

# MURRAY LIBRARY 101

[www.messiah.edu/murraylibrary](http://www.messiah.edu/murraylibrary)

## ABOUT THE LIBRARY.

- Staff directory (who to contact)
- FAQ

## ASK A LIBRARIAN (far right column)

- **Chat.** During the school year and during reference hours, click here to talk “live” to a librarian!
- **E-Mail.** Your question will go to 5 reference librarians. One of them will answer, generally very quickly! (Occasionally in the summer, all librarians are on vacation.)
- **Appointment.** You are welcome to set up an appointment for research help.

## QUICKLINKS (far right column)

- Book distributors -- used & out-of-print books. ⇌ Beth’s favorite: Half.com
- WorldCat – best place to most books written on a topic, by an author, etc. You can initiate interlibrary loan from WorldCat and check to see what libraries own the book.

**SUGGESTIONS (far right column):** General and recommendations for book purchases

## LIBRARY SERVICES

- **INTERLIBRARY LOAN**
  - **E-Z Borrow.** Use this first to borrow books (if you know the title of the book).
  - Borrow journal articles .
  - Renew interlibrary loan books.
- **FOR FACULTY & STAFF**
  - Find workshop handouts here
- **FOR VISITORS & ALUMNI**
  - Services we provide for these groups – you may get questions!

## RESEARCH HELP

### HOW DO I...? (GUIDES)

- Book reviews, citation style guides, statistics, etc.

### SUBJECT & COURSE HELP

### CREATING BIBLIOGRAPHIES (REFWORKS)

A web-based citation manager that allows you to:

- collect references for books, journal articles, videos, etc. into a personal database
- import bibliographic citations from online databases such as EBSCOhost (Academic Search Premier), FirstSearch, etc.
- create bibliographies in a variety of formats, including MLA and APA.

**DICTIONARIES & ENCYCLOPEDIAS** (including some online subject encyclopedias)

## FIND

### ARTICLES/DATABASES & NEWSPAPER ARTICLES

Separate workshop on this.

### REFERENCE UNIVERSE (searches in reference books)

- Located alphabetically under Articles/Databases

### PERIODICALS LIST -- does the library subscribe to...?

- Key in a periodical (magazine/journal) title (or the first part of the title)
- “Murray Library Periodical Collection” – library has paper version of periodical; click on link to find which years we own (“Library has:”)
- Date range with link: indicated years available fulltext

### DVDs/VIDEOS (covered under Catalog)

## LIBRARY CATALOG

### CREATE A LIBRARY CATALOG ACCOUNT to renew books, DVDs, etc. online

1. Click on Renew
  2. Key in your Messiah ID number (from the front of your card).
  3. PIN: 12345
  4. Your last name / OK.
  5. Change your PIN to something you will remember! It doesn't need to include numbers.
- NOTE: If you have an overdue item, you will be blocked from renewing your books online.

### TITLE SEARCHES

- Omit articles at the beginning of titles, i.e., “the,” “an,” “a” E.g., *Catcher in the Rye* not *The Catcher in the Rye*.

### KEYWORD RELEVANCE SEARCHES

- Do not include “and,” “or,” or, “not” in your search (unless as part of an exact phrase), e.g., women sports
- Use quotation marks for exact phrase, e.g., “computer graphics”
- Search **multiple endings** (truncate) by using “?”  
Example: comput? retrieves computer, computing

### KEYWORD SEARCHING (BOOLEAN)

- *Must* divide words or phrases with AND, OR, NOT (for keyword *Boolean* search only)  
Examples: computers AND libraries (items with both words)  
libraries AND (internet OR web)  
disability NOT physical
- Search **multiple endings** (truncate) by using “?”  
Example: comput? retrieves computer, computing

## DVD, VIDEO SEARCHING

### Title Search

- For title search: In “Search by” box on right, select “Title.”  
⇒Tip: Do not include “The,” “An,” or “A” at the beginning of the title.

### Method I (by genre)

- Change “Search by” menu on right to “Subject (Library of Congress)”
- Use one of the following subject phrases: **feature films** [separates by decade], **comedy films**, **foreign films**

### Method II (by genre)

- For all searches: under search box Quick Limit, select **Video/DVD**
- **Limit to feature films**: add phrase “**feature films**” to Keyword search
- **Limit to comedy films**: add phrase “**comedy films**” to Keyword search  
⇒Tip: Add **NOT foreign** to Keyword/*Boolean* search (eliminates films in foreign languages) Example: “feature films” NOT foreign

## NEW BOOKS, DVDS, CDS

Check to see what books, DVDs/videos (Media Services), and CDs (Music Listening Room) we have received in the past few weeks.

### “IN PROCESS;” “ON ORDER”

- In process – the item is in the library, but needs to be cataloged. Ask for a RUSH card.
- On order – the item has been ordered, but has not yet arrived.

## COURSE RESERVES

Materials put behind the circulation desk by faculty; can circulate for 2 hours.