

Faculty & Staff Guide to Services



**Courtright Memorial Library
Otterbein College
2009 – 2010**

Welcome to the Courtright Memorial Library

Everyone employed at the Courtright Memorial Library looks forward to working with you and your students. The Mission of the Courtright Memorial Library is to actively engage in and contribute to the teaching, learning and research needs of the entire Otterbein community. As intellectual partners in the quest for knowledge, the library staff provides access to information, develops a diverse collection, and nurtures critical thinking skills to develop self sufficient, life-long learners. Please stop by the library or visit our web site (<http://library.otterbein.edu>) and discover...

What We Can Do For You

	PAGE
A. Offer a growing collection of books, serials, non-print materials, electronic journals, books, films, and musical resources, government publications and archival items for your use.	5
B. Provide resources for your use, such as OPAL, OhioLINK, the online catalogs of local libraries, including Westerville Public, Columbus Metropolitan, and the State Library of Ohio, and access to OCLC's Worldcat.	5
C. Place supplementary materials or required readings on Course Reserves.	7
D. Lend equipment, such as digital cameras, camcorders, laptop computers, data projectors, portable screens, CD players, slide projectors, portable VHS/DVD players, graphing calculators, and digital tape recorders.	7
E. Provide an online form for placing reservations on library classrooms, including Library 118, 124, 126, 127, 200, 201, Seminar room, and the West Study. Go to http://library.otterbein.edu and under "Library Services" click on Room Reservations.	7-8
F. Provide reference assistance within the library, by phone (x1984), through Instant Messaging (username: otterbeinlibrary), and via e-mail (library@otterbein.edu).	8
G. Offer course and subject-specific hands-on instruction sessions covering relevant resources and library research skills. Consult your department's liaison librarian (see page 3) to discuss the focus and the scheduling.	8-9
H. Provide an online form for requesting the materials you would like to have added to the Library collection. Each faculty member is provided funding for this purpose.	9
I. Provide access to OPAL and OhioLINK to locate materials both at Otterbein and at other college libraries throughout the state and to request those we do not own.	10
J. Offer Interlibrary Loan (ILL) service to request books, videos, periodical articles, etc. from other libraries around the world.	11
K. Assist you with creating links for full-text articles in Blackboard and/or web pages.	12

Information About the Library

Library Hours:

Library Hours during the academic term are:
 Monday-Thursday 7:45 am to 2:00 am
 Friday 7:45 am to 6:00 pm
 Saturday 10:00 am to 5:00 pm
 Sunday 12:00 pm to 2:00 am

Hours do vary during holidays, exams and breaks. Go to the library home page (<http://library.otterbein.edu>) for a complete list.

Get to know the Library Staff

Name	Title/Department	Ext.	Email Address	Liaison Areas
LaVerne Austin	Periodicals Manager	1264	laustin@otterbein.edu	
Stephen Grinch	College Archivist	1761	sgrinch@otterbein.edu	
Amy Parsons	Reference/Cataloging Librarian	1026	aparsons@otterbein.edu	Nursing, Graduate Nursing, Health/Sport Sciences, Music, Theatre/Dance
Rares Piloiu	Information Literacy Librarian	1314	rpiloiu@otterbein.edu	Education, Graduate Education, Psychology, English, ESL
Rebecca Raeske-Grinch	Resource Sharing Supervisor	3072, 1215	rraeske-grinch@otterbein.edu	
Allen Reichert	Electronic Access/Resource Sharing Librarian	1164	preichert@otterbein.edu	Art, Communication, History/Political Science, Legal Studies, Integrative Studies, Faculty Dev., CTL, Freshmen Year Initiative
Becky Rollo	Evening Circulation Supervisor	1799, 1215	rrollo@otterbein.edu	
Patti Rothermich	Reference/Business Librarian	1366	prothermich@otterbein.edu	Business, Accounting & Economics, MBA, Honors, SYE, Common Book, Career Center, ASC
Betsy Salt	Catalog Librarian	1939	esalt@otterbein.edu	Foreign Language, Religion/Philosophy, Anthropology, Administration, Deaf Studies
Bill Stoddard	Daytime Circulation Supervisor	1985, 1215	wstoddard@otterbein.edu	
Jean Sylvester	Graduate Assistant	1457	Jean.Sylvester@otterbein.edu	
Lois Szudy	Library Director	1414	lszudy@otterbein.edu	Chemistry, Equine Science, Environmental Studies, Life/Earth Science, Physics
Jane Wu	Systems/Government Publications Librarian	1027	jwu@otterbein.edu	Mathematical Sciences, Woman's Studies, Black Studies, Sociology, Continuing Studies/Pace
Elizabeth Zeitz	Acquisitions Manager	1938	EZeitz@otterbein.edu	

