

# ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

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Library Orientation for New Students  
January 2020

Susan A. Massey, Library Director  
[susan.massey@iws.edu](mailto: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](mailto:susan.massey@iws.edu)
- Both Library Assistant and Director: [library@iws.edu](mailto: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

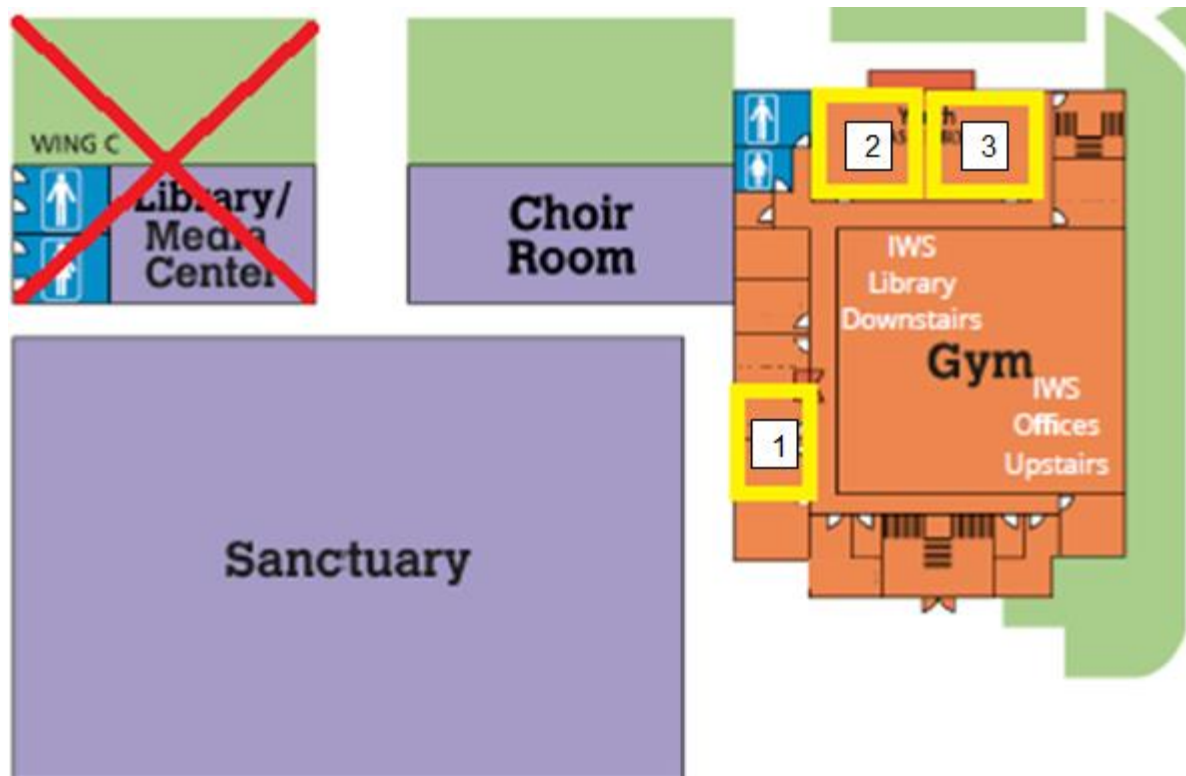
# IWS Library Website

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

The screenshot displays the website for The Robert E. Webber Institute for Worship Studies. The header includes the institute's logo, name, and tagline: "Forming Servant Leaders in Christian Worship Renewal". Navigation links for "GROW Center" and "Supp" are visible in the top right. A dark blue navigation bar contains the following menu items: Home, About IWS, Admissions, Academics, Students, Resources, Alumni, Support IWS, and Archive. The "Resources" menu is open, showing a list of options: Articles & Other Resources, Bibliography, Blogs, Library, Media, Moodle, On-Line Bookstore, Popul, and Webber Institute Books. The "Library" option is highlighted, and a secondary dropdown menu is visible, listing: Library Home, Catalog, ATLA/ATLAS, eBooks (EBSCO), IWS Theses, Additional Resources, Library Tutorials, and Contact Library Staff. The main content area features a "Apply Now" button, a section titled "Intentionally Anci" with a "READ MORE" button, and a book review for "Liturgy & Worship for a Secular Age with Dr. Gordon T. Smith" dated June 17-18, 2019. The URL <https://iws.edu/resources/library/> is shown at the bottom left.

