

## SERVICES

- Wi-Fi connection and Internet access
- Printing and photocopier services:
  - Provide your own paper for printing
  - Provide your own drive for saving documents
  - Photocopy- \$.20 per page
- Circulation Desk [borrowing and returning materials]
- Library Instruction [by request]
- Inter Library Loan
- Reference Desk [research assistance]

## HOURS OF OPERATION

### FIRST FLOOR

Monday – Thursday	8:00 am -8:00 pm
Friday	8:00 am -5:00 pm
Saturday	CLOSED
Sunday	5:00 pm – 8:00 pm

### MITC (Media Instructional Technology Center)

Monday-Friday	8:00 am -5:00 pm
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### SECOND FLOOR

Monday – Friday	8:00 am-5:00 pm
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## BORROWING

### Loan Periods

General materials ..... 2 weeks  
Curriculum Resources..... 2 weeks  
Paperbacks ..... 2 weeks  
MITC (regular)..... 7 days  
Library books are subject to recall by other patrons.

### In-House Use Only

Pacific/Archives  
Reference  
Reserves  
Vertical files  
Journals/magazines/newspapers

### Overdue Fines

Books ..... \$.10/day  
MITC ..... \$.50/day  
Replacement and processing fees will apply when an item is not returned.

Borrowing Limit ..... 5 books

He is wise who knows the  
sources of knowledge—  
where it is written and  
where it is to be found—

A.A Hodge

# LEARNING RESOURCES CENTER COLLEGE OF MICRONESIA

## INFORMATION



## COLLECTIONS AND SERVICES



P.O Box 159  
Palikir, Pohnpei State  
Federated States of Micronesia 96941

Phone: (691) 320-2480/2481/2482

Fax: (691) 3202479

Email : [comfsm-lib@comfsm.fm](mailto:comfsm-lib@comfsm.fm)

Website: <http://www.comfsm.fm/?q=lrc>

## Web Research: Tips and Tricks for Expert Searching

<b>BROAD SEARCHING</b>			
	<b>FUNCTIONS</b>	<b>NOTES</b>	<b>EXAMPLES</b>
<b>OR</b>	Connects keywords to retrieve results using terms on either side	Excellent strategy to retrieve results for synonyms or words that are closely related in meaning	avian <b>OR</b> bird
~	Use the tilde (~) to find words with similar meanings.	Does not work consistently for all words.	~cellphone
( )	Enclose each concept in parentheses, with OR connecting similar words.	Google search for the terms within the parentheses first before combining with terms outside the parentheses.	(flu OR influenza) (avian OR bird) (outbreak OR incidence OR case)
<b>TARGETED SEARCHING</b>			
" "	Enclose multiple words in quotation marks to search those exact words in that exact order.	Phrase searching works well for names, titles and terms that include multiple words.	"stem cells"
*	Use the wildcard operators (*) asterisk to fill in the blank if the intervening word is unknown.	Works well when one doesn't know if a person uses a middle initial. Again, check the Help or Tips links to verify the wildcard symbol that should be used.	(influenza OR flu) (avian OR bird) "charles * smith" Typing teen* will find teen, teens, teenage, teenager, teenagers.
. .	Connect two numbers with two dots to search for a range	Quick way to find more recent pages.	2005..2009 (influenza OR flu) (avian OR bird)
<b>intitle:</b>	Finds words in the titles of Web pages.	No space between intitle and the colon.	intitle:china
<b>site:</b>	Limits search results to those in certain domains.	Common domains include edu, com, org, gov, country codes (uk, ca, etc.).	(flu OR influenza) (avian OR bird) (outbreak OR incidence OR case) site:cdc.gov ; site:edu
-	Minus sign excludes keywords from search results.	Can also be used to exclude domains, e.g., site:edu.	football -dolphins rugby -filetype:doc
<b>filetype:</b>	Use to retrieve only certain file types	Common file types include doc, xls, jpg, ppt, pdf, etc.	filetype:pdf site:cdc.gov (flu OR influenza) (avian OR bird) (outbreak OR incidence OR case)