

CENTENNIAL LIBRARY

Providing an Effective Gateway to the World of Information



Graduate edition



Welcome

Welcome to the Centennial Library! This information rich environment provides access to thousands of resources to assist you in your research needs and course assignments.

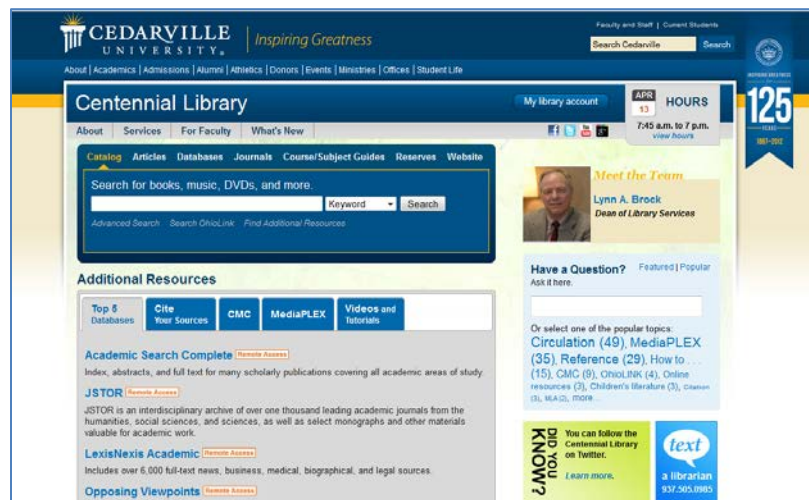
Researching

From the library's website, www.cedarville.edu/library you have access to hundreds of thousands of resources. You will want to become familiar with the Library Catalog, the Research Databases and the User Guides available for your use. These resources will provide you with reliable information to support your research, class assignments and projects.

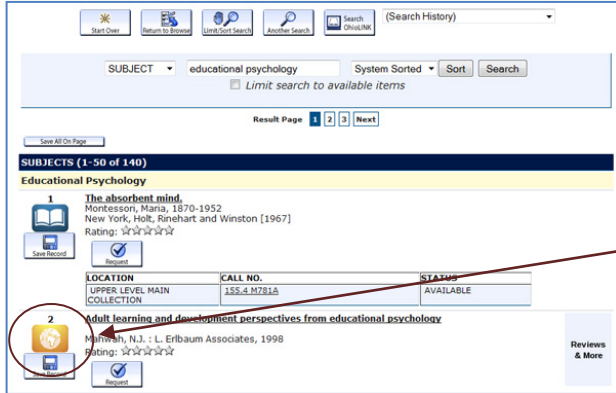
Centennial Library Catalog

The library's catalog lists the **books** and **journals** on the shelves of the library and links you to **electronic journals, books, videos** and **audio files**.

To search the library's collection of resources, type your keyword, title, author, subject, call number or ISBN/ISSN in the search box. Then choose a field to search using the drop down box. Click on SEARCH.



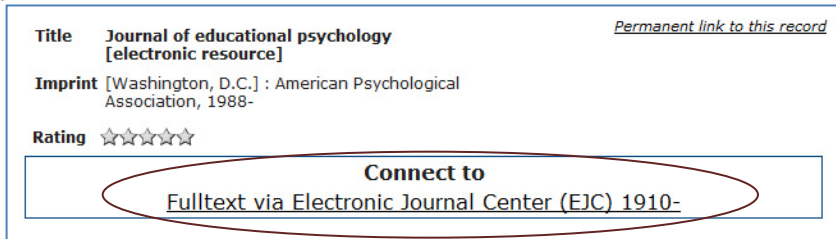
Depending on the results of your search, a list of resources or an individual record will appear on the results screen.