# 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](mailto: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](mailto: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](http://www.iws.edu)
- Select *Resources, Library*
- NOTE: Get help from *Library Tutorials* or e-mail [library@iws.edu](mailto:library@iws.edu)

The screenshot displays the website for The Robert E. Webber Institute for Worship Studies. The header features the institute's logo and name, along with the tagline "Forming Servant Leaders in Christian Worship Renewal" and links for "GROW Center" and "Support". The main navigation bar includes "Home", "About IWS", "Admissions", "Academics", "Students", "Resources", "Alumni", "Support IWS", and "Archive". The "Resources" menu is open, showing options like "Articles & Other Resources", "Bibliography", "Blogs", "Library", "Media", "Moodle", "On-Line Bookstore", "Populi", and "Webber Institute Books". The "Library" sub-menu is also open, listing "Library Home", "Catalog", "ATLA/ATLAS", "eBooks (EBSCO)", "IWS Theses", "Additional Resources", "Library Tutorials", and "Contact Library Staff". The main content area features a "Apply Now" button, a "Liturgy & Worship for a Secular Age" event with Dr. Gordon T. Smith, and a "READ MORE" button for "Intentionally Ancient".

The ROBERT E. WEBBER  
INSTITUTE FOR WORSHIP STUDIES

GROW Center Support

Forming Servant Leaders in Christian Worship Renewal

Home About IWS Admissions Academics Students Resources Alumni Support IWS Archive

Articles & Other Resources

Bibliography

Blogs >

Library >

Media >

Moodle

On-Line Bookstore

Populi

Webber Institute Books

Library Home

Catalog

ATLA/ATLAS

eBooks (EBSCO)

IWS Theses

Additional Resources

Library Tutorials

Contact Library Staff

Apply Now

Liturgy & Worship  
for a Secular Age  
with  
Dr. Gordon T. Smith  
June 17-18, 2019

Intentionally Ancient

The road to the future runs the  
road.

READ MORE

<https://iws.edu/resources/library/>

# 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

Welcome, Susan Massey | Log Out


**The ROBERT E. WEBBER  
INSTITUTE FOR WORSHIP STUDIES**

koha
Search Library Catalog word of god for the people Go
Cart 1
Lists ▾

[Advanced Search](#) | [Browse by Hierarchy](#) | [Browse by Subject](#) | [Tag Cloud](#) | [Subject Cloud](#) | [New Titles](#) | [Course Reserves](#)

Your search: "word of god for the people"  
Returned 477 results.

Refine your search

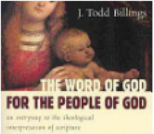
[Select All](#) | [Clear All](#) | [Highlight](#) | Add to: ▼ | [Save](#) | [Place Hold](#)

**Availability**  
[Anywhere](#) (441)  
[Online](#) (238)  
[Main Library](#) (441)

**Format**  
[Book](#) (364)  
[Unspecified](#) (98)  
[Website or downloadable](#) (83)  
[Printed Music](#) (15)

**Author**  
[Webber, Robert](#) (7)  
[Wright, N. T.](#) (4)  
[Cherry, Constance M.](#) (3)  
[Goldingay, John](#) (3)  
[Barna, George](#) (2)  
[Camposo, Anthony](#) (2)  
[Dawn, Marva J.](#) (2)  
[Galli, Mark](#) (2)  
[Grenz, Stanley J.](#) (2)  
[Jasper, David](#) (2)  
[Johnson, Kevin](#) (2)  
[Long, Thomas G.](#) (2)

1. [The Word of God for the people of God : an entryway to the theological interpretation of Scripture](#)  
by Billings, J. Todd .  
Type: Book; Format: print bibliography ; Literary form: not fiction  
Publisher: Grand Rapids, Mich. : W.B. Eerdmans Pub. Co., 2010.  
Availability: **Copies available for loan:** Main Library [BS 476 .B5 2010] (1).  
Actions: [Place Hold](#) (0 holds, 0 active) | [Save to Lists](#) | [Add to Cart](#)



2. [Worship for the whole people of God : vital worship for the 21st century](#)  
by Duck, Ruth C.  
Edition: First edition.  
Type: Book; Format: available online ; bibliography ; Literary form: not fiction  
Publication: Louisville, Kentucky : Westminster John Knox Press, [2013]  
Copyright: ©2013  
Online Access: [Click here to access](#)  
Availability: **Copies available for loan:** Main Library [Online in EBSCOhost] (1).  
Actions: [Place Hold](#) (0 holds, 0 active) | [Save to Lists](#) | [Add to Cart](#)



3. [Equipping God's people : basic concepts for adult education](#)

## Your Cart

[More Details](#) | [Send](#) | [Print](#) | [Empty and Close](#) | [Hide Window](#)

[Select All](#) | [Clear All](#) | Selected items : [Remove](#) | [Add to a list](#) | [Place Hold](#)

