

LIBRARY TIP SHEET/HELP FOR GRADUATE MUSIC STUDENTS

I. First things first: **How to get help**

- a. Contact me (Lawrie Merz). I am the liaison librarian for your program.
 - i. e-mail: LMerz@messiah.edu
 - ii. phone: (717) 691-6006 x3880
- b. Reference Librarians are available to you in a variety of ways: text-messaging, chat, e-mail, phone, and in person. Here is a link that gives you information for contacting us:
http://www.messiah.edu/murraylibrary/reference_table.html
- c. See “For online students” link on Library homepage under Library Services:
http://www.messiah.edu/murraylibrary/summer_main.html

II. Accessing Library databases

- a. You can access all online library resources (databases, Naxos, e-books, etc.), with Messiah login and password.

III. Online resources (Databases, Naxos, e-books, etc.)

- a. Under Articles/Databases/Subject on the Library homepage, select Music. You will see there are a number of resources useful for music research and study. Note also that there are a couple of guides under my photo (and no snickering at my photo!) 😊
- b. **Naxos** and **Classical Music Library** are music streaming databases. Your professor will probably put links to them in your Sakai course but if not, you can access them on the Music subject page.
- c. **Grove Music Online**. The big kahuna, *Grove Dictionary of Music and Musicians* (THE music encyclopedia, plus two other reference works all in one database)
- d. **RILM**. The periodical index most useful for finding articles on music. Note that it includes *some* full-text articles but many are not. If you want one that is not full-text, you'll need to request that on Interlibrary Loan (see below for instructions on placing loan requests)
- e. **WorldCat** . Library holdings of most U.S. libraries. Includes books, CDs, scores, DVDs, dissertations and more. The WorldCat link is under “Quicklinks” on our homepage. For items we own use the Library Catalog (see IV below). For what we may not own, use WorldCat.

IV. Library catalog - <http://library.messiah.edu/vwebv/searchBasic>

- a. Database of items in the library, including books, films, and online books and recordings (Naxos recordings are listed and searchable in library catalog)
- b. Items that are online will say “electronic resource” next to the title. Look at bottom of record for the link to connect.
- c. **Hardcopy items CAN be borrowed from our library**. We mail the materials directly to you. Here's the link to information and instructions on how to do this:
http://www.messiah.edu/murraylibrary/summer_book_request.html

- d. Once in the record for an item you'll see the following in the blue box at right:
 - i. "About this book" links to Google books for more information and sometimes
 - ii. Request items through ILLIAD if missing, lost, or checked out (*note: may not be working right now due to system maintenance—let me know*)
 - iii. Place a hold on an item (only works for items that are checked out) (*note: may not be working right now due to system maintenance—let me know*)
 - iv. Can renew items online and check library account online: See My Account tab at top. NOTE: For this, you MUST have a Messiah ID since this system uses the ID number on your ID card rather than your regular Messiah network ones.

V. Formats for bibliographies and papers

- a. On the library homepage, see "Citing Sources" link. You will see links for guides on using the major styles (MLA, APA, Chicago, and Turabian)
http://www.messiah.edu/murraylibrary/style_guides.html
- b. I particularly like the Diana Hacker links—easy to use
- c. RefWorks. Software that helps you convert your bibliographic citations into the correct format. You must create an account in RefWorks before using it the first time. There is a guide on our homepage, but also ask for help if you need it.

VI. NAXOS: How to create your own playlist

- a. Connect to Naxos (either from a link your professor provided under "Resources" in Sakai OR from the Library homepage under "Articles/Databases/Subjects" –Music).
- b. Click on the Playlists tab on the top of the page.
- c. Note: There is a Users Guide (PDF) for creating playlists on the Playlists page.
- d. Click on "Sign-up" (at right in the Students/Members Playlists box), create an account. Once you've created the account, you can click on "Login" (next to "Sign-up") to access your playlists, add to them, etc. To add to your playlists, **you must log in** before searching for recordings.
- e. To create a playlist folder, when you are on the Playlists page, click on "New" (under the blue band marked "Folders"). A pop-up window will appear that will allow you to create the folder.
- f. Search Naxos for recordings. Select a track (or multiple tracks).
- g. Click on "Add to playlist" from options at left and a window will appear allowing you to select which of your playlist folders to add the track(s).
- h. Each time you access the NML, you will need to sign-in to the student playlists to access your *personal* playlists.

VII. Interlibrary Loan

- a. You can order books from other libraries through a system we use called ILLiad. Here is a link to basic instructions: http://www.messiah.edu/murraylibrary/summer_articles_ill.html
- b. Note : It is easiest to place requests right from within the database you are using.
 - i. In RILM and other EbscoHost databases, look for the link that says "Request this article from another library through Interlibrary Loan (ILLiad)".
 - ii. In WorldCat, once in a record, look for the link: "Interlibrary Loan via ILLiad"