

## Special Workbook Instructions for Distance Education students

Buy the Library Research Workbook from the Cuesta Bookstore. If you are not local they can mail it to you.

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, but the same information is on each page.

- All databases used in the workbook can be accessed from the Library home page and the myCuesta library channel by looking under **Find an Article: Databases**.
- You can enter *Ebscohost eBooks* directly by choosing it. You can also access *Ebscohost eBooks* in the *eLibrary* catalog.

Your instructor will give you the link to the **Reference Books** section that is done in the Library. You will be able to answer the questions in this chapter using the images provided.

You will be posting the answers to your workbook assignment on an online form. The online submission form is found under the **English 201A Workbook** drop-down list

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 submission form and other useful links to help with the workbook.

Because the Library Workbook covers online databases and Internet resources, the information sometimes changes and we need to update the information. 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 of the page go to the “English 201A Workbook” drop-down box. Choose “Workbook Updates”). Check for updates and corrections before starting the workbook.

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

When using online databases 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 refers to a table number, not a page number. It's a wonderful resource for all sorts of statistics.

Page 19 *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.

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

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