

Library Resources Handbook

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Rush Rhees Library

10 Useful things to know

1. Who is the Religion Librarian in Rush Rhees Library?

Eileen Daly-Boas

Contact Eileen (eileend@library.rochester.edu) for help finding materials for your papers or just to get acquainted in case you have questions later. (Phone: 585-273-5360, but you'll get a faster response over email)

Call the **Rush Rhees Q&i Desk** at (585) 275-5804 for any questions about the library. You can also chat online and/or leave messages for a librarian by clicking "Live Chat" at the top right corner of our homepage (www.library.rochester.edu).

2. How do I find materials for my research?

To find **books**: go to the library homepage (www.library.rochester.edu) and enter your terms in the tab labeled "UR Catalog"

To find **journal articles**: Go to the library homepage and choose the Databases tab. Click "Browse by Subject" and choose "Religion" to find links to ATLA Religion Index and religion-related databases. Some of the references in ATLA Religion will have the full text of the article. All print and electronic journals are listed in the library catalog.

To get a large number of results that are both articles and books, go to the library homepage (www.library.rochester.edu) and enter your search terms in the **Articles & Books** tab. The UR Religion and Theology page (www.library.rochester.edu/subject/religion) provides links to online encyclopedias, articles, major religion gateways, etc.

3. How do I access electronic journals and databases such as ATLA Religion off campus?

When you click on the link of a library resource with restricted access, you will be prompted to login with your NetID and password (see "How to get your own NetID" in this booklet)

Group NetID – A faculty member at St. Bernard's or the Library staff at CRCDS or Eileen Daly-Boas can give you a **GROUP username and password** to log into selected resources with. The group login is much more limited than a personal NetID and allows you to access only databases and online books from off-campus. It can't be used for requests that go through Interlibrary Loan or for use of the wireless network in Rush Rhees.

4. How do I access my course reserves on the UR site?

Go to my.rochester.edu, type in the username and password your faculty member gives you.

5. How do I get journal articles or books that the UR libraries don't own?

Interlibrary Loan (<https://illiad.lib.rochester.edu/>) obtains books and copies of articles. The articles are sent to you online unless you request a paper copy. You'll need to get a personal NetID to use Interlibrary Loan. See "How to get your own NetID" in this booklet. There is no charge. Once you have your own NetID you can request pdf files or photocopies of book chapters and articles from the link to Interlibrary Loan on the library homepage (www.library.rochester.edu)

6. How can I print from computers in the library?

Printing is ten cents for a single side, eighteen cents for a double-sided page (black and white). Color printing is 25 cents for single sided, 48 cents for double-sided. You can buy a copy/printing card at the Rush Rhees Q&i desk. You can email online articles to yourself at no charge.

7. All the books I want are checked out! How can I request these books?

Recall checked out or overdue material by finding the listing for the book in the UR catalog and clicking "Request this item".

8. How can I get to the Internet on my laptop in the library?

Both Rush Rhees and Carlson Libraries have wireless access. You need a personal NetID to login in to the network. You'll find instructions at <http://www.rochester.edu/wireless>.

9. Other UR libraries

The River Campus Libraries consist of Rush Rhees Library and two science libraries: Carlson and Physics Optics-Astronomy. In addition, the UR libraries include Edward G. Miner Medical Library at the Medical Center, Sibley Library at the Eastman School of Music and the library at the Memorial Art Gallery. To borrow materials, all you need is your Colgate or St. Bernard's ID card.

10. Fun stuff

- Snacks and drinks are allowed in most libraries except Rare Books and Special Collections. There's a coffee shop on the ground level.
- Videos and DVDs, including recent movies, are available for signing out in the Art/Music Library on the ground floor of Rush Rhees.

Finding Books

The **UR Catalog** lists books contained in all of the UR libraries. Using the dropdown menu under the search box can be very helpful.

Title Keyword: When you know a word or two in the title, but might not be confident of the right order.