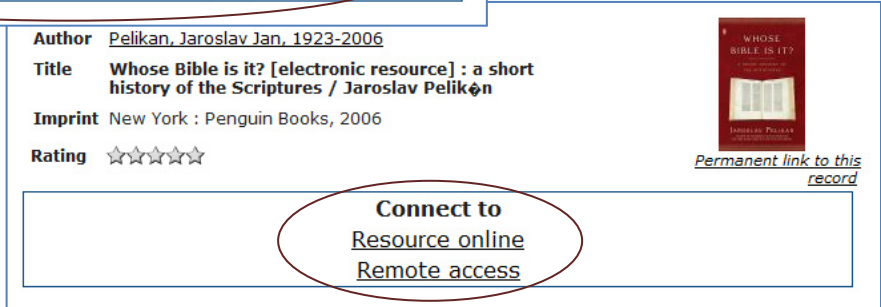
Sometimes the catalog will link you to electronic books or journals. These are indicated on the results page. These yellow globe icons indicate an electronic resource.

Electronic book and journal records also include a [link](#) to the item in the record.

Journal:

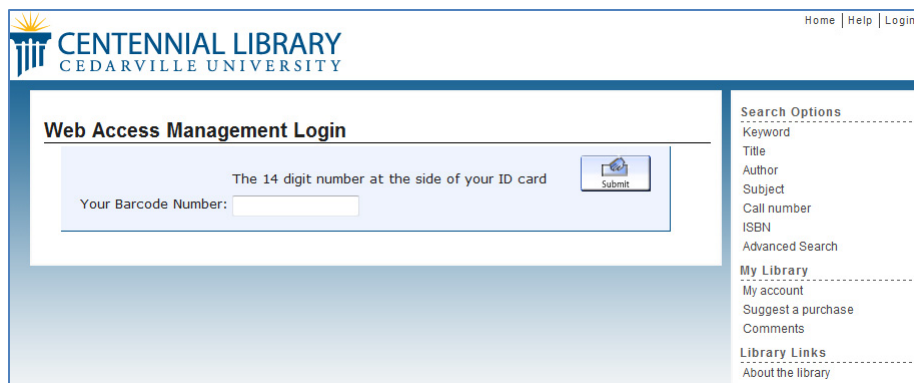


Book:



Remote Access

When accessing Cedarville’s databases you will have to verify that you are a Cedarville University Student. After clicking on a database, you’ll be taken to this screen.



Enter the 14 digit barcode from your ID card to access the database.

On occasion you may also have to authenticate using the OhioLINK authentication system. In this case you have to identify your institution. After you submit, you will be taken to a second authentication page, to enter your name and 14-digit barcode.



The URL for this form is: <https://authdb.ohiolink.edu>

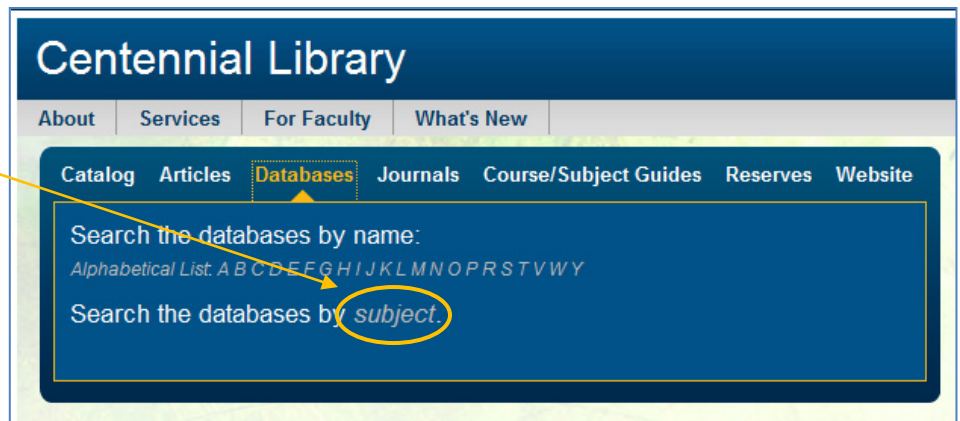
Database searching

As a graduate student of Cedarville University, you have access to nearly 200 online research databases – your source for articles and other important information that will be valuable to your graduate research. The list of databases available to you can be found on the library’s website, under Databases.