Liaisons by Department / Area:

Library Liaisons work collaboratively with faculty to build the library collection, provide instruction in the use of library resources, create bibliographies, assist faculty in developing assignments, perform sophisticated searches on online resources, assist with departmental reviews, and other services as appropriate.

Department	Liaison	Phone Ext.
Academic Support Center	Patti Rothermich	1266
Administration	Betsy Salt	1939
Anthropology	Betsy Salt	1939
Art	Allen Reichert	1164
Business, Accounting & Economics	Patti Rothermich	1366
Black Studies	Jane Wu	1027
Career Center	Patti Rothermich	1366
Center for Teaching & Learning	Allen Reichert	1164
Chemistry	Lois Szudy	1414
Common Book	Patti Rothermich	1366
Communication	Allen Reichert	1164
Computer Science	Jane Wu	1027
Continuing Studies/ Pace	Jane Wu	1027
Dance	Amy Parsons	1026
Deaf Studies	Betsy Salt	1939
Earth Science	Lois Szudy	1414
Education	Rares Piloiu	1314
English	Rares Piloiu	1314
Environmental Studies	Lois Szudy	1414
Equine Science	Lois Szudy	1414
ESL	Rares Piloiu	1314
Faculty Development	Allen Reichert	1164
Foreign Language	Betsy Salt	1939
Freshman Year Initiative	Allen Reichert	1164
Health & Sport Sciences	Amy Parsons	1026
History	Allen Reichert	1164
Honors	Patti Rothermich	1366
Integrative Studies	Allen Reichert	1164
Legal Studies	Allen Reichert	1164
Life Science	Lois Szudy	1414
Mathematical Sciences	Jane Wu	1027
MBA	Patti Rothermich	1366
Music	Amy Parsons	1026
Nursing	Amy Parsons	1026
Pace	Jane Wu	1027
Philosophy	Betsy Salt	1939
Physics	Lois Szudy	1414
Political Science	Allen Reichert	1164
Psychology	Rares Piloiu	1314
Religion	Betsy Salt	1939
Sociology	Jane Wu	1027
SYE	Patti Rothermich	1366
Theatre	Amy Parsons	1026
Women's Studies	Jane Wu	1027

Circulation Policies for Faculty and Staff

Type of Material	Otterbein Owned Items	OPAL/OhioLINK Owned Items
Books ¹	21 day loan 4 renewals No overdue fines ³	21 day loan 4 renewals Overdue fines will be waived ^{2,3}
Government Docs	21 day loan 4 renewals No overdue fines ³	21 day loan 4 renewals Overdue fines will be waived ^{2,3}
Video Tapes/DVDs	7 days 4 renewals No overdue fines ³	7 day loan No renewals Overdue fines will be waived ^{2,3}
CD-ROM, Compact Discs, Cassette Tapes	7 days 4 renewals No overdue fines ³	7 day loan No renewals Overdue fines will be waived ^{2,3}
Periodicals	3 days 4 renewals No overdue fines ³	Not available via OPAL/ OhioLINK, use Interlibrary loan
Maps, Pamphlets & Annual Reports	3 days 4 renewals No overdue fines ³	Not available via OPAL/ OhioLINK, use Interlibrary loan
Laptops, Data Projectors, Digital Cameras, Camcorders & VCR/DVD players	1 Day 0 renewals No overdue fines ³	Not available from other institutions
Other Equipment	Varies by type of equipment (1 or 7 days) 0 renewals No overdue fines ³	Not available from other institutions
Reserves	2 hour or 1, 3 or 7 days No renewals (if you need material longer, please check with a circulation supervisor)	Not available from other institutions