Keyword: This search just requires a string of words. You can tweak your search by putting double quotes around phrases ["Old Testament"], putting the "+" sign in front of words that have to appear in your search, using an question mark at the end of the word to put any ending on it ["liturg?" would retrieve liturgy, liturgies, liturgical]

Boolean searching: This is a more precise way of searching by keyword. You need to use the terms AND, OR, NOT to tell the computer how your words relate to each other.

Example:

liturg? And ("sixteenth century" or "16th century")

? the wildcard gives the word any ending

"and" limits your search

"or" links equally acceptable terms

Subject heading: This search requires using the exact Library of Congress terms to work.

Examples:

Bible. O.T. Isaiah

Pastoral Counseling

Theology, Doctrinal

Advanced search allows you to combine subject searches with keywords, and you can limit by language, format, etc.

How to have books shipped from UR to St. Bernard's and back

If you are a St. Bernard's student you can request books that the UR libraries own and have them sent to St. Bernard's. Delivery to St. Bernard's and pick-up from it is scheduled for once a week (currently on Monday). You will need a personal NetID for this - the book will be charged out to you.

* **How do you wish to be notified when your material arrives?**

* **Where would like to have your ILL loan materials held?**
(Also for articles if you chose the "Hold for Pickup" option for articles)(required)

* **Preferred Electronic Delivery if Possible**
(PDF file via web)

When you first register for InterLibrary Loan, choose St. Bernard's if you'd like to get them through the regular delivery.

If you are already registered for InterLibrary Loan and would like to change your options, click "Change Personal Information" from the Tools menu on the sidebar.

- Tools
 - Change Personal Information
 - Text message notification

How to have books shipped from UR to Swasey Library and back

If you are a Colgate Rochester student and you'd like a book from any of the University of Rochester libraries sent to the Swasey Library for your use there, you can submit the request from the UR Catalog.

1. Bring up the record for the book or journal you want from the UR Catalog.

After the New Testament : a reader in early Christianity / [compiled by] . . .

More about this title...

Title: After the New Testament : a reader in early Christianity / [compiled by] Bart D. Ehrman.
Imprint: New York : Oxford University Press, 1999.
Description: xii, 436 p. ; 25 cm.
Table of Contents: 1. General Introduction
2. The Spread of Christianity: Early Christians a . . . more
Subjects: Christian literature, Early.
Notes: Includes bibliographical references.
Rhees copy purchased by The Rush Rhees Library Campaign for the 90s Fund.
Other Author(s): Ehrman, Bart D.

Location: Rhees Stacks - Level 500m [Map](#)
Call Number: BR63 .E37 1999 [Text me this call number](#)
Copies: 1-2
Number of Items: 2
Status: Not Checked Out
Internet Link(s): [URL](#) Purchased by The Rush Rhees Library Campaign for the 90s Fund.

Request this Item
Print/Save
Export
E-mail
Save to Bookbag
Persistent Link
Export to RefWorks

Google Books: ["About This Book"](#)

ISBN: 0195124839 (alk. paper)

Click "Request this Item"

2. Type in the number on your borrower's card and last name on the right hand side.

Voyager Catalog Interlibrary Loan

To login to your Voyager account, please enter either your NetID and Password **OR** your Student ID number or Barcode and Last Name.

NetID:

Password:

Login

[I don't know my NetID.](#)

Student ID or Barcode:

Last Name:

Login

Not able to login? Contact Circulation:
[RRLCircRequest@library.rochester.edu](#)

3. Click “Pick up Item at My Circ Desk”

- Get checked out/overdue item for me
- Pick up item at my circ desk
- Instructors: Put on course reserve
- Request a pdf of article/chapter
- Report Voyager Errors and Typos

4. Choose “Swasey Div Circ Desk” as the location, and click “Submit”

Pick up item at my circ desk

Title: *After the New Testament : a reader in early Christianity /*

Instructions: Please allow up to one week for delivery. You will be notified when the item is available for pick up.

This Copy: **c.1 39087020411403 Rhees Stacks** ▼

Specify an issue:

Volume

Date

Year

Comment:
Characters left:100

Pick Up At: **Swasey Div Circ Desk** ▼

Submit **Cancel**

How do I get books and articles the UR doesn't own?