The Research databases are listed alphabetically by title.

You can also view a list of databases by subject.



Accessing Full Text articles

When using research databases, be sure to use the Find It button to locate the full text of the articles you are seeking.

The Find It button links you to the full text of the article, be it through an online subscription, or another database that is available through the Centennial Library.



If the article is available electronically, there will be a link in the light blue box for you to click on to access the article.

If the article is only available in print, complete the Interlibrary Loan form for Periodicals (See **Document Delivery /Interlibrary Loan**).

Electronic Resources

The Centennial Library offers thousands of electronic resources, such as books, journals and multimedia resources. In addition to being able to locate these resources in the Library catalog, e-journals may be accessed under the Journals tab and e-books, online videos, photos and audio may also be accessed through the Find Additional Resources link.

E-Books

More than 62,000 electronic books are available through the FIND E-BOOKS page as well as the library catalog link. These E-Books include dictionaries, encyclopedias, handbooks, classic literature and technical books. Be sure to click on Remote Access.

Find E-Books

- [American and English Literature](#) **Remote Access** - Drama, poetry and fiction collections
- [Dictionaries & Encyclopedias](#) - Specialized and foreign language dictionaries and encyclopedias
- [EBSCO eBook Collection](#) **Remote Access** - Digital versions of printed books
- [Grove Music Online](#) **Remote Access** - Digital versions of The New Grove Dictionary of Music and Musicians, The New Grove Dictionary of Opera, and The New Grove Dictionary of Jazz
- [OhioLINK Electronic Book Center](#) **Remote Access** - Scholarly and reference e-books, published by Oxford University Press (humanities and social sciences), and Springer (scientific, technological and medical books)
- [Oxford Reference Online](#) **Remote Access** - Over 175 dictionary, language reference, and subject reference works
- [Safari Tech Books](#) **Remote Access** - IT and business books

E-Journals

The Centennial Library subscribes to 1,000's of print and electronic periodical, most of which are electronic. All electronic periodicals are available through the A-to-Z Electronic Resources database. By clicking on Remote Access, you will find a list of electronic journals, and links to the source for the full text. The source name is a hot link to the full text of the journal.

Catalog Articles Databases **Journals** Course/Subject Guides Reserves Website

Search by journal name.

Advanced Search
Remote Access

Begins With Contains Exact Match

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Online Videos, Photos, and Audios

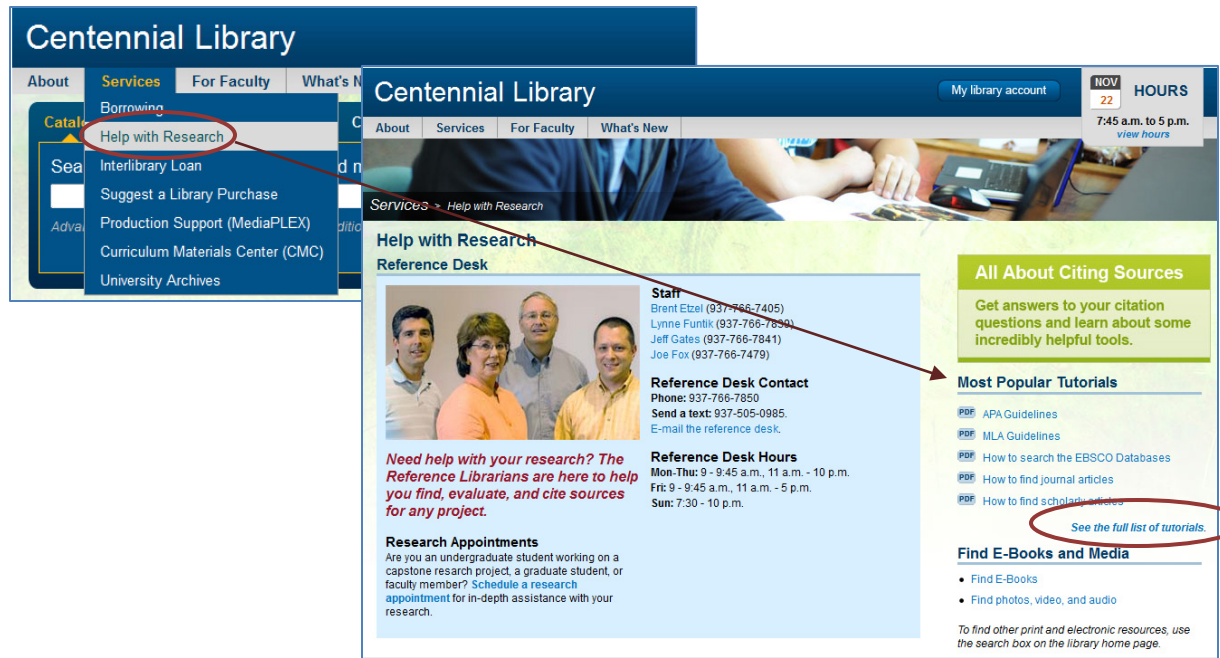
Many different electronic media resources are also available. These include photos (i.e., AP Images, History & Archives Collections), educational films (i.e., Digital Video collection), and audio collections (i.e., Foreign language videos, Classical Music Library).