Notes:

- 1) Otterbein owned materials can be checked out for extended periods (**no longer than one academic term**) upon request. Please ask for an extended due date **BEFORE** you check out the item.
- 2) Although the computer system automatically charges Faculty members overdue fines for OPAL and OhioLINK owned materials, we will waive these charges. However, faculty members are charged for lost or damaged Otterbein, OPAL, OhioLINK, and Interlibrary Loan items and these replacement fees will not be waived. Please return your items on time to allow us to be in good standing with other members of OPAL and OhioLINK.
- 3) As a faculty member, you need to agree to abide by the loan policies of the Courtright Memorial Library. You will be responsible for all items you check out and their replacement costs should they become lost or damaged. In situations where replacement costs remain unpaid for a period exceeding 60 days past the initial billing, the College reserves the right to withhold from your salary or wages the amount owed. You will be notified of all such withholdings.

Resources Available

Use the library homepage (<http://library.otterbein.edu>) from your office, home, or the library to access many valuable resources. The following is a list of **a few** of the sources you can use by visiting our web site:

- Otterbein's library catalog (OPAL)
- OhioLINK
- Other library catalogs (such as Westerville Public Library and the Columbus Metropolitan Library)
- Research Databases, on a wide variety of subjects
- Journals A-Z list of all serial titles available through the library (including print, mf, and electronic)
- RefWorks bibliographic management program
- Electronic journals (E-Journals)
- Electronic books (E-books)
- Digital image collections, including Films for the Humanities, AP Photo Archives, etc.
- Government publications
- Library services, including forms for ordering new materials or requesting Interlibrary loans
- List of newly acquired items, Blog, and copies of the library newsletter
- Instant Messaging with an Otterbein Librarian
- Common Book bibliographies and research guides
- Friends of the Library
- Otterbein Room (College Archives)
- Virtual Tour of the library
- Tutorial (to help with learning about conducting library research and citing resources)

Need more information? Contact your department liaison or Jane Wu, x1027.

Library Collection

The library building contains over 400,000 books, government publications, microforms, videos/DVDs, sound recordings, serials, electronic resources, and archival materials for your use. The collection is shelved throughout the four-story building.

- The lower level – College Archives (Otterbein Room), Music collection (including scores, books, phonograph records, cassettes, CDs, videos and DVDs); and the Curriculum and Juvenile collections
- The first floor – Reference and Course Reserves
- The second floor – Books and videos in the LC classification of A – K; periodicals; microforms; and government publications.
- The third floor – Books and videos in the LC Classification of L, N-Z; Folio (oversize)

If we do not own the materials you need, we can assist you in finding these items. We provide access to the online catalogs of local libraries, including Westerville Public, Columbus Metropolitan, and the State Library of Ohio. In addition, we offer access to OCLC's Worldcat, a database of materials available in libraries throughout the world. Our consortial relationships with OPAL and OhioLINK, as well as our Interlibrary Loan service, insure our continued ability to obtain for you the resources you require.

Contact your department liaison for more information.

Videos / DVDs

Videos and DVDs are shelved in the stacks with books according to their call number.

They are kept in plastic security cases to protect them from theft or misuse. Bring any videos or DVDs you wish to checkout to the circulation desk on the main floor. They circulate for 7 days, with one renewal. If you plan to show a video or DVD in your class, to make sure it will be available, contact Bill Stoddard or Becky Rollo at x1215; they will put it on reserve for you and your class.

To limit a search in OPAL or OhioLINK to ONLY retrieve VIDEOS or DVDs:

1. **Perform your search using** title, author, keyword, etc.
2. From the screen with list of titles, **Click on Modify Search or Limit/Sort Search in the top tool bar.**
3. Beside Material Type **Choose Audiovisuals** and **click on Submit**
4. The citations remaining should be in the audiovisual format.