(Requires a NetID)

Answer: Interlibrary Loan.

Here's how:

Go to <https://illiad.lib.rochester.edu/> and type in your NetID and password.

Interlibrary Loan



Welcome to Interlibrary Loan!

Need an item that we don't have in the stacks? You have come to the right place! ILL works with libraries all over the world to get U of R students, faculty members, employees, and affiliates the materials they need. Read the FAQ or login to get started.

Important Links

Institutional ILL Request Form - This service is only available to non-UR libraries. Fill out the form online.

Request a PDF of an article or book chapter

Regional 'in-person' borrowing for faculty and graduate students

*For all dissertation options please consult the **FAQ**.*

NetID

Password

Login

Please make sure your Email address is correct by checking your 'Personal Information' after login. **Need a reminder of your NetID username or password? Go to the NetID homepage.**

For other problems logging into your Interlibrary Loan account, contact the Interlibrary Loan office.

Request Book, Article, Dissertation, etc.

<ul style="list-style-type: none">▪ Logoff edaly▪ Main Menu▪ New Request<ul style="list-style-type: none">↳ Article↳ Audio↳ Book↳ Book Chapter↳ Conference Paper↳ DVD/Video↳ Patent↳ Thesis▪ Renewal<ul style="list-style-type: none">↳ Renew/Checked Out Items	<h3>Outstanding Requests</h3> <table border="1"><thead><tr><th>Transaction</th><th>Type</th><th>Title</th><th>Author</th><th>Status</th></tr></thead><tbody><tr><td colspan="5" style="text-align: center;">No Requests</td></tr></tbody></table> <p>Copyright © 1998-2011 Atlas Systems, Inc. All Rights Reserved.</p>	Transaction	Type	Title	Author	Status	No Requests				
Transaction	Type	Title	Author	Status							
No Requests											

Fill in all the information you have:

* Indicates required field

Journal Article

* **Title (Journal, Conference Proceedings, Anthology)**

Please do not abbreviate unless your citation is abbreviated

Volume

Issue Number or Designation

Month

Year

Inclusive Pages

Article Author

Article Title

You can check the status of your request by clicking on the Outstanding Request links in the sidebar.

How long does it take to get the material?

You should allow about a week. Some materials will take a shorter time; hard-to-get materials will take longer.

Are there materials the Interlibrary Loan Dept. *can't* get?

Yes. The Interlibrary Loan Dept. can get ONLY circulating materials. Examples of materials that don't circulate from most other libraries are rare books, archival materials, reference books, audio-visual materials, and computer software.

Questions about Interlibrary Loan? Call 585-275-4454

How to request a pdf file of an article (that isn't already in electronic format)

You'll need a personal NetID

In the UR Catalog, find the book or journal that you need. Then, click "Request This Item" and choose "Request a PDF of this Item"

Adam, Eve, and the serpent / Elaine Pagels.

Main Author: Pagels, Elaine H., 1943-
Title: Adam, Eve, and the serpent / Elaine Pagels.
Edition: 1st ed.
Imprint: New York : Random House, c1988.
Description: xviii, 189 p. ; 24 cm.
Subjects: Bible. New Testament--Criticism, interpretation, etc. Sex--Biblical teaching. Sex--Religious aspects--Christianity--History of doctrines--Early church, approximately 30-60.
Notes: Includes index. Bibliography: p. 155-175.

Location: Rhees Stacks - Level 500 [Map](#)
Call Number: BS2545.S36 P34 1988 [Text me this call number](#)
Number of Items: 1
Status: Not Checked Out

Request this Item
Print/Save
Export
E-mail
Save to Bookbag
Persistent Link
Export to RefWorks

Google Books: [About This Book](#)

ISBN: 0394521404 : [View](#)

[Staff View](#)

Enter as much information as you can about the article/chapter title and author.

