through either the Walk-In Center (30 minutes or less) or Drop-Off Service. For more information, please visit the Client Support Service Center.

The East and West Campus University Libraries at Stony Brook contain nearly two million bound volumes and four million publications in microformat. The libraries provide hundreds of databases and state-of-the-art information services, serving students, faculty, and the surrounding community.

TECHNOLOGY RESOURCES AND SERVICES

All Stony Brook students pay a technology fee as part of their tuition. This technology fee is used to provide the services DoIT offers to students on campus.

Computer Accounts

SOLAR (Student On-Line Access to Records)

Students use SOLAR to register for classes, establish a NetID password, update phone numbers and addresses, pay bills, view grades, apply for financial aid, track degree/graduation progress, request official transcripts, submit campus employment timesheets, and vote in campus elections.

Log in to SOLAR at: http://www.stonybrook.edu/solarsystem ⧉ and make sure that your contact information is up to date.

NetID

Students use their NetID and NetID password to access University computing resources such as Blackboard, SINC Site computers, print documents, Print from Anywhere, free or discounted software, the Residential Network (ResNet), library databases, campus wireless (WolfieNet), MySBfiles (500MB of file storage) and Google Apps for Education (Email, Calendar, Docs, etc…). To find out your NetID and set your NetID password, log into SOLAR and click **NetID Maintenance** under Security and Personal Data. For more information and instruction on how to set your NetID password, please visit: www.stonybrook.edu/it ⧉ .

Blackboard

Blackboard is a web-based course management system that allows Stony Brook instructors to post course information, collect assignments, and administer quizzes and group projects. Only students registered for the course can access the site. Log into Blackboard using your NetID username and password at blackboard.stonybrook.edu ⧉

Important: Email addresses in Blackboard are set to your Stony Brook email address or your official University EPO email address (firstname.lastname@stonybrook.edu or firstname.lastname@stonybrookmedicine.edu). Be sure to check your Stony Brook Google Apps for Education email account or your Stony Brook Medicine email account every day! You don't want to miss the notice that there is a quiz or that class is cancelled.

Emailing through Blackboard

When you send an email from Blackboard, your name is not displayed. The recipient only sees the email address. It is important to sign your name at the bottom of any message you send. If an instructor tells you to refrain from sending emails and encourages you to visit during office hours, students should respect those wishes. While email is a popular communication tool among students, several instructors prefer to meet with students in person, especially in large classes.

Email Account

All Stony Brook students receive a Google Apps for Education account (Email, Calendar, Doc, etc.). To login, please visit: http://www.stonybrook.edu/mycloud ⧉ . Your Google Apps Email account remains active as long as you are a registered student at the University and abide by the Information Technology Policy & student conduct code.

Important: Once you are no longer registered for classes at Stony Brook University, you will lose access to this account. However, when you graduate from Stony Brook University you can acquire a Stony Brook Alumni account (@alumni.stonybrook.edu). If you require assistance, please contact the Alumni Office at (631) 632-6330.

File Storage

Students have two ways to store and back up files, MySBfiles and your Google Drive/Docs . Both systems are accessible from anywhere in the world, as long as you have access to the Internet.

MySBfiles

When you use a SINC Site on campus, the files are saved to your MySBfiles storage. This is accessible from any computer with Internet access. They are protected by anti-virus software and stored on university servers, so they are unaffected if a computer crashes or is stolen. Previous versions of files can be retrieved and there is room to host personal Web pages or websites.

Google Drive/Docs

Google Drive and Docs are the components of an integrated service that provides a single place to store, access, create, edit, and share documents, files, and folders of all types. For more information, please visit:
 http://www.stonybrook.edu/it > Services > Google Apps

Websites

Stony Brook provides Web hosting for all students. If you are interested in having a Web page at Stony Brook, you can use your MySBfiles, Google Site and/or your Sparky Account. For more information visit:
http://www.stonybrook.edu/it > Services

Computer Help

Teaching, Learning + Technology

There are student computer consultants available to assist students in most SINC Sites. If you need help accessing email, Blackboard, SOLAR or have a question about software, send an e-mail to **helpme@stonybrook.edu**, call (631) 632-9602, or chat via their website: http://www.stonybrook.edu/helpme 🗗

Client Support Walk-In Center and Student Service Center

The Client Support Walk-In Center and Student Service Center exists to assist students with computer-related issues. Assistance is provided by telephone, in-house through the 30-minute Walk-In Center, via drop-off service, on-site, and/or remotely.