Many OPAL and OhioLINK libraries, including Otterbein, circulate videos, DVDs, and other non-print materials to member libraries. Otterbein owned videos/DVDs that are known to have high usage by Otterbein faculty are not loaned. If you have specific titles that you use frequently, please let either your library liaison or Rebecca Raeske-Grinch x 3072 know. We will try to insure your video is available when you need it. Videos/DVDs that are in constant demand can be set to "Local Use Only" so that they will not circulate to other libraries.

Please see Rebecca Raeske-Grinch x3072 for any concerns about video/DVD circulation through OPAL/ OhioLINK.

Government Publications

The Government Publications collection of Courtright Memorial library was established in 1967 as a partial U.S. Federal Depository Library. Several thousand publications are added to the collection annually. There is a wide range of subject matter from congressional information and current statistics to recipes and consumer information (and almost any topic in between). For many areas of study, such as current events, economics, history, government, social work and sciences, government publications are essential research materials.

Most of the federal government publications received through the Federal Depository Library Program are located in the documents collection on the 2nd floor of the library. In addition, some are located in the periodicals collection and others are in the reference collection. Many government publications are available electronically. You will find these publications through our online catalog, OPAL.

As few students are familiar with government publications, we encourage faculty to recommend that students use government publications as one of the sources for their research assignments, especially in upper-level courses.

For more information, please contact Jane Wu x1027 or choose the Government Publications link from the library homepage.

Services We Provide

Course Reserves

1. **Deliver materials for Course Reserve to the Circulation Desk. Include a syllabus and fill out a Course Reserve Form for each class.**
If you submit a list of library materials to be placed on course reserve please allow 2 - 3 business days for the circulation staff to pull and process the items. Reserves are not processed on Saturdays. Materials dropped off on Friday will not be available until Sunday evening or possibly Monday morning. **Materials are NOT IMMEDIATELY AVAILABLE TO YOUR STUDENTS, so please plan ahead.**
2. **Choose the loan period you'd like the materials to circulate.**
No renewals are allowed. The loan periods are:
LIBRARY USE ONLY – circulates 2 hours and may not leave the library.
1 DAY – circulates for 1 day and may be checked out & returned anytime on due date
3 DAY – circulates for 3 days and may be checked out & returned anytime on due date
7 DAY – circulates for 7 days and may be checked out & returned anytime on due date.
3. **Copyright compliance must be met if using any copyrighted materials.**
Request permission from the copyright holder to use anything photocopied from a copyrighted source. Photocopied materials may be placed on reserve for only one term.
4. **Materials are kept on reserve only during the term they are used.** Please pick up personal items at the end of each term or we will mail them to you through campus mail

Contact Bill Stoddard or Becky Rollo at x1215 for more information.

Circulating Equipment

Equipment, such as laptop computers, data projectors, digital camcorders, digital cameras, VCR/DVD players, slide projectors, overhead projectors, Texas Instruments graphing calculators, compact disc players, and digital recorders can be checked out from the main circulation desk. Digital equipment, such as digital cameras, camcorders, data projectors, and laptop computers circulate for 1 day only. Some equipment, such as slide projectors and overhead projectors, can circulate for 7 days. Please remember that students, staff, and faculty utilize equipment and that the amount we have is limited. **You can reserve the equipment you need by going to the library web page under “Library Services” and clicking on the link for “Equipment Reservations”.**

Contact Bill Stoddard or Becky Rollo at x1215 for more information.

Room Reservations

The following rooms can be reserved in the library:

- **Library 118** – classroom with 35 armchairs, instructor computer, data projector, VCR/DVD, and document camera. Located on the 1st floor of the library, entrance from inside library.
- **Library 124** – classroom with 42 armchairs, instructor computer, data projector, VCR/DVD, and document camera. Located on 1st floor in cafe section (along hallway to left).
- **Library 126** – classroom with 42 armchairs, instructor computer, data projector, VCR/DVD, and document camera. Located on 1st floor in cafe section (along hallway, first classroom to the right).
- **Library 127** – classroom with 36 armchairs, instructor computer, data projector, VCR/DVD, and document camera. Located on 1st floor in cafe section (along hallway, second to right).