Request a pdf of article/chapter

Title: Adam, Eve, and the serpent /

Instructions: Provide details of article/chapter needed. Indicate if you would like the request forwarded to interlibrary loan if not available locally. See River Campus or URMIC instructions for specifics.
River Campus Affiliates.
URMC Affiliates.
Copyright Information

**Email Address

Article Author

Article Title

Volume

Date/Pages

Forward to ILL? Y/N

Comment:
Characters left: 100

How to access UR databases from off-campus

Who's eligible? Any faculty, student, or staff member of the University, CRCDS or St. Bernard's can access library materials including e-journals, databases and course reserves from off-campus using their NetID.

How do I do this? Start from the University of Rochester Libraries' home page (<http://library.rochester.edu>). Choose the resource you want to access.

When you click on the link to a resource with restricted access, a window will pop-up asking you to log in. **Important: You MUST turn off your browser's pop-up blocker for this window to appear.**

Type in either your personal NetID (see "How to get your own NetID - this booklet) or your school's group login. The group login is available from the Swasey Library or a St. Bernard's faculty member.

How to get your own NetID

What does a personal NetID do? It allows you to use Interlibrary Loan to get books from other libraries and to get copies of non-electronic articles the UR owns emailed to you as pdf files. It also allows you to use your laptop on the UR wireless network.

How do I get one? To apply for your own NetID, send an email to Vera Wasnock: vwasnock@library.rochester.edu. In the subject line, put "NetID request- CRCDS" or "NetID request- St. Bernard's". Vera will send you an invitation to apply.

Questions? Call Interlibrary Loan at (585) 275-4454.

What can I do with a personal NetID?

1. Get books and articles from other libraries all over the country (Interlibrary loan)
2. Get pdf files of articles in non-electronic journals the UR owns sent to my email (Interlibrary Loan)
3. When you're at the UR- access the wireless network
4. Access online books and databases (Your school's group logon and password works for this too)

Renewing your NetID

Your NetID will expire after 1 year. When it does, you'll get this message from our IT Center:

This is a reminder that your Guest NetID will expire in two weeks.

If you wish to have it renewed please contact your sponsor to renew your Guest NetID before expiration. Otherwise, kindly disregard this notification.

Unfortunately, this email is an automated notification, which is unable to receive replies. We are happy to help you with any questions or concerns you may have. Please contact us directly at 585-275-2000 or www.rochester.edu/its/feedback.html

If you will continue to be a student at Colgate Rochester or St. Bernard's in the next year, contact Vera Wasnock (vwasnock@library.rochester.edu) who will renew your NetID. If you are no longer a student or faculty member at either school, we'll need to cancel your NetID.

Databases for religion and theology

These are the major databases that have substantial religion and theology material. To search any of them, go to the UR homepage (library.rochester.edu) and click "databases". Then choose "Religion" in the subject listing. If you are searching from off-campus, you'll need a personal NetID or the group login for your school.

Tips for off-campus access:

1. Turn *off* your browser's pop-up blocker.
2. Always start from the UR home page- you won't be able to log in if you just google the database and try to get access from there.

ATLA Religion: Dates: 1949-present. Articles on all aspects of religion. Some full-text.

American Theological Association Historical Monographs Series I. Full-text historical books on religion and theology from the 13th century to 1893.

American Theological Association Historical Monographs Series II. Full-text historical books on religion and theology from 1894-1923

Cambridge Companions Online Full-text collections of high quality, introductory essays covering a wide range of disciplines.

Catholic Periodical and Literature Index: 1981-current. Indexes articles on all aspects of Catholic faith and lifestyle.

Index to Jewish Periodicals: 1988-current. Indexes articles on Jewish history, activity, and thought.

JSTOR: Scholarly full-text journals in all fields. "Advanced search" allows you to narrow your search to about 20 full-text journals in religion and theology.

New Testament Abstracts: Abstracts of articles and books on the New Testament and its historical context.

Old Testament Abstracts: Abstracts of articles and books on the Old Testament and its historical context.

Oxford Bibliographies Online: Gives selected bibliographies on theology, religion, and related fields. Each topic also includes a bibliographic essay.

Oxford Scholarship Online: Searchable full-text database of 400+ books in religion and theology.

Proquest Dissertation and Theses: 1861-current. Identifies Ph.D. dissertations from U.S. and Canadian universities since 1861. Abstracts from 1980. Many with full-text.