



TOP 7 FOR FACULTY

The ORU Library warehouses some 350,000 physical items including 302,850 printed books and 22,685 audiovisual materials (such as DVDs) and provides access to a virtual treasure trove of electronic resources, including some 145,000 e-books and 22,000 e-journals.

See the following for a list of key resources and services the Library offers...

- **The Library Web Site...**
...is the virtual starting point to find books, e-books, and journal articles. From this site, you can launch your next research project, renew borrowed materials, check library hours and policies, place materials on reserve, request interlibrary loans, and request new books and journal subscriptions. The Web site is located at library.oru.edu.
- **Off-Campus Access...**
...to the Library's online resources is available by clicking any desired resource on the library Web site, filling in your ORU network username and password when prompted, and clicking 'Submit'. Your username is typically the same as your ORU email address less the @oru.edu. For help logging into the network, contact the IT help desk at 918-495-6315.
- **The Library Catalog...**
...allows you to search for books, periodicals, DVDs, virtually everything in the ORU Library, except electronic journals. To access, click the catalog tab on the quick search box, key in a search term, and click "Submit." Or, click the catalog tab and then "Advanced Search." The Library Catalog is available at webopac.oru.edu.
- **The Database List...**
...arranges the ORU Library databases by title, subject, type, and provider. Database content varies. Some are indexes; others provide abstracts and/or full-text journal articles, book chapters, full-length books, and other documents. To access the Database List, click the [Database List](#) button on the right side of the Library home page.
- **The Publication Finder** (*replaces the A-to-Z Journal List*)...
...is the fastest way to find out whether the ORU Library has the full text of a journal. You may search by title, publisher, subject, or ISSN. To see which issues of a journal are available, check the dates indicated, then select a database with the desired issue. If a journal is not available electronically, check the dates listed next to the link to the ORU Library catalog (if there is one), then see the catalog record for more complete information. To access the [Publication Finder](#), click the appropriate tab on the quick search page on the Library home page and do a search.
- **Library Instruction...**
...orients students to the Library's facilities and services, introduces them to the resources, and helps them to develop information literacy, i.e. the ability to assess an information need, find the necessary information, and use it appropriately. To request a hands-on library instructional session (LIBBI) for your classes, submit a Faculty Request Form for Student Library Instruction available on the [Library Forms](#) page. Questions? Ask Myra Bloom, the Library Instruction librarian, at x7174 or mbloom@oru.edu.
- **EagleSearch...**
...is the Library's integrated search engine that combs through millions of electronic documents instantaneously. It works faster and more comprehensively than OneSearch, the Library's previous all-in-one search tool. To access [EagleSearch](#), click the appropriate tab on the quick search box on the Library homepage.

See the next page for 10 more important things to know about the Library...

[HTTP://LIBRARY.ORU.EDU](http://library.oru.edu)

10 MORE KEYS TO LIBRARY RESOURCES & SERVICES

INTERLIBRARY LOAN (ILL)

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...handles requests for items not owned by the ORU Library. To submit an ILL request, use the ILL form in "Policies and Forms" under "About the Library" on the homepage. Or, even easier, use the ILL forms embedded in the database interfaces, such as WorldCat. For more information, click [Interlibrary Loan](#) on the "Directory" page under "About the Library." Or, contact Annette Villines at (918) 495-7378 or LibILL@oru.edu.

RESEARCH ASSISTANCE

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...is available from reference librarians by calling the Reference Desk (x6887) 8:30 am - 8:30 pm Mon.-Thurs., 8:30 am-6:30 pm on Fri., and 3:00-8:30 pm on Sunday while classes are in session, except during chapel. Hours vary, especially on holidays and in the summer. Reference librarians are [Myra Bloom](#) (x7174), [Jane Malcolm](#) (x7495), [Dr. Mark Roberts](#) (x6898), [Angela Sample](#) (x6895), [Dr. Sally Shelton](#) (x6902), and [Annette Villines](#). For more information, see [Ask-a-Librarian](#).

ELECTRONIC BOOKS

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...are full length online books. The Library provides access to several e-book collections. Sign up for individual accounts in ebrary and EBSCOhost to develop your own online bookshelf and to make electronic annotations such as highlighting and note-taking.

To access the e-books, select [ebrary](#), [eBook Collection \(EBSCOhost\)](#), [Credo](#), or [Gale Virtual Reference Library](#) on the [Database List](#).

LIBRARY RESERVES

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Materials placed on reserve by faculty for student use are available at the [Circulation](#) Desk. The loan period, which varies from 1 hour to 3 days, is determined by the instructor.

For more information, click [Course Reserves](#) under "Faculty & Staff" on the library homepage and then [Reserve Policies & Procedures](#). To place items on reserve, call x6028 or email LibReserve@oru.edu.

RESEARCH GUIDES

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...assist faculty and students to do research in selected subjects or find and use specific kinds of information. [LibGuides](#) is an online program that librarians have used to create the database pages and other help pages for faculty and students.

To access the Library's research guides, go to the Library homepage and click one of the guide titles listed in the tabbed Research Guide box, or click the link for an alphabetical list of all [Library Guides](#).

RESOURCES BY SUBJECT

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

Access the [Resources by Subject](#) LibGuide by clicking the link under "Faculty & Staff" on the library homepage.

THE NEW REFWORKS

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...is an online citations management tool that helps organize citations and convert them into bibliographies. RefWorks can also work with MS Word to add notes to research papers. To use RefWorks, go [here](#), set up a personal account, then begin exporting citations from library databases, library catalog, or even Google Scholar. For more information, see this RefWorks [guide](#). To migrate from legacy [RefWorks](#), see these [tips](#).

LIBRARY PURCHASE REQUESTS

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...are solicited from faculty since collection development is a collaborative effort between librarians and other University faculty. To see which librarian serves as the subject specialist for a particular discipline, go to the [Collection Development](#) tab in the [Services for Faculty](#) guide. Please email your requests to the appropriate librarian. It helps to include the title, author, ISBN, and the format you consider most appropriate: electronic or print.

BORROWING & RENEWING

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To check out library materials, present your ORU ID at the [Circulation](#) Desk. The loan period for faculty is 28 days. To request a longer check-out period, contact Jilda Elk (x6392, LibCirc@oru.edu). To renew borrowed materials, click the [Renew Book](#) link on the Library homepage and fill in your name and ORU ID barcode number.

COPYRIGHT GUIDELINES

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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 & Staff [Policies](#) page.