- **Library 200** – computer classroom with 25 student computers and 1 instructor computer, document camera, data projector, and VCR/DVD capabilities. Additional chairs and stools are available for larger classes. Located on the 2nd floor of the library.
- **Library 201** – computer classroom with 19 student computers and 1 instructor computer, document camera, data projector, and VCR/DVD capabilities. Located on the 2nd floor of the library.
- **West Study Room** – small classroom with conference table and 12 upholstered chairs (additional chairs are available). TV/VCR available. Located on 2nd floor, behind the west emergency stairwell.
- **Seminar Room** – classroom with 21 armchairs and small table with 4 chairs. Data projector, instructor computer, TV/VCR and DVD player available. Located on lower level adjacent to the stairs.

Please make your reservations as early as possible, but no later than 24 hours before the event or class. Room reservations are not processed during the weekend, so reservations made on Friday afternoon, Saturday, or Sunday will not be processed until Monday. Library rooms fill up fast, so reserve early to insure the space you need is available for you. **Place your room reservation online by going to the library home page and clicking on Room Reservation (<http://library.otterbein.edu/conference-rooms.asp>).** Note: Library 200 and 201 are computer classrooms and like all other computer labs on campus are scheduled through the Information Technology department. To make reservations easier, though, we have included the ability to reserve these two rooms on the library online reservation system.

Contact Becky Rollo or Bill Stoddard at x1215 for more information. For questions regarding reserving Library 200 or 201, please contact Chris Perrotta at x1359.

Reference

Personal assistance is available at the reference desk during the following hours:

Monday – Thursday	9:00 am – 10:00 pm
Friday	9:00 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	12:00 pm – 10:00 pm

You can obtain assistance during these hours in the following ways:

- ✓ come to the reference desk,
- ✓ call us at (614) 823-1984;
- ✓ use IM – username Otterbeinlibrary;
- ✓ e-mail us at library@otterbein.edu

For more information, click on “Ask A Librarian” from the library homepage, <http://library.otterbein.edu>.

This assistance could include, for example:

- Consultations on resources and search techniques relevant to your research areas,
- Tips for searching the Internet and evaluating the information found, and
- Assistance with searching electronic journals, electronic books, and over 170 specialized research databases.

For more information, contact Patti Rothermich, x1366.

Information Literacy

Our information literacy program begins with an introduction to library research in Integrative Studies 100, 105 and 110 courses. Each of these courses has one or two sessions with a librarian to prepare our new students for using an academic library. In addition, our program aims to assist you in incorporating research, critical thinking, problem solving and computer searching skills into your syllabus for other courses. Whatever your focus, the library staff can provide additional support to verify facts, help students obtain an overview of unfamiliar topics, and become information literate, lifelong learners. Library instruction sessions can be held in your classroom or in one of the campus computer classrooms (with preference to Library 200 or Library 201).

The library has developed a research tutorial and a virtual tour of the library. The virtual tour is particularly useful for new students to find their way around the library. The research tutorial can assist students who need additional information about doing library research. It includes, sections on the difference between scholarly and popular resources, how to evaluate the information they find; how to avoid plagiarism; and ways to appropriately cite their sources. Please use both products and encourage your students to do so as well. They are available through the library's home page (<http://library.otterbein.edu>).

Some possibilities for instruction are:

- Basic instruction of new students about the use of library resources,
- Advanced level research strategies and practices with specialized reference sources in the major disciplines,
- Electronic retrieval of information and the use of Boolean operators,
- Government Publications, including how to access them,
- Critical evaluation of library & Internet resources,
- How to search for information on the Internet.