<input type="checkbox"/>	<a href="#">The Word of God for the people of God</a> : Billings, J. Todd. - W.B. Eerdmans Pub. Co., Grand Rapids, Mich. : - xviii, 235 p. : 23 cm.	Book	Main Library Course Reserves (BS 476 .B5 2010)
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## TIP:

If e-mailing cart contents to ask for books, first send to yourself, then forward to [library@iws.edu](mailto:library@iws.edu)



# IWS Library Catalog: Example

Select All Clear All Highlight Add to:  Save Place Hold

1. [The Storytelling Church Adventures in Reclaiming the Role of Story in Worship](#)

Type: Book; Format: print ; Literary form: not fiction  
Publisher: Cleveland, TN Webber Institute Books 2011  
Availability: **Copies available for loan: Main Library [BT 83.78 .B37 2011] (1). Checked out (2).**  
Actions: Place Hold (2 holds, 2 active) Add to Cart

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

## The Storytelling Church Adventures in Reclaiming the Role of Story in Worship

[Normal View](#) [MARC View](#) [Expanded MARC View](#) [Card View \(ISBD\)](#)

Type: Book  
Publisher: Cleveland, TN Webber Institute Books 2011 .  
Description: 297 pp .  
Course Reserves:  
[Sunday Worship](#); Department: Default Department; Course Number: DWS702; Section: ; Term: Default; Notes: ; Instructors: Constance Cherry; Jeff Barker.  
Tags from this library:  
No tags from this library for this title.  
[Log in to add tags.](#)

**Holdings ( 3 )** Title Notes

Item type	Library	Location	Collection	Call Number	Status	Date Due
Book	Main Library	Stacks	General Collection	BT 83.78 .B37 2011 ( <a href="#">Browse Shelf</a> )	Checked out	04/15/2019
<b>Course Reserves</b>	Main Library	<b>Course Reserves</b>	General Collection	BT 83.78 .B37 2011 ( <a href="#">Browse Shelf</a> )	<b>Available</b>	
Book	Main Library	Stacks	General Collection	BT 83.78 .B37 2011 ( <a href="#">Browse Shelf</a> )	Checked out	04/15/2019

**Total holds: 2**  
Items with "On hold" status are item specific holds.

# IWS Library Catalog: eBook Example

Select All Clear All Highlight Add to:  Save Place Hold

1. [The drama of scripture : finding our place in the biblical story](#)  
 by Bartholomew, Craig G ; Goheen, Michael W .  
 Edition: Second Edition.  
 Type:  Book; Format: print bibliography  ; Literary form: not fiction  
 Publication: Grand Rapids, Michigan : Baker Academic, [2014]  
 Online Access: [Click here for access](#)  
 Availability: **Copies available for loan: Main Library [BS 635.3 .B37 2014] (1).**  
 Actions:  Place Hold (0 holds, 0 active)  Add to Cart

- 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

The ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

koha Search Library Catalog Go Cart Lists

Advanced Search | Browse by Hierarchy | Browse by Subject | Tag Cloud | Subject Cloud | New Titles | Course Reserves

**The drama of scripture : finding our place in the biblical story /**  
 by Bartholomew, Craig G ; Goheen, Michael W .

Normal View MARC View Expanded MARC View Card View (ISBD)

Type:  Book  
 Publication: Grand Rapids, Michigan : Baker Academic, [2014]  
 Edition: Second Edition .  
 Description: 287 pages : maps : 23 cm.  
 ISBN: 9780801046569 (pbk.), 9781441221353 (eBook).  
 Related Subjects: Bible -- History of Biblical events  
 Online Resources: [Click here for access](#)

Course Reserves:  
[Biblical Survey \(Online\)](#), Department: Default Department, Course Number: MWIS BIB 501A, Section: , Term: Default, Notes: , Instructors: Carl Park.

Tags from this library:  
 No tags from this library for this title.  
[Log in to add tags.](#)

Place Hold (0 holds, 0 active)  
 Print  
 Add to Your Cart  
 More searches

Save Record:  
 -- Choose Format -- Go

Holdings ( 1 ) Title Notes

Item type	Library	Location	Collection	Call Number	Status	Date Due
Electronic Book	Main Library	EBSCO eBook	EBSCO eBook Collection	BS 635.3 .B37 2014 ( <a href="#">Browse Shelf</a> )	Available	

# IWS ATLA/ATLAS Login


ATLA/ATLAS

<http://iws.edu/resources/library/resources/atla/>

Login with IWS username and password (same as Canvas and Populi)

ATLA Religion Database with ATLASerials

Log in below with your IWS User ID and password to access available databases. If you have forgotten your password, you may reset it through the Populi system.



