ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

Library Orientation for New Students

January 2020

Susan A. Massey, Library Director

susan.massey@iws.edu

Learning Objectives

New students will be able to:

- Find and use the IWS Library while on campus
- Find and use IWS Library resources when off campus
- Find help using IWS Library resources for research
- Know about bibliography management tools

Why do I need to know this?

Class assignments require doing research using scholarly resources available free through the library.

IWS Library Introductions

- **Susan Massey**, *Library Director*, earned an M.Div. from New Orleans Baptist Theological Seminary and a Master of Library and Information Science from Louisiana State University. Contact Susan for research assistance and help using online library resources.

- **Carol Hayes**, *Library Assistant*, serves as the day-to-day face of the library, assisting students with access to print and digital IWS library resources.

IWS Library Contact Info

E-mail [*the fastest way to get help*]

- Library Director: Susan Massey susan.massey@iws.edu
- Both Library Assistant and Director: library@iws.edu

Contact Form on Library Website

- Goes to library email address
- Include your contact information and question

Phone [office staffed part-time, goes to VOIP e-mail]

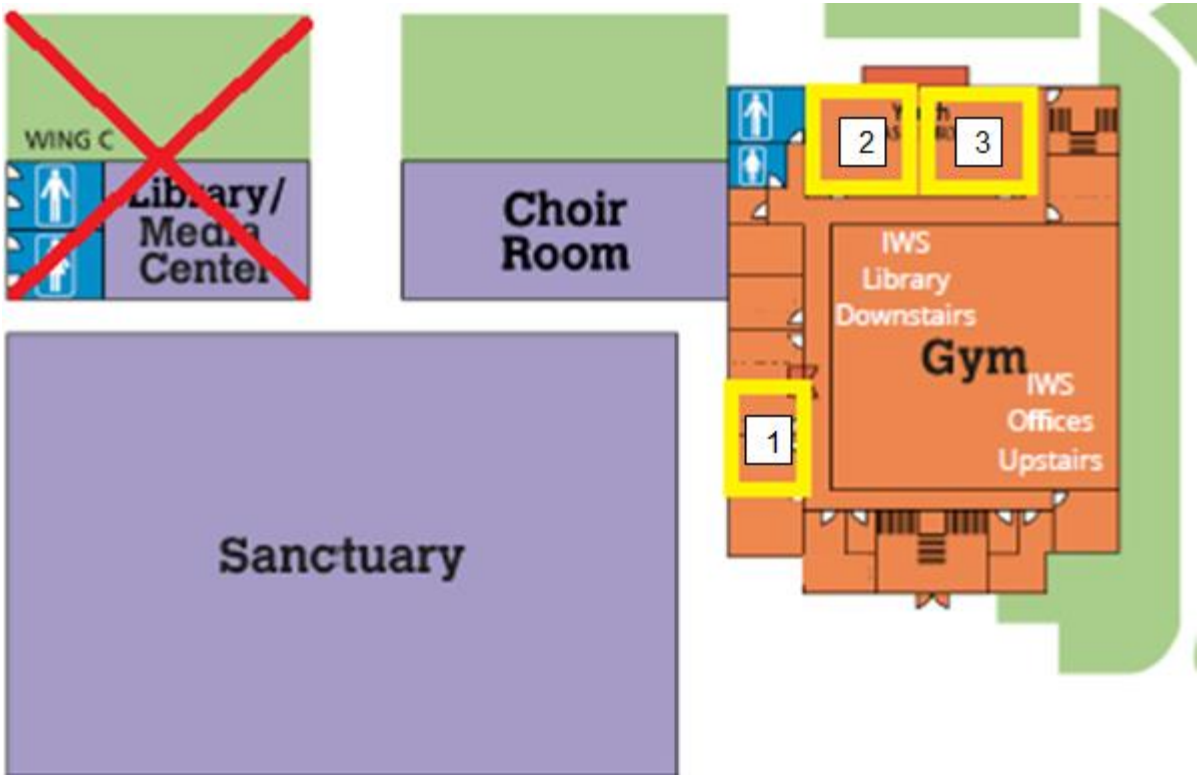
- Local: 904-264-2172, Option 6
- Toll-free (USA & Canada): 1-800-282-2977, Option 6

IWS Library Website

- Go to IWS home page: https//iws.edu
- Select *Resources*, *Library*

IWS Library in HAB Family Life Center

1. Webber Reading Room (non-circulating books, check-out desk)
2. General Stacks (theses, circulating books, study space)
3. General Stacks (circulating books)



Ways to Use the IWS Library On-Site

- Search the **Library Catalog** to find books.
- Save books on **Hold shelf** to review on-site.
- Browse the **Course Reserve** shelf to review required textbooks or check out overnight.
- Browse **IWS dissertations**.
- Use **study space** in Webber and Stacks rooms.