Client Support assists with the following computer-related issues:

- Network registration/connectivity issues
- Antivirus software installation and virus removal
- Spyware software installation and spyware removal
- Operating system repairs/reloads
- Operating system upgrades
- Microsoft Office installation/upgrades
- Wireless issues
- Data recovery

Important: Client Support does not provide support for hardware issues, printers, or routers.

Client Support is located in room S-5410 on the fifth floor of the Frank Melville Jr. Memorial Library. Walk-in service is available Monday through Friday, 9 a.m. – 5 p.m. Phone support is available Monday through Friday 8:30 a.m. – 5 p.m. Students can call 632-9800 for assistance, or send an email to: **supportteam@stonybrook.edu**.

Technology Workshops

TLT provides free workshops for all registered Stony Brook University students. Technology workshops offered include: Microsoft Office (Word, Excel, and PowerPoint), Creating Online Portfolios, Resume Development, Interactive Presentations, PhotoShop and Prezi. These classes are free of charge, but registration is required. Information regarding these workshops is posted on: http://www.stonybrook.edu/it

Online Technology Workshops (Lynda.com)

Lynda.com is a service that provides high-quality, online video training to the entire Stony Brook campus. Training topics include animation, business, home computing, photography, video, and Web. Anyone with an active Stony Brook NetID is eligible for an account to learn new skills, enhance existing knowledge, and participate in professional development all on their own time, at their own pace. Courses are available 24 hours a day, seven days a week, 365 days a year. For more information, please visit: http://www.stonybrook.edu/it > Services > Lynda.com

Computers, Printers, Group Study

Group learning spaces (CoLAs).

Collaborative Learning Areas (CoLAs) are facilities that are designed for group work (i.e. projects & study space). These areas have workstations for each group. Some areas have interactive whiteboards where students can collaborate on projects and practice presentations. This is a joint project between the Library & TLT. For more information, please visit: http://www.stonybrook.edu/it > Services > Collaborative Learning Areas (CoLAs)

SINC Sites (Public Computer Labs)

SINC Sites are public computer sites located in various academic buildings on West Campus that are managed by TLT. Within these sites, students must use their NetID to log into computers (Windows and Mac), access the Internet, print, and scan materials. For more information, please visit: http://www.stonybrook.edu/it > Services > SINC Sites

Virtual SINC Site (VSS)

If you need to access software from a SINC Site from your own computer, you may do so via the Virtual SINC Site. For more information, please visit: http://www.stonybrook.edu/it > Services > Virtual SINC Site

Print From Anywhere

All students can print from anywhere (on or off campus) using their campus print quota. Once you send your work to the printer, you have 24 hours to go to a print station and release your print job. You will need to download the "SINC Print From Anywhere Client" which can be found at: http://www.stonybrook.edu/it > Services > Printing - Print From Anywhere

Networking

Wireless

Wireless (Wi-Fi) is available on main campus by connecting to WolfieNet-Secure with your NetID and NetID password.

For more information on wireless access and locations, please visit: http://www.stonybrook.edu/it > Services > Wi-Fi (WolfieNet)

Connecting to ResNet

ResNet brings direct ethernet connectivity to the residence halls and public jacks located on main campus. Student need to be sure that their computers are up-to-date with:

- The latest Microsoft Windows Updates
- An approved and up-to-date anti-virus program

For more information, please visit: http://www.stonybrook.edu/it > Services > Network (Wired)

Software Licenses for Personal Machines

Virus Protection

All Stony Brook students are entitled to download Symantec Endpoint Protection at no additional charge by using their NetID username and NetID password to login to Softweb: https://softweb.cc.stonybrook.edu ⧉ .