We can assist you in the creation of assignments to better teach your students how to use the library. Your library liaison is available to consult or collaborate with you on the design of assignments or to preview your library assignments to verify available resources and identify alternative resources for students to use. Please make use of our expertise anytime you are incorporating a research assignment into one of your courses. Together we can develop a successful exercise, assignment and/or instruction session for your students. A website for Information literacy is available from the library's home page: <http://library.otterbein.edu>.

For more information call your department's liaison or Rares Piloiu x1314

Requests For New Items

The library provides funds for each faculty member to purchase library books and non-print materials. We welcome your suggestions for strengthening our collection. You can request your materials online:

From the library homepage, in the section titled "Library Services", click on "New Item Request" (<http://www.otterbein.edu/resources/library/libpages/bkservic.htm>).

The library liaisons review requests for new purchases and may contact you with questions regarding your request.

If you need the new material by a certain date or for course reserve, please include this information in the "Comments" section. We will do our best to obtain the item within your time frame. Rush orders will be processed in emergency situations, but discounts are lost and

shipping costs are a factor. Check the "hold this item for me" box, if you would like to have the material as soon as it is cataloged.

Please send any orders for Serials (periodicals, journals, newspapers, electronic journals, and/or standing orders) to Lois Szudy, Library Director for approval. Due to the inflationary increases in their cost, very few, if any, new subscriptions are currently being added.

Call your departmental liaison or Elizabeth Zeitz at x1938 for more information.

Cataloging

If new items are needed by a certain date, for a certain quarter, or for course reserve, please note that information on the online order form when ordering. Items are not immediately available at the time they arrive at Otterbein. Please allow 24 - 48 hours for rush cataloging. When a rush cataloged item is ready, the faculty member who requested it will receive an e-mail notification, and the item will be placed on the hold shelf at the circulation desk. If no "needed by" date appears on an order, items will be cataloged in the order they are received.

Contact Betsy Salt at x1939 for more information.

Requesting Materials from Other Libraries

Otterbein is a member of two consortia, OPAL and OhioLINK. OPAL (Ohio Private Academic Libraries) is composed of 24 private colleges in Ohio who share one online catalog, also called OPAL. OhioLINK is a consortium composed of 85 libraries. They include 2-year and 4-year public institutions of higher education in Ohio, the State Library of Ohio, and many private colleges and universities. In addition, the Cuyahoga County Public Library system and the Westerville Public Library are members of OhioLINK and their materials are included in the OhioLINK central catalog. Through OhioLINK, Otterbein has access to a central online catalog, research databases, electronic journals, and other electronic products. Using OPAL and OhioLINK, Otterbein College faculty, students and staff can request materials that are owned by other members.

1. **Search the OPAL Catalog.** Go to the Library home page at <http://library.otterbein.edu>. You can begin searching by using the text box in the Search the Catalog section under Find Books & More.
2. **Choose the criteria for your search (author, title, keyword, etc) and type in your search.** You can search by Keyword, author, title or subject from the library main page. After you enter your search you will be taken to the OPAL catalog – from here you can modify your search, change the library you are searching, sort your search in several ways, etc. If Otterbein College owns a copy of the item you are looking for, check the status. If it says AVAILABLE, you can visit the Otterbein library, locate the item on the shelves, and check it out at the Circulation Desk. You can also place a request for the item and we will keep it on the hold shelf (at the circulation desk) for you for 10 days.
3. **If Otterbein does not own a copy of the item you are looking for click on Search OhioLINK from the top tool bar.**
4. **Input the information requested.**
OPAL Request asks for:
 Your Name
 Library ID # (The number from your Cardinal Card, 7777...)
 Pick-up location: Otterbein Lib Circ Desk 625

OhioLINK asks for: Click on REQUEST THIS ITEM
 Your School or Institution: Otterbein College
 Your Name
 Barcode # (From your Cardinal Card, 7777...)
 Pickup location: Otterbein Lib Circ Desk 625

If you have any overdue items or owe money you will not be able to request items.
Return overdue items or check with the circulation desk staff to clear up any problems by calling x1215.

