ORU

LIBRARY TOP 7
FOR FACULTY

Did you know that the ORU Library not only houses some 400,000 physical items, including printed books, DVDs, and audio-books, but also provides access to a plethora of electronic resources, including 56,000 online books and 32,000 online journals? And did you know that as a member of the ORU community, you may access the Library's online resources 24/7 not only from your office, but from your home or anywhere else via the Internet?

Read on to find out how to make the most of all the Library has to offer…

- **The Library Web Site...**
  …is the virtual starting point to find resources such as books, ebooks, and journal articles. At this web site, you can also renew borrowed materials, request interlibrary loans, check library hours and policies, place materials on reserve, and request new books and journal subscriptions. The library web site is located at library.oru.edu..

- **Off-Campus Access...**
  …to online resources such as databases, e-books, and journals is available by going to the library web site, clicking any desired resource, filling in your Novell username and password when prompted, and clicking 'Submit'. The Novell username and password are generally the same as the ones you use to log into your office computer. If you don't know your Novell username and password, please contact the IT help desk at 495-6315.

- **The Library Catalog...**
  …allows you to search for printed books, ebooks, periodicals, DVDs, virtually everything in the ORU Library, except electronic journals. To access the catalog, go to the library web page and click the catalog link. To renew borrowed items, go to the catalog, and log into to your library account using your first and last name and your ORU ID barcode. The Library Catalog is available at webopac.oru.edu.

- **The Database List…**
  …allows access to a comprehensive list of the ORU Library databases by title, subject, and vendor. The databases vary in content. Some serve merely as journal indexes, while others provide full text of journal articles, full-length books, dissertations, and various other kinds of documents. To access a database, click its title. To read a database description, click the red 'I' that precedes the title. To view a tutorial on how to use a database, click the blue 'T' that follows the name of the vendor. To access the Database List, go to the Library website and click Database List.

- **The Journals List…**
  …is the fastest way to find out whether the full text of a particular journal is available in the ORU Library. You may search for a journal by title or ISSN or browse by subject. To see whether a particular volume/issue of a journal is available, check the dates indicated and then click the link, if available. If no database provides the full text, click the link to the Library Catalog (if there is one), then check the record to see which volumes/dates are available. Be sure to note the call number, format, and location. To access the Journals List, go to the Library website and click Journals List.

- **Central Search…**
  …enables you to search two, three, up to 80 databases simultaneously using a federated search engine. On the Central Search page, the databases are listed alphabetically as well as by subject. Select all or as many of the databases as you desire before performing a search. To access Central Search, go to the library website and click Central Search.

- **Interlibrary Loan...**
  …handles requests for items not owned by the ORU Library. For more information, click Interlibrary Loan on the library homepage. Contact: Annette Villines (x7378, LibILL@oru.edu)

Please turn over the page to read 10 more things faculty need to know about the Library…

HTTP://LIBRARY.ORU.EDU

10 MORE THINGS TO KNOW ABOUT THE LIBRARY

LIBRARY INSTRUCTION

…orients students to the Library's facilities and services, acquaints them with the resources, and helps them to develop information literacy, i.e. research skills. You may request hands-on library instructional sessions for your classes by submitting the Faculty Request Form for Library Classes & Tours available on the Library Instruction page on the library home page.

You may contact Myra Bloom, the Library Instruction librarian, at x7174 or mbloom@oru.edu.

1

ELECTRONIC BOOKS

…are full length online books. The Library provides access to three ebook collections—Ebrary, NetLibrary, and Credo. Sign up for individual accounts in Ebrary and NetLibray so you can develop your own online bookshelf and use electronic highlighting and note-taking.

To read more about ebooks, click here. To access them, go to the Database List and click Ebrary or NetLibrary or Credo.

2

FACULTY WORKSHOPS

…are hands-on sessions designed specifically for faculty to acquaint them with library resources and assist them in their use. Individual departments/schools are encouraged to schedule discipline-specific workshops to fit their particular needs.

To inquire about workshops, call Sally Shelton at x6902 or email sshelton@oru.edu.

3

RESEARCH GUIDES

… assist you and your students to do research in selected subjects or find and use specific kinds of information.

To access these guides, go to the library Web site and click Library Guides.

4

BORROWING & RESERVES

To check out library materials, present your ORU ID at the Library Services Desk (aka Circulation Desk). The loan period for faculty is 28 days. To request a longer check-out period, call the Circulation Supervisor, Jilda Elk (x6392, LibCirc@oru.edu). To place materials on reserve for student use, call Cheryle Holeman (x6028; choleman@oru.edu).

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RESEARCH ASSISTANCE

…is available from reference librarians by calling the Reference Desk 8:30 am - 5:30 pm Monday through Friday (x6887). At the library web site, click Ask-a-Librarian. You may also call the Library's Faculty Facilitator, Sally Shelton (x6902), who will either help you herself or refer you to a librarian who has the necessary subject expertise.

Business faculty may contact Jane Malcolm, the Library's Assistant Director for Public Services, who specializes in competitive intelligence(x7495).

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LIBRARY TUTORIALS

…are a fun, self-paced way for you and your students to gain more information about doing library research. As well as providing clear instruction on the use of library resources, the tutorials provide interactive activities that reinforce the information given. You are encouraged to require your students to go through the first two tutorials before bringing your class to the Library for library instruction (see #1).

On the library home page, click Library Tutorials.

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RESOURCES BY DISCIPLINE

…is a "cheat sheet" of sorts designed to help faculty quickly find library resources relevant to their research. Selected library and Internet resources are organized by discipline and format. Click the name of your school or department, then scan the relevant section to view suggested resources and tips on how to use them.

Click Resources by Discipline on the library home page.

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LIBRARY PURCHASE REQUESTS

…are encouraged since library collection development is a collaborative effort between librarians and the rest of the University faculty. Send theological materials requests to Sally Shelton (x6902, sshelton@oru.edu), other book and audio-visual requests to Judith Rigsby (x6895, jrigsby@oru.edu), and journal requests to Judy Stubbs (x6889, jstubbs@oru.edu).

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COPYRIGHT GUIDELINES

Since it is University policy to make every effort to comply with copyright law and fair use guidelines, the Library suggests that faculty members read an Association of College and Research Libraries guide entitled Know Your Copy Rights.

Additional links to copyright resources are available on the Faculty Resources Page.

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SEE YOU @ THE ORU LIBRARY