Microsoft Office & Windows

Students can download one Windows or Mac copy of Microsoft Office at no additional charge from OnTheHub. For more information please visit: http://www.stonybrook.edu/it > Software

Windows upgrades are available for purchase from the Seawolves Marketplace in the Student Activities Center with a valid Stony Brook student ID card.

Other Microsoft Products – Visual Studio, Visio, One Note, etc.

DreamSpark Premium is a program which offers a large selection of Microsoft software free to students from qualified departments. The software available includes the latest versions of Microsoft operating systems, development tools, and productivity applications such as Windows XP, Windows Vista, Visual Studio 2008, and more.

Only students who are enrolled in certain courses qualify for this program and may download various applications. For more information, please visit: http://www.stonybrook.edu/it > Services > DreamSpark Premium

Additional Software

Additional software is available at no cost or a discounted price. To see the entire list of software, please visit: http://www.stonybrook.edu/it > Software

Additional Information

While the following services are not supported by the technology fee, they are related to technology and you may find this information to be useful.

Purchasing Your Own Computer

Students can use their educational discount to purchase a Dell, Hewlett-Packard, Lenovo, or Apple computer. For more information on how to make a purchase, please visit: http://www.stonybrook.edu/it > Hardware.

For questions about recommended systems, please contact Client Support at (631) 632-9800 to speak to a certified technician.

Information Technology Policy

It is important that you familiarize yourself with Stony Brook's IT Policies. They contain important information about your rights and responsibilities for computer use on campus and information about standards that may affect your account status. IT Policies: http://www.stonybrook.edu/it

Telephone Services

Stony Brook University currently uses Windstream as its telephone service provider and Siemens for its equipment and connectivity needs. Data Network Services is responsible for installing, changing, or removing phone lines, but all requests for service need to go through Client Support. Please visit: http://www.stonybrook.edu/it > Telephone Systems

LIBRARY RESOURCES AND SERVICES

The University Libraries website at http://www.library.stonybrook.edu/ ⧉ provides:

- 24/7 access to online resources
- Resources available off-campus using your NetID and password
- Access to over 450 subscription databases which hold electronic versions of articles from scholarly journals, newspapers, and magazines
- Access to e-Books

Who's @ the Libraries?

The library is available for use by:

- Undergraduate students
- Graduate students
- Faculty
- Staff
- Visiting scholars
- Community members
- Other guests

The Libraries are used by students who want to:

- Use library materials—Books, print journals, DVDs, CDs, etc. are available at the Libraries' physical locations. Online material can be accessed from the website.
- Use computers—Computers are available in the Central and North Reading Rooms. The Main SINC site (aka computer lab) is located on the first floor of the Melville Library in the South corridor.
- Work together collaboratively—Collaborative workspaces are available on the 2nd floor of the North Reading Room.
- Study in a quiet area—Quiet study areas are available in the Central Reading Room, North Reading Room, the Main Stacks, and the branch libraries.

What Is Available @ the Libraries?

Articles

Many course assignments at the University require students to use articles to back up their arguments. Articles are available online and in print. To search for online articles available from the Libraries, use the All Databases link in the Quick Links section of the library homepage.

Databases

The Libraries subscribe to over 450 research databases which can be used to find articles in newspapers, magazines, and journals, as well as other types of documents, such as:

- The New York Times from 1851–present
- Government documents
- Online reference materials like encyclopedias

Journals

The Libraries provide a variety of journals, both online and in print. Use the Catalog tab on the tabbed search box on the homepage to see if we subscribe to a specific journal or use the e-Journals tab to see if we have electronic access to a specific journal.

Books

Books are available in the Main Stacks in the Melville Library, and the branch libraries. Use the Catalog tab on the website to see if we have the book you need. E-Books are available from the library's website under the Find Library Materials tab. Reference books, like dictionaries and encyclopedias, are available in the Central Reading Room of the Main Library and on the library website.

Music

Music CDs, scores, performance DVDs, and books about music are all available at the Music Library.