Online Videos, Audio & Images

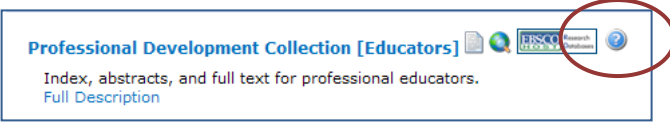
- AccessMedicine**
AccessMedicine provides access to more than 60 medical titles, thousands of videos, images and illustrations, a drug database, practice guidelines, patient education information, interactive self assessment tools, case files, and diagnostic tools.
[Full Description](#)
- AP Images**
Photos from The Associated Press, plus graphics, text and audio.
[Full Description](#)
- Art and Architecture Digital Media**
Over 80,000 art and architecture images from commercial sources, plus contributions from OhioLINK institutions.
[Full Description](#)
- Classical Music Library**
More than 50,000 tracks now available, a large and growing collection of classical music recordings for listening, browsing and searching are provided, benchmarked against the Music Library Association listing of essential sound recordings.
[Full Description](#)

User guides

A number of user guides designed to help you effectively use the Library (i.e. Locating Journal Articles, Using OhioLINK and Interlibrary Loan), to show you how to search the various databases by interface (i.e. EBSCO and OSearch) and to help you properly cite your research (i.e. APA, MLA, Turabian/Chicago) are available. User Guides are available on the library's website under Services > Help with Research.




User guides for many databases are also available by clicking on the  next to the title of the database list.



Some of our most popular guides are located under the tab Cite Your Sources. Located here are guides for citing print and electronic resources in APA, MLA, and Turabian styles. Additional help is available under the Videos and Tutorials tab.



 **RefWorks** To help you manage your research, the library has also provided *RefWorks*. This resource will allow you to create your own database and to import, organize, cite, and create bibliographies of your research. This database is very useful for large projects, but it does require some instruction. Tutorials for using *RefWorks* are included in the database. If you would like to register for this program, contact a Reference Librarians to help you set up an account. You may also set up an account whenever you are on campus.

Additional Resources

[Top 5 Databases](#)
[Cite Your Sources](#)
[CMC](#)
[MediaPLEX](#)
[Videos and Tutorials](#)

Guides

- [Guidelines for Citing the Bible: APA, Chicago/Turabian, and MLA](#)
- [APA Guidelines for Citing Print and Electronic Sources](#)
- [MLA Guidelines for Citing Print and Electronic Sources](#)
- [Turabian Guidelines for Citing Print and Electronic Sources](#)
- [Use RefWorks to Import Records from Databases](#)

RefWorks

[RefWorks](#) is a Web-based bibliography and database manager that allows you to create your own personal database by importing references from the Library catalog and databases, or manually inputting bibliographic information. You can use these references in writing papers and creating a bibliographies.



