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 (<u>www.library.rochester.edu</u>).

2. How do I find materials for my research?

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

To find **journal articles**: Go to the library homepage and choose the <u>Databases</u> 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 clink 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 "and" limits your search "or" links equally acceptable word any ending 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.



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.



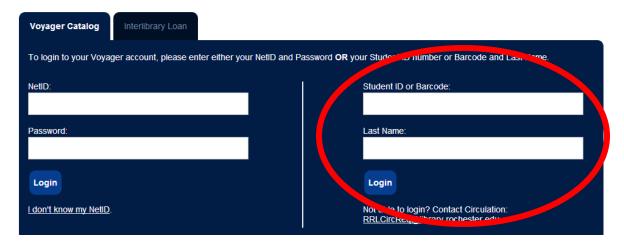
How to have books shipped from UR to Swasey Library and back

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.

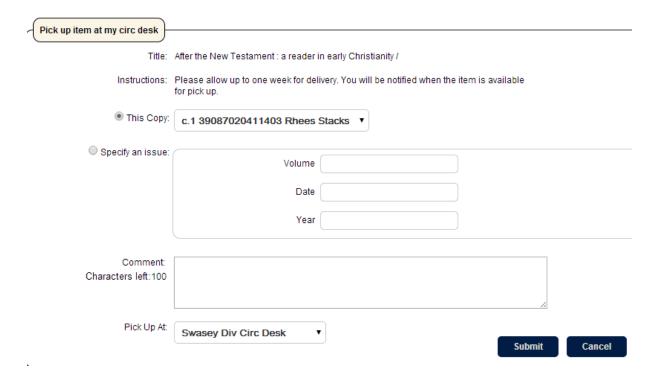


2. Type in the number on your borrower's card and last name on the right hand side.



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"



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

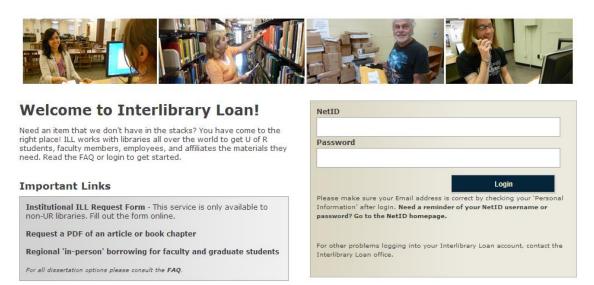
(Requires a NetID)

Answer: Interlibrary Loan.

Here's how:

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

Interlibrary Loan



Request Book, Article, Dissertation, etc.



Fill in all the information you have:

Journal Article	* Indicates required field
*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?

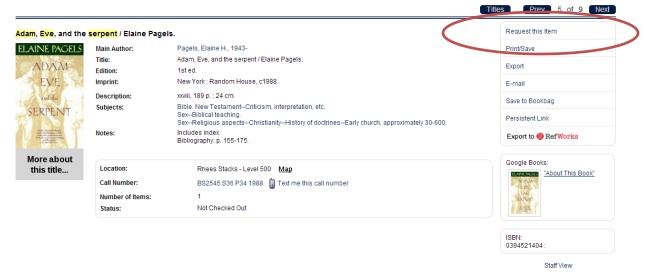
Yes. The Interlibrary Loan Dept. can get ONLY circulating materials. Examples of materials that don't circulate from most other libraries are rare books, archival materials, reference books, audio-visual materials, and computer software.

Questions about Interlibrary Loan? Call 585-275-4454

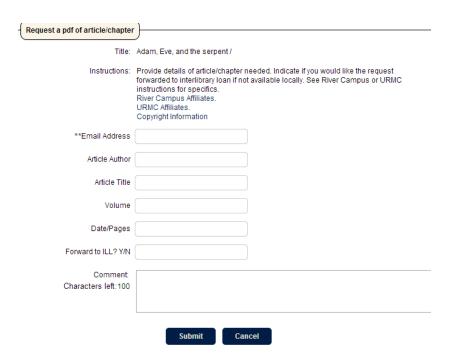
How to request a pdf file of an article (that isn't already in electronic format)

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"



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



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.