Films

The DVD and VHS tape collection is available on the 3rd of the Main Stacks. Students can check out DVDs for 7 days. Viewing stations are also available if you need viewing equipment.

What Does "Peer-Reviewed" Mean?

The term peer-reviewed refers to the rigorous review process that an article goes through before being accepted for publication in a scholarly journal. The steps go something like this:

- An author submits an article for publication.
- It is reviewed by scholars who have expertise in the subject area.
- Many corrections and suggestions are made to the article, or the article is rejected.
- The author needs to incorporate the corrections and suggestions before the article is accepted.
- The author usually has to go through this cycle several times before the article is accepted.

Characteristics of peer-reviewed articles

- Contains more in-depth information on a topic.
- Information is more likely to be correct due to the rigorous peer-review process.
- Aimed at readers with a background in the subject area.
- May also be called academic, scholarly, or refereed articles.

Tip! Some Databases allow you to filter results to show only those from peer-reviewed or scholarly journals.

Important Reminder When Using Websites for Course Work

Using the web for research is a given. And why not; it is fast, easy and plentiful, but before using Internet sources for your assignments you need to find out if your professor allows use of internet sources for the assignment. Additionally, you need to ask yourself, what am I really looking for?

- original scientific research?
- reference facts like dates?
- information on a current event?
- information on a not-so-current event?
- a critique or evaluation of an important work?

When you use free search engines like Yahoo! or Google, you are getting information that has been provided by anyone with a computer. It is a self-publishing medium. In short, there is no evaluation process, so that work must be done by you.

Have You Tried Google Scholar?

Google Scholar allows you to search for scholarly research on the Internet. Check it out at http://scholar.google.com/ ⧉ .

To get the most out of the tool and link to Stony Brook's subscription resources, be sure to select Stony Brook University —SUNY—Fulltext @Stony Brook for Library Links under Scholar Preferences.

Some things to think about when evaluating websites:

- Purpose—What is the site about: an article from an online journal or newspaper, a government publication, a sales pitch or someone's personal webpage?
- Authorship—Who is the author and what is his/her expertise on the subject? Does the author have an agenda? Who sponsors the site?
- Content—Is the information accurate? Is it current? Is there evidence of bias or point-of-view?
- Design—Is the site logically and clearly displayed? Are there typos or misspellings, or other evidence that the site was not created by a professional?

For more information on how to evaluate websites please see the library's Evaluating Internet Resources guide. ⧉

Tip! If you are not sure about a web resource, ask your instructor or a librarian for help.

The SBU Library Research Guide

An interactive tutorial designed to help you work on research assignments is available online at http://www.library.stonybrook.edu/tutorial/index.html ⧉ .

The SBU Library Research Guide covers:

- choosing a topic
- identifying sources
- using STARS (University Libraries Catalog)
- finding articles
- using the web
- and citing sources

How Do I Cite This?

When preparing assignments at the University, you will be required to cite the resources you've used to back up your arguments so that:

- Instructors can find the resources you used.
- You can properly credit other people whose ideas you use.
- You do not plagiarize another author.

If you are confused about how or when to cite a resource, speak to a librarian for assistance. Librarians can provide style guide manuals or point you to quality websites that provide citation information. Librarians can also help you learn to use tools, like EndNote or Zotero, that can help you cite your resources correctly. (Check for workshops on citations on our website.)

Where Are Things Located @ the Libraries?

Online

The Library Website: http://www.library.stonybrook.edu ⧉

Provides 24/7 access to the Libraries' online resources—databases, e-Journals, e-Books, the library catalog, and more.

On Campus

Main or Melville Library 631-632-7110

The Main Library (or Melville Library) is located on the Academic Mall. It's the big brick building across from the SAC (Student Activities Center).

Main Stacks 631-632-7115

The Stacks are located on the 2nd, 3rd, and 4th floors but the only entrance is on the 3rd floor. Located in the Main Stacks are:

- Humanities and Social Sciences (literature, art, psychology, economics, history, etc.) books and journals.
- DVD collection and viewing room.
- Photocopy Services Area.
- Library Accounts—where you can pay any late fines or lost book fees.
- Study carrels and tables—this is a good study location for those who like a quiet study space.