Reference Assistance

The Centennial Library librarians and staff are here to help you locate the appropriate resources for your research and to teach you how to effectively research.

Reference assistance is provided by Cedarville University Librarians. These professional librarians are available at least 55 hours each week.

Typically, Reference Librarians are available:

9 am - 10 pm Monday through Thursday
9 am – 5 pm Friday
7:30 pm - 10 pm Sunday

Reference Librarians can help you:

- ❖ maximize your time and the Library's resources
- ❖ access databases
- ❖ evaluate your research
- ❖ develop your research strengths
- ❖ select the best books, articles and databases
- ❖ identify and locate statistical sources
- ❖ locate relevant and reliable web information
- ❖ access materials located at other libraries throughout the world

There are four ways to communicate with a reference librarian:

1. In **person** at the Centennial Library Reference Desk
2. **Text:** 937.505.0985
3. By **Phone:** 937.766.7850
4. Via **email:** reference@cedarville.edu



OR All of these options are on the Centennial Library, Help with Research page:

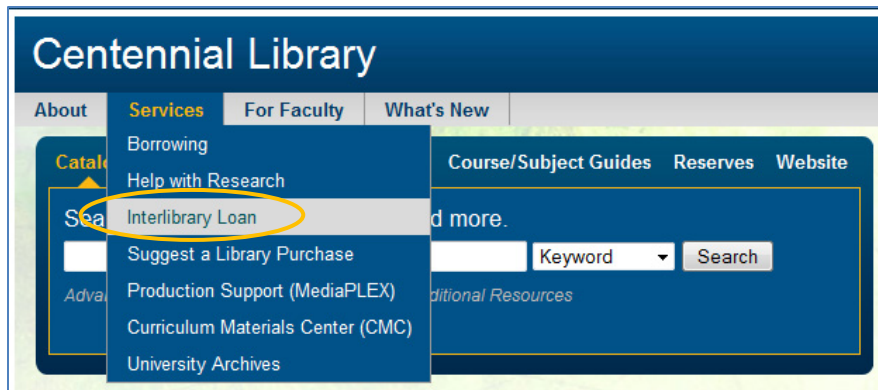
<http://www.cedarville.edu/Academics/Library/Services/Help.aspx>

Reference Librarians

Brent Etzel	Director of Library Public Services	937.766.7405
Joe Fox	Instructional Services Librarian	937.766.7479
Lynne Funtik	Senior Reference Librarian	937.766.7839
Jeff Gates	Informational Services Librarian	937.766.7841

Document Delivery/Interlibrary Loan

In the course of your studies, you may require an article that is not available in full text from one of the databases or a website. If it is available in the Centennial Library, we will make a copy and send it to you at no charge through the Document Delivery Service. If the Centennial Library does **not** own the article, we will request it from another library through the Interlibrary Loan Service. Currently both of these requests use the same Interlibrary Loan form.

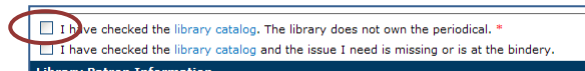


Document Delivery

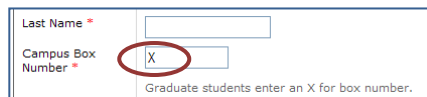
From the Library’s website choose Services > Interlibrary Loan, then Periodical Request form.

Make sure you:

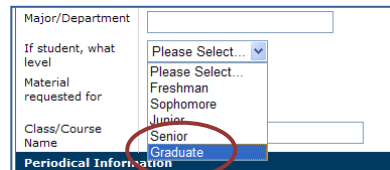
- check the box “I have checked the Library catalog”



- Place “X” in the box number



- Select Graduate student



- Include your email address
- Put your **complete** mailing address in the “Comments” box

Interlibrary Loan

Interlibrary Loan is a cooperative borrowing and lending service among OCLC libraries, of which Cedarville University is a member.

