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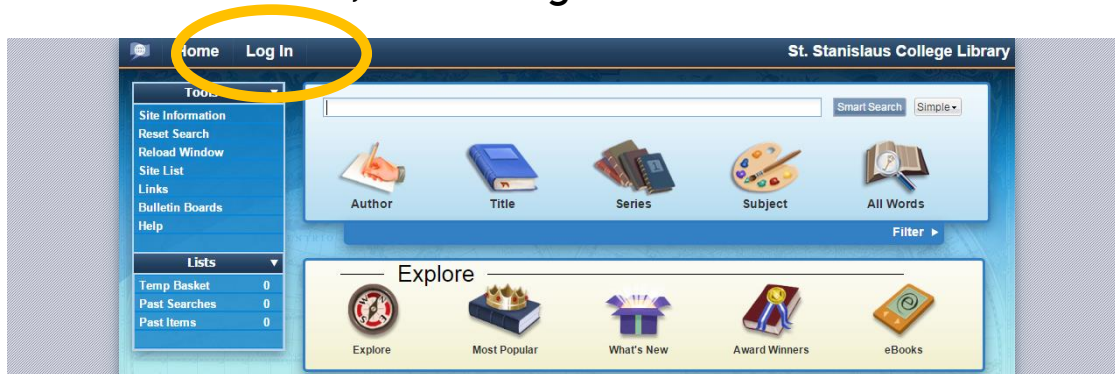
- How to Access Alexandria
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How to...Access Alexandria

- Go to www.ststan.com
- Select Academics < Library < Catalog

How to...Access Your Library Account

- Access Alexandria; click “Log In”



- Username = *your* student ID (found on lunch card)
- Password = *your* last name

How to...Renew Your Book

- Once you are logged in, type in your search term
- Click “Place Hold” for the book you want
- Click your name at the top
- Click “Activity”
- Select the book you want to renew, then click “Renew”



How to Cite a Book

Lastname, Firstname. Title of Book. City of Publication: Publisher, Year of Publication.

Medium of Publication.

Example

Henley, Patricia. *The Hummingbird House*. Denver: MacMurray, 1999. Print.

How to Cite a Website

Editor, author, or compiler name (if available). Name of Site. Version number. Name of

institution/organization affiliated with the site (sponsor or publisher), date of resource

creation (if available). Medium of publication. Date of access.

Example

Felluga, Dino. *Guide to Literary and Critical Theory*. Purdue U, 28 Nov. 2003. Web. 10 May 2006.

How to Cite a Newspaper or Magazine Article

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

Newspaper Example

Brubaker, Bill. "New Health Center Targets County's Uninsured Patients." *Washington Post* 24 May 2007: LZ01. Print.

Magazine Example

Poniewozik, James. "TV Makes a Too-Close Call." *Time* 20 Nov. 2000: 70-71. Print.

More information and examples can found at the Purdue Online Writing Lab at:
https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html

How to Copy

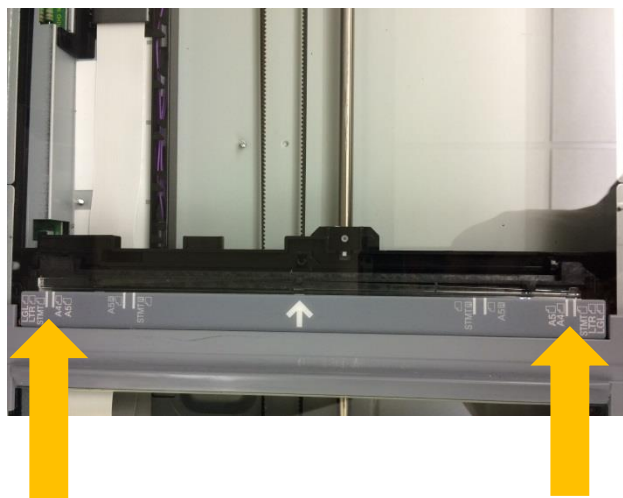
-Turn on Copier by pressing "ON/OFF" button



-Lift the cover and place book or paper on glass



-Center top or bottom of page between these two sets of lines:



-Turn copier OFF when finished

How to Scan

-Use the device on the counter



1. Press “POWER SAVER” button to turn on
2. Place paper or paper on glass screen under cover
3. Press “SCAN” button
4. Use keypad to select “USB Memory”
5. Insert USB
6. Press “START” button when ready
7. When complete, remove paper/book and USB
8. Press “POWER SAVER” button to turn off

*If it is just one-sided sheets of paper, you can place them in the tray on top, face-up. Remove all staples and paper clips before doing so.

How to Print

- Hit “File” then “Print” or Press the “CTRL” and “P” key at same time
- Print preview to ensure you don’t accidentally print 20+ pages!
- Make sure printer is set to print to OKI printer
- Click “Print”
- Your page(s) will print to the printer on the counter
- They come out under the keypad



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