Library is closed during mandatory activities.

IWS Library Circulation Policies

- Check out up to 15 books at a time.
- Books due at end of semester (November 1 or April 15).
- Renew one time for 4-weeks (e-mail library@iws.edu).

Request and Return Books:

- *Students in the U.S.* may request books to be mailed to them by e-mailing library@iws.edu. Return books must be postmarked by the due date and shipped with tracking.

- *International/overseas students* may check out books while on-site and return them at the beginning of the next on-site session. Books will not be mailed outside the U.S.
- ***Do not mail books back to IWS from overseas*.**

Help For Distance Learners

International students

- **Be sure to visit the library to take books with you before leaving campus**. *We will not mail books outside the U.S.*
- You can buy books online and have them delivered to the IWS offices while you are here for the session to take home with you.
- You can come early before the session or stay after to use the library, but be sure to let us know your plans so someone can unlock the library for you. Use the self-checkout sheet if you take out books.

Students in the U.S. and Canada

IWS participates in two cooperative borrowing programs:

- *ATLA Reciprocal Borrowing Program*. This cooperative agreement enables IWS students, staff, and faculty to check out materials on site at over 110 participating libraries in the U.S. and Canada.
- *ACL Reciprocal Borrowing Program*. IWS students can check out materials at 72 participating libraries in the U.S.

For more information, see the IWS Library website.

Why Should I Use the Library?

The library makes available information resources that IWS has purchased or selected for students.

- *Physical materials* reside on-site.
- *Online resources* can be read on a computer or mobile device wherever network access is available. These include citation databases, full-text journal articles and ebooks.

Two Types of Online Resources

- ***Subscription resources*** are selected and paid for by the library and users must login to have access. Vendor restrictions apply to their use.

- ***Free (open access) resources*** do not require subscriptions. Libraries collect links to reliable and scholarly sites organized by topics of interest to their users.

Evaluating Information Resources

- *Scholarly vs Popular* -- Scholarly resources are written by experts in the field and supported by research, while popular resources are written for general audiences and usually lack references to support assertions.

- *Refereed (or peer-reviewed)* -- Articles are reviewed for credibility and quality by authorities in the field of study before acceptance for publication.

- *Websites* -- The domain type may help indicate reliability and accuracy. For example,
  - .edu = academic institution with scholarly information
  - .gov = federal government site
  - .org = nonprofit, may include bias by advocacy groups
  - .com = commercial, may be biased to make sales

IWS Library Website

- Go to IWS home page: www.iws.edu
- Select *Resources*, *Library*
- NOTE: Get help from *Library Tutorials* or e-mail library@iws.edu

Library Resources Provided by IWS

- Catalog: A database of 10,000 physical materials available on-site from the IWS library.
- ATLA/ATLAS: An online index of resources on religion and a full-text collection of more than 220 major religion and theology journals. *Not all citations available in full text*.
- eBooks on EBSCO: Books on worship and Bible commentaries that can be accessed online.
- IWS Thesis Collection: Digital copies of IWS theses are available through the library catalog via Populi Library.
- Additional Resources: The library has selected additional free and subscription Internet resources that may help in your research.

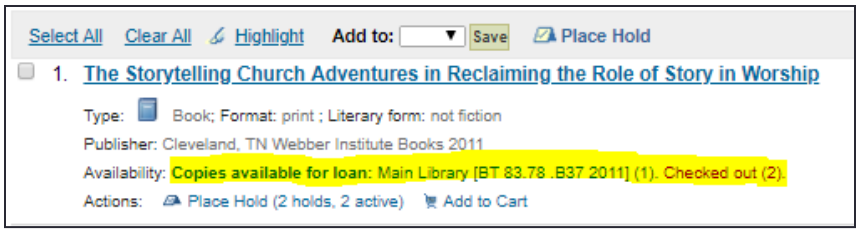
IWS Library Catalog: Login

- Catalog web address: http://iws.kohalibrary.com/
- You can search the catalog without logging in
- Login to place holds, make lists, or see what you have checked out.
  - **Login ID:** same as IWS login, usually firstname.lastname
  - **Password:** new students = lastname4iws
  - **Password help:** library@iws.edu
- *For Catalog help, see the library tutorials.*