Central Reading Room 631-632-7110

The Central Reading Room (CRR) is located on the 1st floor of the Main Library. Located in the CRR are:

- Reference Desk—research help.
- Reference books—dictionaries, encyclopedias, handbooks, indexes, etc.
- Current print newspapers, magazines, and journals.
- Computers, printers, scanners, and computer consultant.
- Microforms.
- Lost and Found Services.
- Special Equipment Room for Disability Support Services.

North Reading Room 631-632-7148

The North Reading Room (NRR), also known as the Science and Engineering Library, is located on the 1st and 2nd floors of the Main Library. Located in the NRR are:

- Biology, Geosciences, Computer Science, and Engineering material.
- The Government Documents (legal, census, statistical information, and other government publications) and Map collections.
- Group study and collaborative work areas (CoLA)—groups can talk freely here without worrying about disturbing other students.
- Scanners for student use.

Special Collections and University Archives 631-632-7119

The Special Collections and University Archives room is located on the 2nd floor of the Main Library.

- Houses materials that are unique to the University.
- Documents relating to the history of Stony Brook University.
- Hours by appointment only.

- Materials cannot leave the room.

Branch Libraries

Chemistry Library
C-125, Chemistry Building
631-632-7150

Health Sciences Library
HSC Level 3 Room 136
631-444-2512

Marine and Atmospheric Sciences Information Center (MASIC)
165 Challenger Hall, South Campus
631-632-8679

Math/Physics/Astronomy Library
C-124, Math Tower, Physics Building
631-632-7145

Music Library
1st floor, Main Library, Northwest corner.
631-632-7097

Science and Engineering Library
See North Reading Room above.
631-632-7148

How to Check Stuff Out @ the Libraries?

You can borrow materials from the Main Library and any branch library.

- Your Stony Brook ID card is also your library card
- Books may be borrowed for 30 days; DVDs/videos may be borrowed for one week
- Undergraduates have a borrowing limit of 50 items (maximum of three DVDs/videos at a time)
- Students can renew books and DVDs/videos online, for a maximum of three renewals
- You can return materials to any library or in the Book Drops outside the south exit of the Main Library, near the Commuter Lounge
- Standard fines for late books are $.25 per day
- Standard fines for late DVDs/videos are $1.00 per day
- For more information, visit: http://www.library.stonybrook.edu/borrowing-returning-renewing 🔗

Course Reserves

Copies of books, articles, or even movies put aside at the Libraries or on Blackboard by instructors for students to use for class work.

- Available only for short periods of time—anywhere from 2 hours to 7 days.
- Gives everyone in the class a chance to use the material.
- Check availability and location by using the Library Catalog link on the library homepage and then clicking on the Course Reserves link. Search by course number, author, title, etc.
- Material may be located in the Main Stacks or in the appropriate branch library.

Interlibrary Loan (ILL)

Need a book, article, or other resource that we don't have here at Stony Brook?

- Request it through our Interlibrary Loan department.
- Use the Interlibrary Loan link under Quick Links on the library homepage to submit request.
- We will try to get it from another institution.
- This service is free to students.
- ILL does not accept requests for textbooks!

Ask a Librarian

If you are having trouble getting started on an assignment or finding what you need:

- Send an IM using the widget on the library website.
- Call 631-632-7110.
- Stop by the Reference Desk in the Central Reading Room to talk to a librarian face-to-face.
- Use the "Ask Us" widget to get an answer to your question.
- Use your smartphone and the library QR code:

Workshops & Tours

The library holds free workshops each semester to help students get ready for college level research. Previous workshops have included the following topics:

- Research Skills
- EndNote
- Zotero
- Citations/Plagiarism

- Extreme Google
- Film Research

Check the website or the Facebook page for details.

The library also offers tours of the building at the beginning of each semester. Tours run about 1/2 hour.

For more information on upcoming library events, check:

- The library news section on the Libraries' homepage.
- The Stony Brook University Libraries page on Facebook.
- The Library tab on Blackboard.