Currently the Centennial Library offers this service to off campus students for periodical articles, only.

To request a copy of a periodical article, **completely** fill out the Interlibrary Loan Periodical Request form, available from the Library's website under Services > Interlibrary Loan (<http://www.cedarville.edu/cf/library/ill/ill-period.cfm>).

Make sure that you enter the **full title** of the publication when requesting periodical articles.

Please enter your complete mailing address in the **Comments** box. If we are unable to send the article electronically, we will send it through the U.S. Mail.

When ordering periodical articles, the library makes every effort to borrow from libraries which do not charge photocopying fees. You will have the option on the form to select a price range for when no free copy is available.

The average fulfillment time for a requested article to be delivered to the Centennial Library is 5 days, though some requests take longer. Service is interrupted for weekends, breaks, and holidays. Please allow a few more days for the materials to be forwarded to you after they arrive at the Centennial Library. Your articles will be sent by email or U.S. Mail.

OhioLINK

The Centennial Library is a member of OhioLINK a consortium of 88 Ohio college and university libraries, the State Library of Ohio, and 2 public library systems. If you reside near one of the OhioLINK libraries (see <http://www.ohiolink.edu/members-info/>) you are permitted to

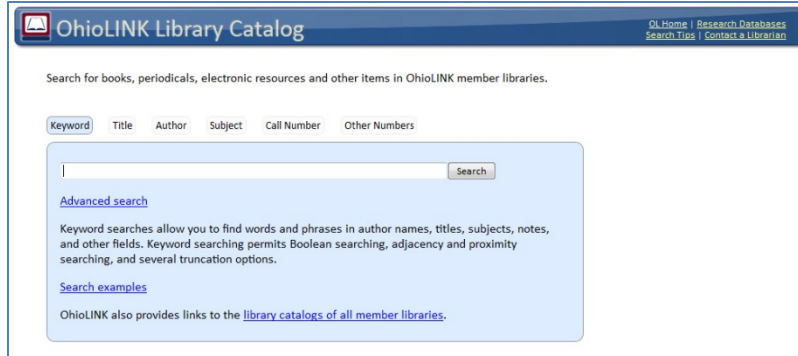
Interlibrary Loan Request - Periodical

This form is used to request materials that are **not owned** by the Centennial Library. Please fill out this form for **each** request.

* Signifies Required Fields

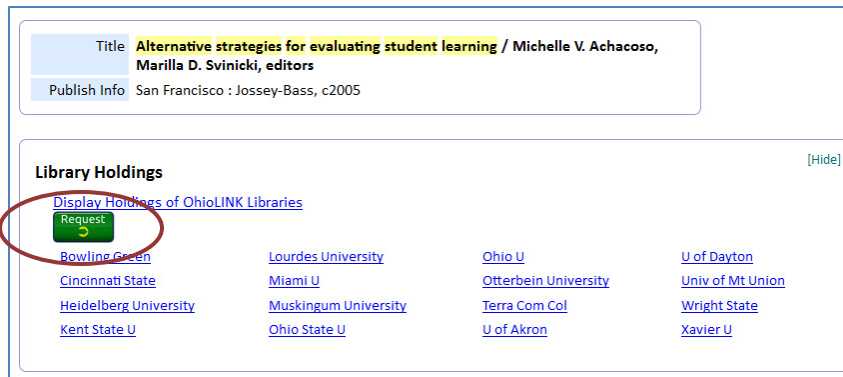
<input type="checkbox"/>	I have checked the library catalog. The library does not own the periodical. *
<input type="checkbox"/>	I have checked the library catalog and the issue I need is missing or is at the bindery.
Library Patron Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Campus Box Number *	<input type="text"/>
Graduate students enter an X for box number.	
Email Address *	<input type="text"/>
Status	Please Select... ▾
Major/Department	<input type="text"/>
If student, what level	Please Select... ▾
Material requested for	<input type="radio"/> Personal Use <input type="radio"/> Class/Course
Class/Course Name	<input type="text"/>
Periodical Information	
Complete title of periodical *	<input type="text"/>
Author of article	<input type="text"/>
Title of article *	<input type="text"/>
Page(s) *	<input type="text"/>
Where was item mentioned or cited?	<input type="text"/>
Cancel this request if material cannot be obtained by (mm/dd/yy)	<input type="text"/> ...
Comments	<input type="text"/>
Many libraries charge a fee for photocopies of articles. Please indicate the maximum amount that you are willing to pay for this article. *	Please Select... ▾
Copyright Restrictions	
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives 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 to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.	
By clicking on the Submit button I agree to abide by these restrictions.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