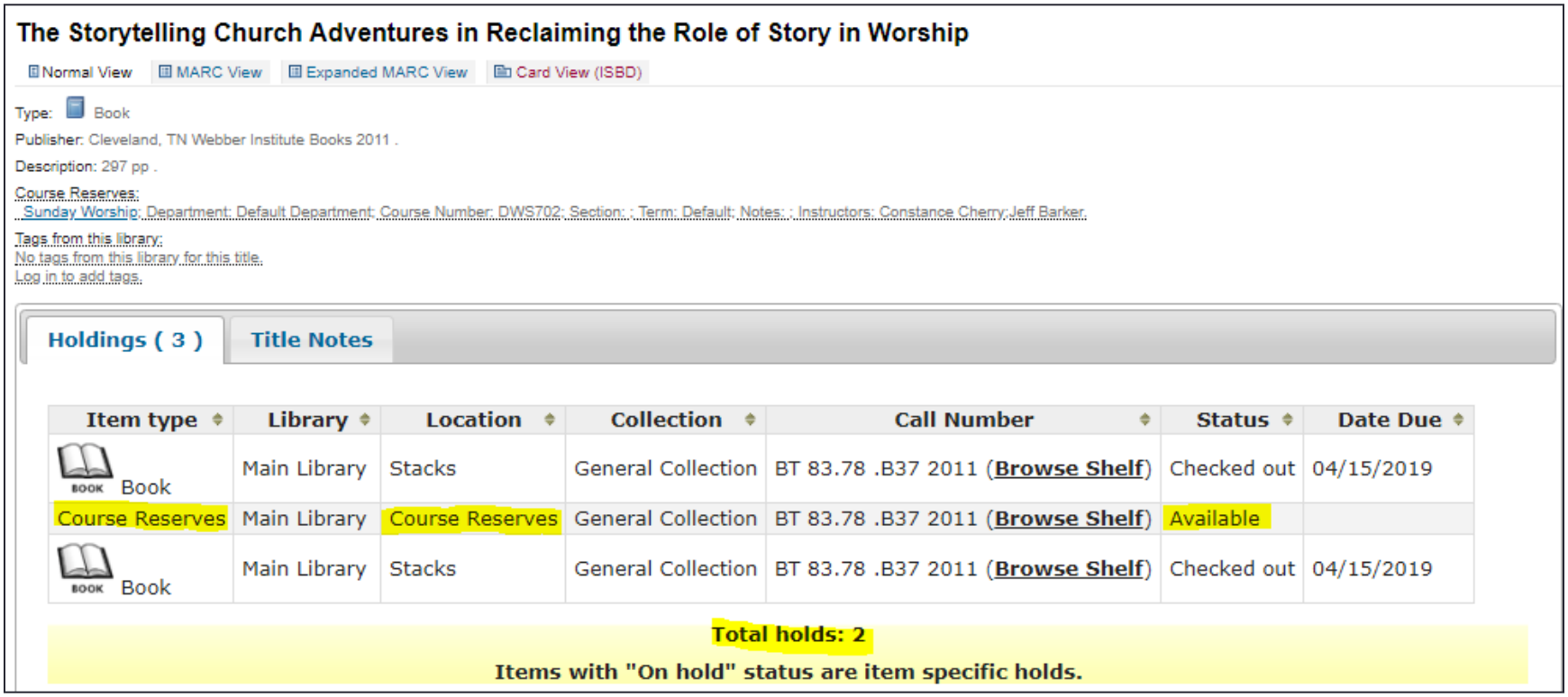
IWS Library Catalog: Example

TIP:
If e-mailing cart contents to ask for books, first send to yourself, then forward to library@iws.edu

