

MURRAY LIBRARY 101

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).
 - Create an ILLiad account for everything other than E-Z Borrow.
 - 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
- “Murray Library Periodicals 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

RENEW BOOKS, DVDs, ETC.

1. Click on “My Account.”
2. Key in your Messiah ID number (from the front of your card) and your last name.

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

DVD, VIDEO SEARCHING

Title Search

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

Method I (by genre)

- Change “within” menu to the right of Search to “Subject begins with”
- Use one of the following subject phrases: **feature films** [separates by decade], **comedy films**, **foreign films**

Method II (by genre)

- For all searches: under “Limit to” 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 (Academic Technology Services), and CDs (Music Listening Room) we have received in the past few weeks.

Click on “New Books” tab and then click on search button.

“IN PROCESS;” “ON ORDER”

- In process – the item is in the library, but needs to be cataloged. Click on RUSH form link to right of the record in the catalog.
- 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.