# 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.

The screenshot displays the EBSCOhost search interface. At the top, there are navigation tabs: "New Search", "Publications", "Scriptures", and "Indexes", along with a "Sign In" link. The main search area shows a search query: "Searching: ATLA Religion Database with ATLASerials". A red circle highlights the "Choose Databases" button. Below the search bar, there are two "AND" dropdown menus and a "Select a Field (optio..." dropdown. The "Search" and "Clear" buttons are also visible. A "Search Options" sidebar is on the left, with "Search Modes and Expanders" showing "Search modes" with radio buttons for "Boolean/Phrase", "Find all my search terms", "Find any of my search terms", and "SmartText Searching".

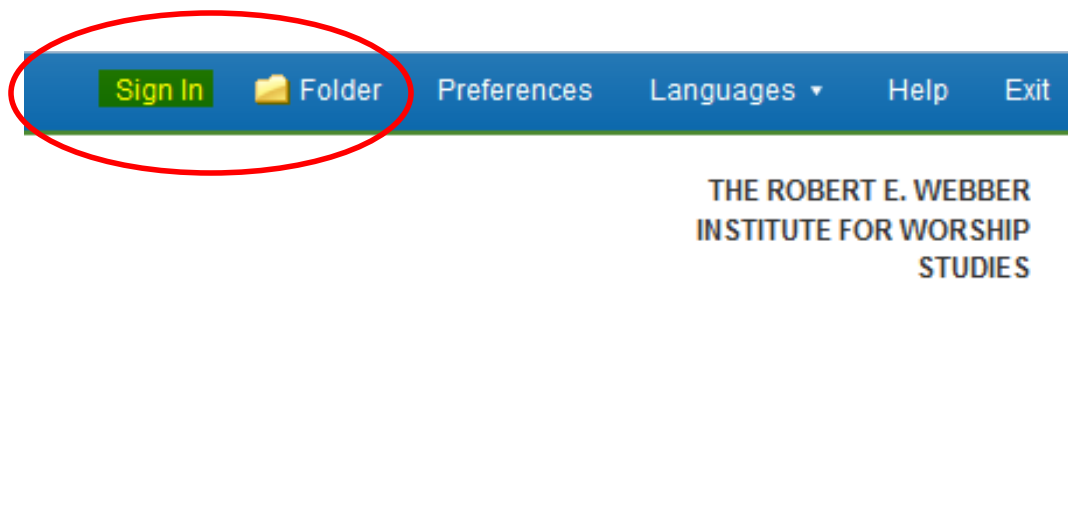
The "Choose Databases" dialog box is open, showing the following options:

- Select / deselect all
- ATLA Religion Database with ATLASerials
- eBook Collection (EBSCOhost)

Buttons for "OK" and "Cancel" are present at the bottom of the dialog box.

# 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

Search Results: 1 - 10 of 405

Relevance ▾ Page Options ▾

Share ▾

1. [Liturgical hospitality within deeply rooted leadership: possibilities and pitfalls in "Eucharistic indwelling engagement"](#)



Periodical

By: Hess, Lisa Maguire. Source: Journal of Religious Leadership, 12 no 2 Fall 2013, p 7-26. Publication Type: Article

Subjects: Ross, Maggie; Spiritual life (Christianity); Hospitality--Religious aspects--Christianity; Religions--Relations; Interfaith worship



PDF Full Text (482.2KB)



2. [O oriens: reassessing eastward eucharistic celebration for renewed liturgy](#)



Periodical

By: Shaver, Stephen R.. Source: Anglican Theological Review, 94 no 3 Sum 2012, p 451-473. Publication Type: Article

Subjects: Orientation (Religion); Cardinal points; Lord's Supper--Celebration; Liturgy and theology; Liturgy and architecture; Church architecture--Designs and plans; Clergy and laity; Postmodernism; Altars; Gesture in worship; Peer reviewed



PDF Full Text (1.6MB)



3. [The eucharistic rite of the Lutheran Book of Worship.](#)




By: Marshall, Paul Victor, Bp. Source: Worship, 54 no 3 My 1980, p 246-256. Publication Type: Article




# Common Online Platform Tools


## Tools


 Add to folder

 Print

 E-mail

 Save

 Cite

 Export

 Create Note

 Permalink

 Share

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

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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

Select All Clear All Highlight Add to:  Save Place Hold

1. [Enhancing a regular discipline of common prayer at Grace Episcopal Church in Orange Park, FL](#)  
by Hart, James R .  
Type: Book; Format: print bibliography ; Literary form: not fiction  
Publisher: ©2002.  
**Online Access:** [Access restricted to IWS students, faculty and staff. Click here for digital copy.](#)   
Availability: Copies available for loan: Main Library [Online in Populi] (1). Copies available for reference: Main Library [:  
Actions: Place Hold (0 holds, 0 active) Add to Cart

- 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](mailto: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

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### 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](mailto:library@iws.edu)