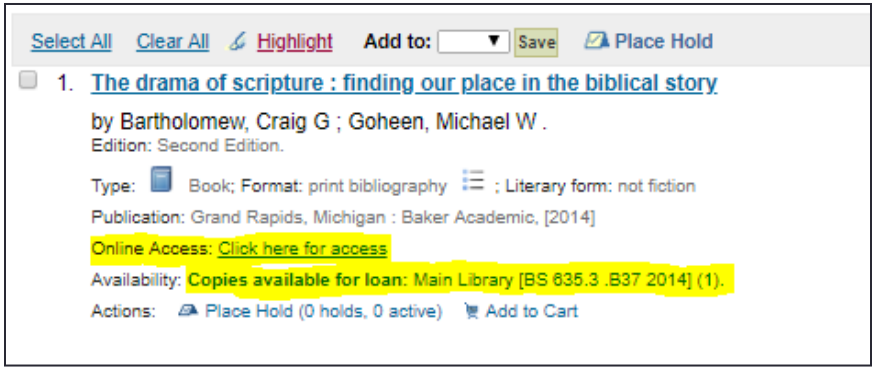
IWS Library Catalog: Example



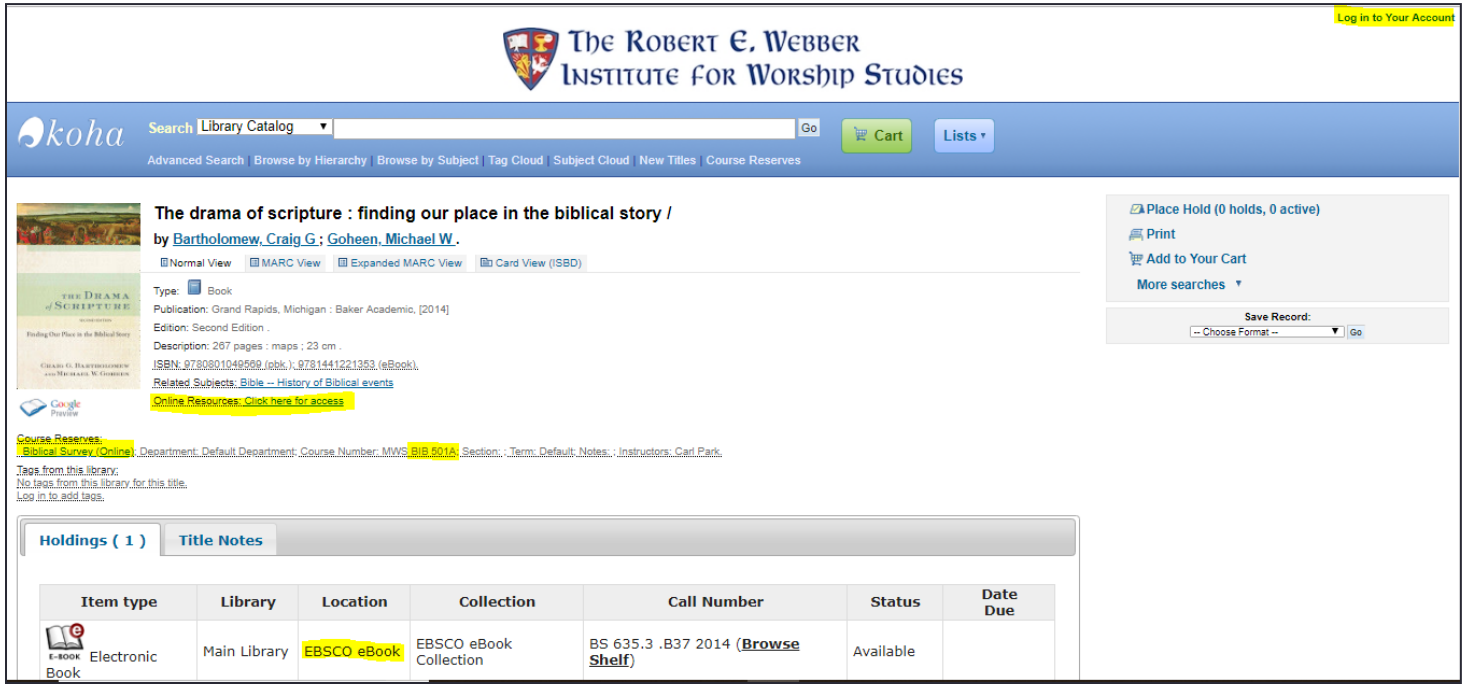
Click title in results list to see the detailed record view with location of available items and number of holds.



IWS Library Catalog: eBook Example



- Click the title in results list to see the detailed record view with location of available items.
- For an eBook, click the link in the catalog record to go to the login screen for access