check out materials there using your Cedarville University ID card. You can also search the OhioLINK Catalog (olc1.ohiolink.edu/search/) for books and media materials and then request that the item be delivered to a local OhioLINK Library. (Instructions for the **Pick Up Anywhere** service are below.)

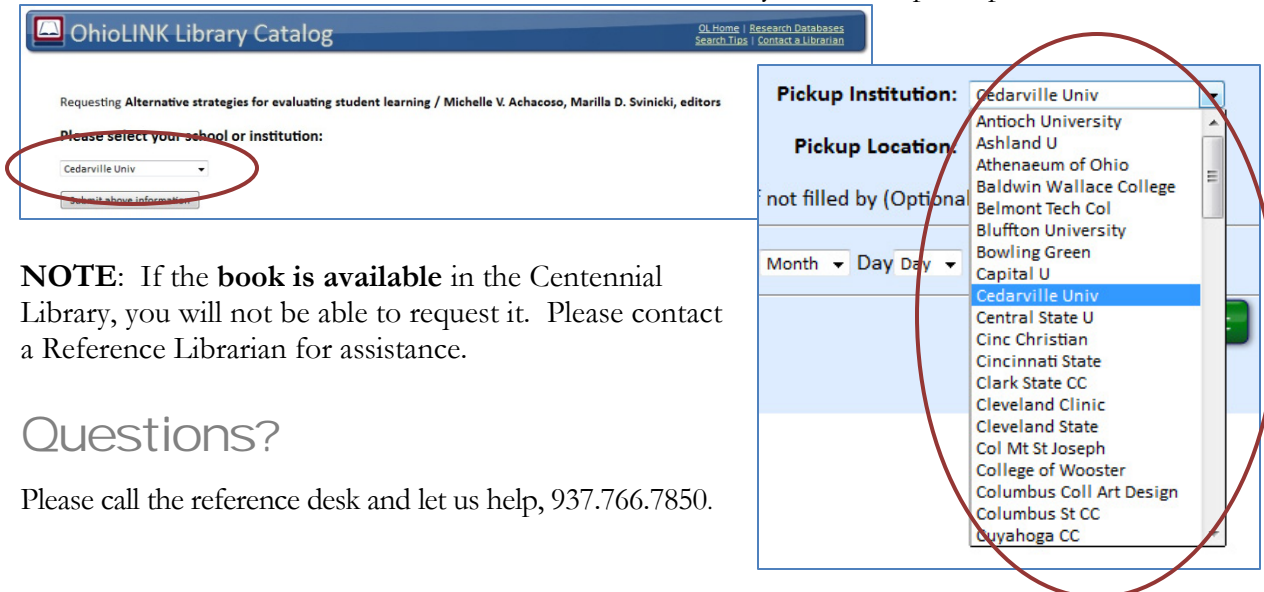


Pick Up Anywhere

Once you locate an item you would like to request, click on the REQUEST link.



Identify yourself as a Cedarville University Student and then enter your **name** and **barcode**. Then choose the **institution** and **location** where you wish to pick up the item.



NOTE: If the **book is available** in the Centennial Library, you will not be able to request it. Please contact a Reference Librarian for assistance.

Questions?

Please call the reference desk and let us help, 937.766.7850.