5. When materials arrive from either OPAL or OhioLINK libraries, you will receive an e-mail to let you know they are ready to be picked-up. You can also check your online record to determine when your materials arrive. See next section on "View Your Record."

For more information, call Rebecca Raeske-Grinch at x3072

View Your Record or "My Account"

1. From the library's home page (<http://library.otterbein.edu>) or from the OPAL catalog, click on **My Account**.
2. **Input information requested**
3. To see what items you have checked out **click on the # of items checked out**. You will be able to renew your own materials here.
4. **To see the status of your requests click on # of requests.**

Available	owning library has not processed the book yet
In Transit	item is on the way to Otterbein
On Hold	item is ready for pick-up
Ready for Pick-up	item is ready for pick-up
OhioLINK received	item is ready for pick-up

For assistance, please ask at the Reference desk at x1984 or the Circulation desk at x1215.

Interlibrary Loan (ILL)

Interlibrary Loan service is designed to serve the research needs of Otterbein College faculty, staff and students. To request an ILL use the request forms on our website, click on "Interlibrary Request" under the section titled Library Services on the library homepage.

Articles requested through Interlibrary Loan are sent to your Otterbein email account. If you prefer a different email address, please notify preichert@otterbein.edu. Once the article is sent, you will be notified by email.

The ILL department desires 7-10 days to fill your requests. However, if you need an ILL rushed please contact the ILL office at 823-1164. The length of time you may have the borrowed material and any restrictions on the use of this material are determined by the lending library. If you need more time, some libraries will extend (renew) your requests. Contact Allen Reichert (x1164) to make a renewal. Keep in mind that a renewal should be submitted before the due date indicated on the book wrapper. It is important that books are returned on time to remain in good standing with the lending institution. You will be fined \$.50/day for all overdue ILL materials. Books and articles obtained through ILL **may not** be placed on reserve.

The copyright law of the United States (TITLE 17, United States Code) governs the making of reproductions of copyrighted materials. Under certain conditions specified in the law, libraries

are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

There typically is no charge for obtaining materials through Interlibrary Loan. Occasionally, however, the ILL department must use a supplier that charges a fee (usually between \$10 and \$25). Courtright Memorial Library will cover the first \$12.00 of any charge. To cover the difference, you may either charge your department or pay the library by cash, check, or credit card. You will be notified, prior to ordering, regarding any requests that are subject to the additional fee.

Questions? Call Allen Reichert in the Interlibrary Loan Office at x1164

Create Links for Full-Text Articles In EBSCOHost Databases

The librarians can assist you in making your reading lists interactive. You can add links from full-text articles from the library's databases (e.g. **Academic Source Complete**) to your online course web page or Blackboard. You can choose from thousands of full-text magazines, journals and newspapers!

1. Open **Internet Explorer** on your computer.
2. Visit the Otterbein library's home page. <http://library.otterbein.edu>
3. Under **Find Articles and more**, choose the second text box labeled "Select One" and choose either **Research Databases by subject** or **Research Databases by title**.
4. Select a full-text database such as **Academic Source Complete**.
5. Type your search. You can search for a topic or for a specific author.
6. If available, click the box to find *only* full text articles
7. Click on the **Search** button.
8. From, your search results, click on the title of the article you would like to use.
9. Highlight the URL at the bottom of the citation beside "Persistent link to this article"
10. Press **CTRL-C** to copy.
11. If not already present at the beginning of the url, type the following link in your Web page: <http://ezproxy.otterbein.edu/login?url=>
12. Click to place the cursor at the end of the link
13. Press **CTRL-V** to paste the persistent link at the end of the link after "url=".
14. Use the complete link that you just created in your course web page.

For example, the link for your course page could look like this:

<http://ezproxy.otterbein.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=33024966&loginpage=Login.asp&site=ehost-live&scope=site>

The librarians can assist you with selecting the right database to find your full-text articles (if available), show you how to construct the links for your online course web page, and add them to your course web page.

For more information, contact a reference librarian at x1984 or your liaison librarian.