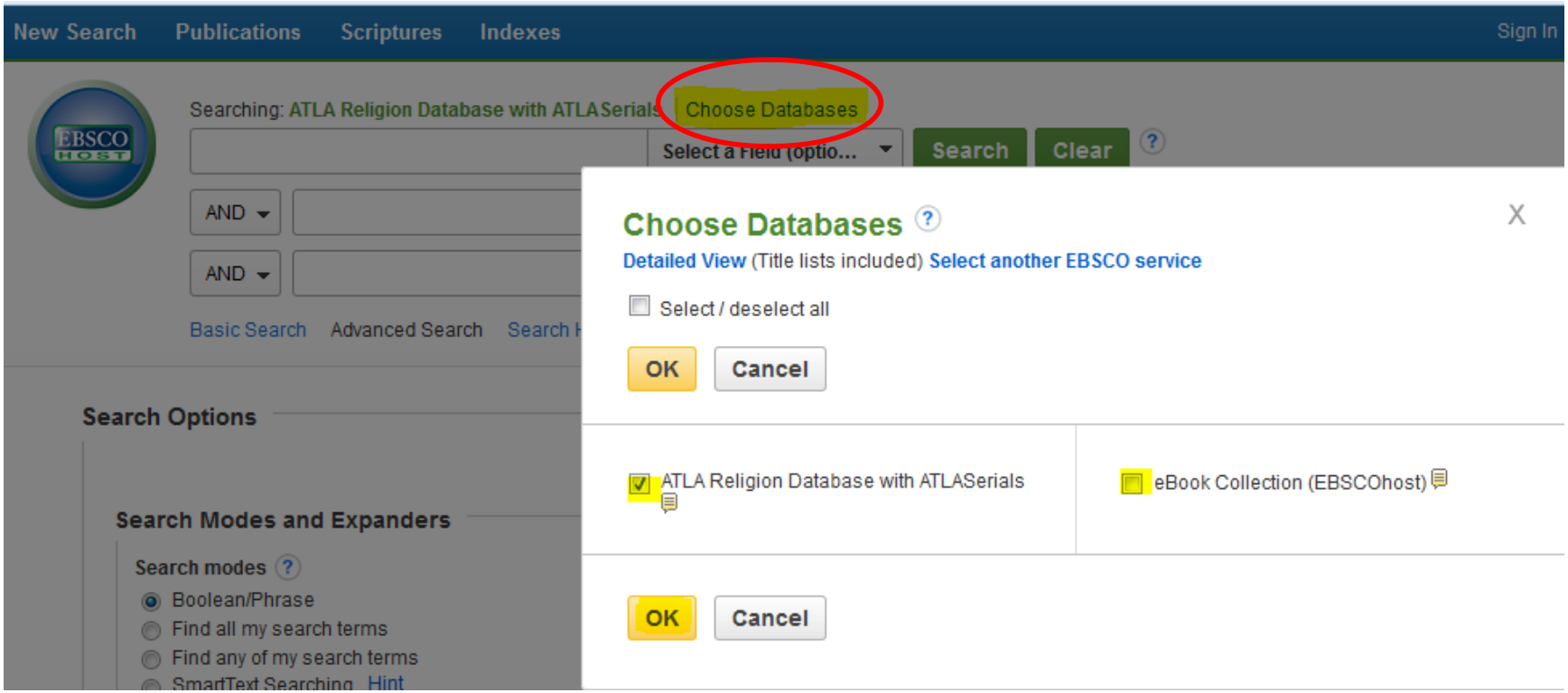


IWS ATLA/ATLAS Login

ATLA/ATLAS
http://iws.edu/resources/library/resources/atla/
Login with IWS username and password (same as Canvas and Populi)

IWS ATLA/ATLAS and eBook Search

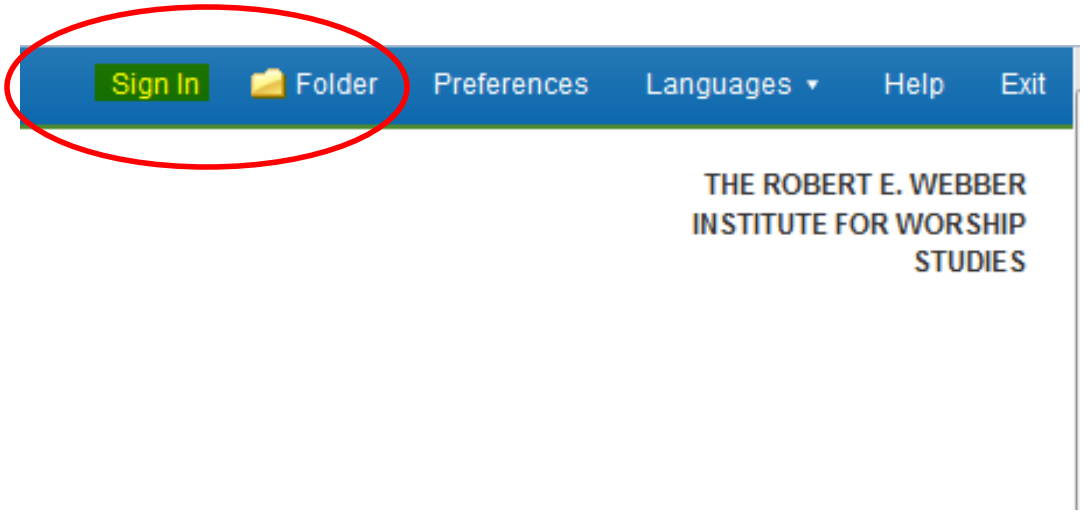
- ATLA/ATLAS and IWS eBooks are on the EBSCOhost platform.
- On the Advanced Search screen, Choose Databases to select both ATLA/ATLAS and eBooks to search at the same time.



