INTRODUCTION TO LIBRARY RESOURCES

Getting Started:
One good place to start is the Library’s Homepage http://www.lib.muohio.edu/

Here you can locate books, find journal articles (many of them online in full-text), read e-reserves, find good websites for class research or just for fun, renew your books online, see when we’re open, order books we don’t have from other libraries in Ohio, and more.

How Do I Find Books?
You can locate books, as well as videos and magazines, all using the online library catalog. You can search by title, author, keywords, or subject headings. Remember if you are looking for a magazine or journal, search for the title of the magazine itself (i.e. “Administrative Science Quarterly”), NOT the title of the article you are looking for.

Online magazines and journals are also available through the catalog, just type in the title and if it is available online, you will be able to link directly to it. There is also a list of all our electronic journals available at http://www.lib.muohio.edu/ejournals/.

When you find an item you are interested in, make sure you look at the catalog record and check the following three things.

1) The LOCATION. Since the catalog contains information for all the branch libraries, including Science, Music, Art/Architecture, as well as Government Documents, and the libraries on the Hamilton & Middletown campuses and the SW Depository, you need to know where the book you found is actually shelved. If it is not on campus, you can request it be sent here. Click on “Request Item” at the top or bottom of the page, it should get here in just a day or two.

2) The CALL #. Write down all the parts of a call #, (i.e. KF 888 .W47 2004 ) since this is what you will need to use to actually find the book on the shelf. In King Library, most of the books are on the 2nd floor. Only Reference books are on the 1st floor. Children’s books are on the 3rd floor. The Government Information and Law department is in the basement.

3) The STATUS. This tells you if the book can be checked out or if someone else already has it. If the status says AVAILABLE you can check the book out. If there is a date in the Status Box, then it is checked out. Follow the instructions below to see if it is available in Ohiolink.

What If the Library Doesn’t Own the Book or It is Already Checked Out?
While you are still in the catalog, click on the Statewide Search link at the top of the page. This will show you if another college or university in Ohio has the book you are looking for. If it is available, you can request it yourself online and it will be sent here in approximately 4 working days. You will get an email when it arrives and then you can come into the library and check it
out. You can check the status of your Ohiolink requests or renew books at
https://holmes.lib.muohio.edu/patroninfo.html

What Can I Check Out?

You can check out as many books as you want. The loan period for undergraduates is 3
weeks, for graduate students it is 1 semester, and for faculty it is 1 year. You can renew the
books online and continue to renew them as long as no one else requests them. The exception is
Ohiolink books, which can only be renewed once. The loan period for Ohiolink books is 3
weeks, regardless of status. Videos can be checked out on the 3rd floor and items from
Government Information and Law can be checked out from their department in the basement.

Undergraduates cannot check out magazines or journals, graduate students and faculty
can check them out for 24 hours only. No one can check out reference items, or anything
with a status of Library Use Only.

How Do I Find Journal Articles?

You can start by using one of the online indexes & databases that the library subscribes to.
These are linked from the library homepage (http://www.lib.muohio.edu/subjects/) by subject
area. If you are using the databases from off-campus and are NOT using the MUNET software,
you will need to use the library’s proxy server. There are instructions for this on the library
home page or at http://www.lib.muohio.edu/proxy/. You should only need to make this change
to your preferences once. It proves to the system that you are affiliated with Miami University.
If you have any problems setting up the proxy server, please contact us.

If you are using the databases from on campus, or if you use the MUNET software with a dial-up
modem, you can get directly into the library resources without any extra steps.

If you aren’t sure which index to use, start out with Academic Search Premier. It includes over
8,000 journal popular and scholarly titles, with many articles available in full-text.

You can search on keywords or subject terms and the articles will be retrieved in reverse
chronological order, which means the most recent articles will be listed first. You can also limit
your search to only articles from scholarly or peer-reviewed journals too.

About 75% of the articles in this database are available online in full-text. If it is not available
online, click on the “Olinks” button at the bottom of the record. This will check our holdings
and will tell you if the article is available from an electronic journal or paper journal that we own
here at Miami. All the journals in King are shelved on the 1st floor of the library and are
arranged by call number. You can locate the call number of a journal by looking up the
journal title in the catalog or asking at the Information desk.

If you have questions, you can get help online, either through a live chat service or by
sending us email. Go to http://www.lib.muohio.edu/help/ for chat service hours or our email
address. You can also call the Information Desk 9-4141 or the Consultation Desk 9-6440.

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