EBSCOhost Account

- The EBSCOhost platform provides a personal folder for lists and citations.
- You create your own folder account with your own Login ID and PW (we don't know what it is and can't reset it)

Suggestion: use IWS Login ID and Password to set up folder

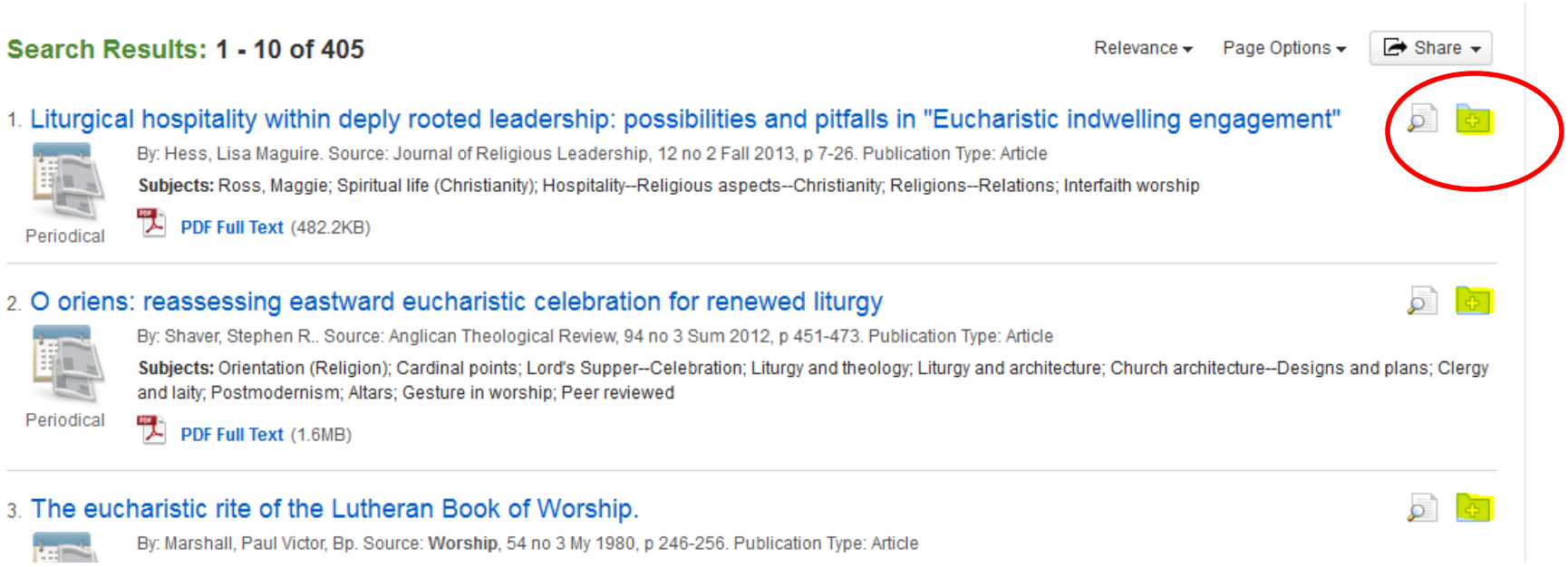


Upper right corner of screen: Sign In

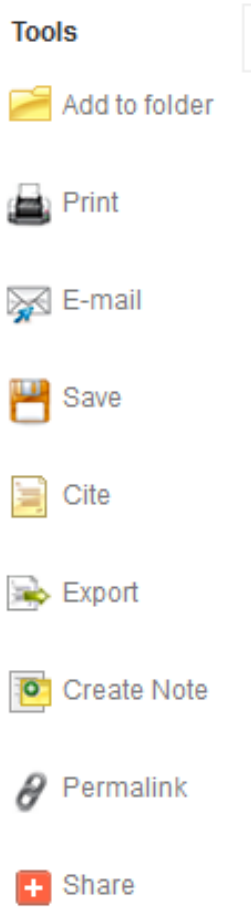
EBSCOhost Folder

Click the folder icon to the right of results to add a record to the folder.
Folder view allows you to:

- Print list of resources
- E-mail list of resources
- Save list of resources
- Save searches
- Export citations



Common Online Platform Tools

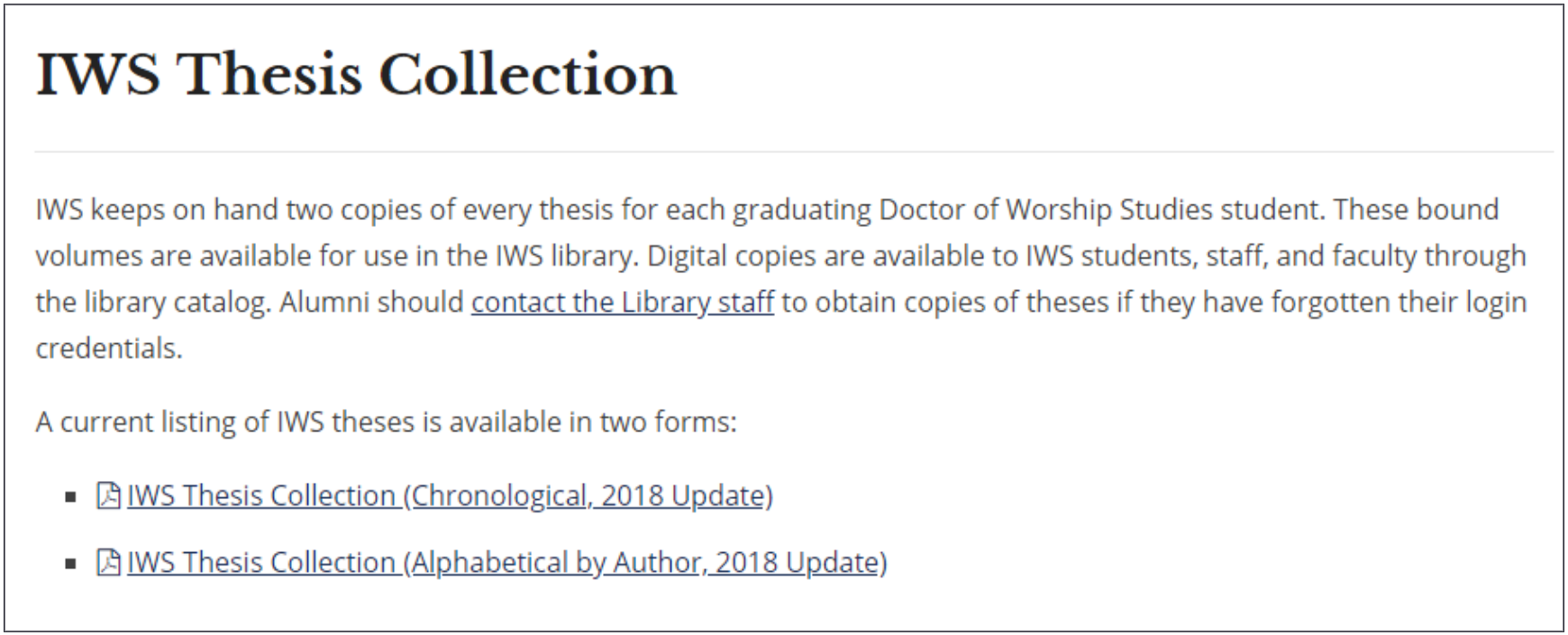


Some common online database features and tools to look for:

- Personal folder (requires a login) to save lists, notes, searches, and search history
- Create formatted citations
- Create a permalink – a direct link to get back to an item in the database
- Export or e-mail citations or documents

IWS Thesis Collection

On the IWS website, go to: Resources—Library—IWS Theses



IWS Thesis Collection

IWS keeps on hand two copies of every thesis for each graduating Doctor of Worship Studies student. These bound volumes are available for use in the IWS library. Digital copies are available to IWS students, staff, and faculty through the library catalog. Alumni should contact the Library staff to obtain copies of theses if they have forgotten their login credentials.

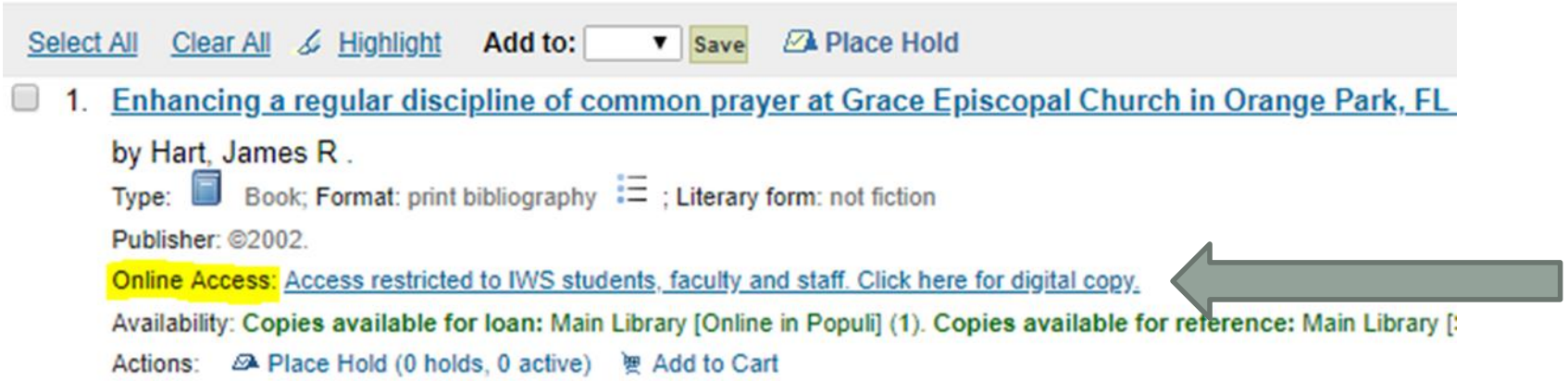
A current listing of IWS theses is available in two forms:

- IWS Thesis Collection (Chronological, 2018 Update)
- IWS Thesis Collection (Alphabetical by Author, 2018 Update)

This web page only gives you a list of theses authors, titles, and abstracts.

How to Obtain Copies of IWS Theses

- Digital copies of IWS theses can be retrieved via the Library Catalog
- Search the catalog by author, title, or subject
- When you find the thesis record you want in the catalog, click on the “online access” link



- You may be asked to login to Populi to retrieve the file

IWS Library Additional Resources

The library selects links to free (open access) research resources, some with full-text access.

- *WorldCat*: Catalog of thousands of libraries around the world. “Find it in a library” near you.
- Christian Classics Ethereal Library: Writings of the Church Fathers and the Protestant Reformers.
- *Google Scholar*: Google search for scholarly literature, including articles, theses, books, and abstracts.
- *Perseus Project*: Collection of ancient and classical works, some translated into English.
- *ATLA Cooperative Digital Resources Initiative*. A repository of digital images contributed by ATLA member libraries.
- *The Text This Week.* A variety of resources for study and liturgy based on the 3-year Revised Common Lectionary cycle. The Scripture Index posts historical references, commentary, and comparative textual resources, as well as references to articles in ATLA/ATLAS.

IWS Library Additional Resources: Theses from Other Institutions

- **RIM ATLA Dissertation Search**
- RIM® Online is a freely available database that indexes citations to DMin and DMiss projects from ATS accredited theological schools in the United States and Canada. Indexing began in 1981. Author, title, project advisor, institution, and subject access are provided. An abstract is included when one has been provided by the author.

- **Theological Research Exchange Network (TREN)**
- The Theological Research Exchange Network (TREN) is a library of over 24,010 theological thesis/dissertation titles representing research from 145 institutions, including IWS. TREN also makes available conference papers of several academic societies. IWS subscribes to TREN edocs, so *IWS students, staff and faculty may obtain a copy of any TREN electronic document at no cost* by emailing a request to library@iws.edu. Microfiche and printed copies of TREN documents are not included in the subscription but can be requested for a fee.

Bibliographic Management Tools

Free citation managers: Create, store, and annotate citations for footnotes and bibliographies

- EndNote Basic http://endnote.com/
- Mendeley https://www.mendeley.com/
- Zotero http://www.zotero.org/

GET HELP: Library Tutorials

Library Tutorials and Help

Library Orientation

- Library Orientation slides

How Do I...

- Find articles if the full-text is not online?
- Find books in the IWS Library?
- Find books near where I live?
- Get help with my research?
- Login to the Library Catalog?
- Login to ATLA/ATLAS?
- Login to eBooks on EBSCOhost?
- Request a book to be mailed to me?
- Obtain a copy of an IWS thesis?

Library Resource Help and Tutorials

- ATLA/ATLAS
- eBooks
- IWS Library Catalog
- TREN (Theological Research Exchange Network) Tutorial
- Google Scholar
- WorldCat Tutorial

Citation Help

- Citation managers
- Zotero
- Turabian Help

GET HELP

- Email Library staff:

library@iws.edu