ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

Library Orientation for New Students

June 2020

Susan A. Massey, Library Director

susan.massey@iws.edu

Learning Objectives

New students will be able to:

- Find and use IWS Library resources online
- Get help using library resources
- Look for additional research resources
- Know about bibliography management tools

Why do I need to know this?

Many IWS 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.

Contact the IWS Library (staffed part-time)

E-mail [*the primary 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@iws.edu email address
- Include your contact information and question

Phone [VOIP that sends e-mail to library@iws.edu]

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

Plan ahead – answers may take up to 48 hours.

Contact the IWS Library by Mail

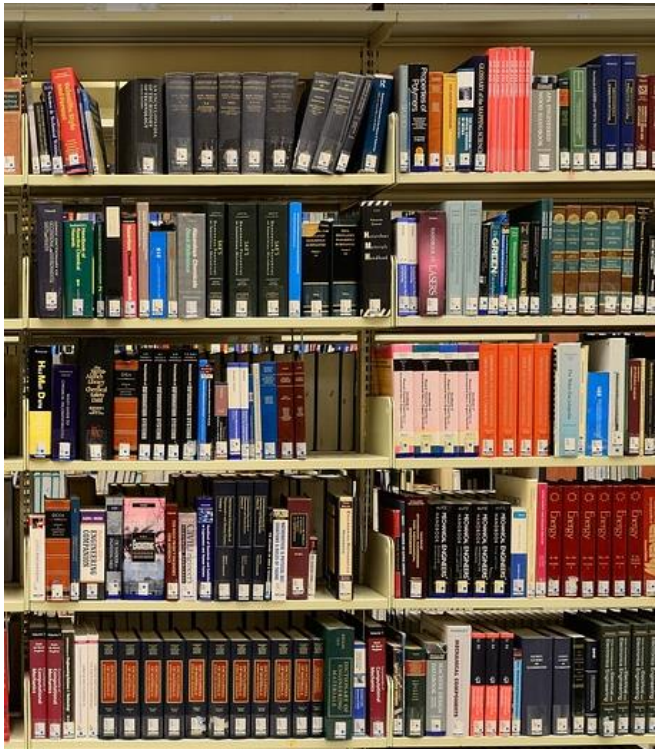
The IWS Library has two addresses: a physical address where the books are located, and a mailing address where books can be mailed to return them.

Visit the Library

IWS Library
4001 Hendricks Ave
Jacksonville, FL 32207

Mail Materials to the Library

IWS Library
4446-1a Hendricks Ave., Suite 395
Jacksonville, FL 32207



Why Should I Use the Library?

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

- *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.

During On-Site Intensive Sessions
(next session planned for January 2021)

- Search the **Library Catalog** to find physical books.
- **Check out books** to take home with you.
- Save books on **Hold shelf** to review on-site.
- Browse the **Course Reserve** shelf to review class textbooks or check them out overnight.
- Browse print **IWS dissertations**.
- Make **appointments with librarian** for research assistance.
- Use **study space** in Webber and Stacks rooms.

Library is closed during mandatory activities.

Additional On-Site Help

- During on-site intensives, the library is open during posted hours.
- Between on-site intensive sessions, the library is open only by appointment. Contact library@iws.edu to arrange a visit.
- Use the library self-checkout sheet if you take books with you.
- Students who need research help during a non-session library visit must schedule an appointment with the library assistant.

International students

- *The library does not assist with textbook purchases.* Before the on-site session, you can purchase books online to be delivered to the IWS office for you to pick up while you are in the U.S.
- You can come a few days before the on-site session or stay a few days after to use the library, but be sure to make an appointment first.
- **Be sure to visit the library to take books with you before leaving campus**. *We will not mail books outside the U.S.*

Off Site Help For Distance Learners

Library Tutorials and Help – FAQs about finding and using library resources, help with logins to library tools, and research tips you can access 24/7.

(These orientation slides will also be posted there.)

library@iws.edu – E-mail to get personalized assistance with library tools, research guidance, and requests for books or other materials. Allow up to 48 hours for a reply.

Students in the U.S. and Canada

IWS participates in two cooperative borrowing programs:

- *ATLA Reciprocal Borrowing Program*. This agreement enables IWS students, staff, and faculty to check out materials on site at over 125 participating libraries in the U.S. and Canada.
- *ACL Reciprocal Borrowing Program*. IWS students can check out materials at over 70 participating libraries in the U.S.

For more information, visit the IWS Library website or e-mail library@iws.edu.

Off-Site 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

IWS Library Website

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

IWS Library Website: Library Home

On the library home page, you will find links to information about:

- Library policies
- How to contact Library staff
- Library partners

On the library pull-down menu are links to library tutorials and subscription resources available to IWS students, staff, and faculty.

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 studies and Bible commentaries that can be accessed online.
- IWS Thesis Collection: Search for digital copies of IWS theses in the library catalog (hosted on Populi Library).
- Additional Resources: The library has selected additional Internet resources that may help in your research.

Physical Material Circulation Policies

Find Physical Materials in the Library Catalog

- Take materials to library staff to 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.*
  - E-mail library@iws.edu to request books through the mail.
  - Return books by media mail with tracking, postmarked by due date.

- *International/overseas students*
  - Books will not be mailed outside the U.S.
  - May check out books while on-site to carry home in luggage.
  - Carry books in luggage to return at the beginning of the next on-site session.
  - *Do not mail books to IWS from overseas (if not returning to the U.S., try to arrange with another student to deliver them)*.

IWS Library Catalog: Login

Catalog web address: http://iws.kohalibrary.com/

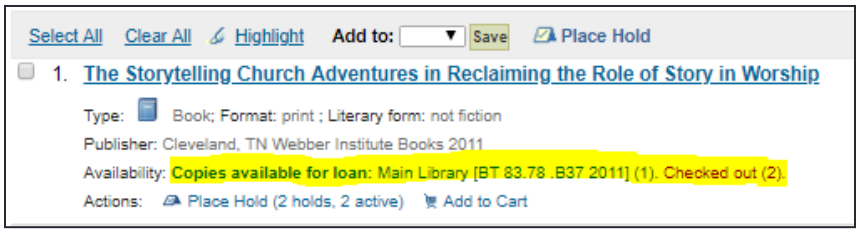
- You can search the catalog without logging in
- Login to place holds, make lists, or see what you have checked out.
  - **Login ID:** same as IWS login, usually firstname.lastname
  - **Password:** new students = lastname4iws
  - **Password help:** library@iws.edu

For more Catalog help, see the library tutorials.

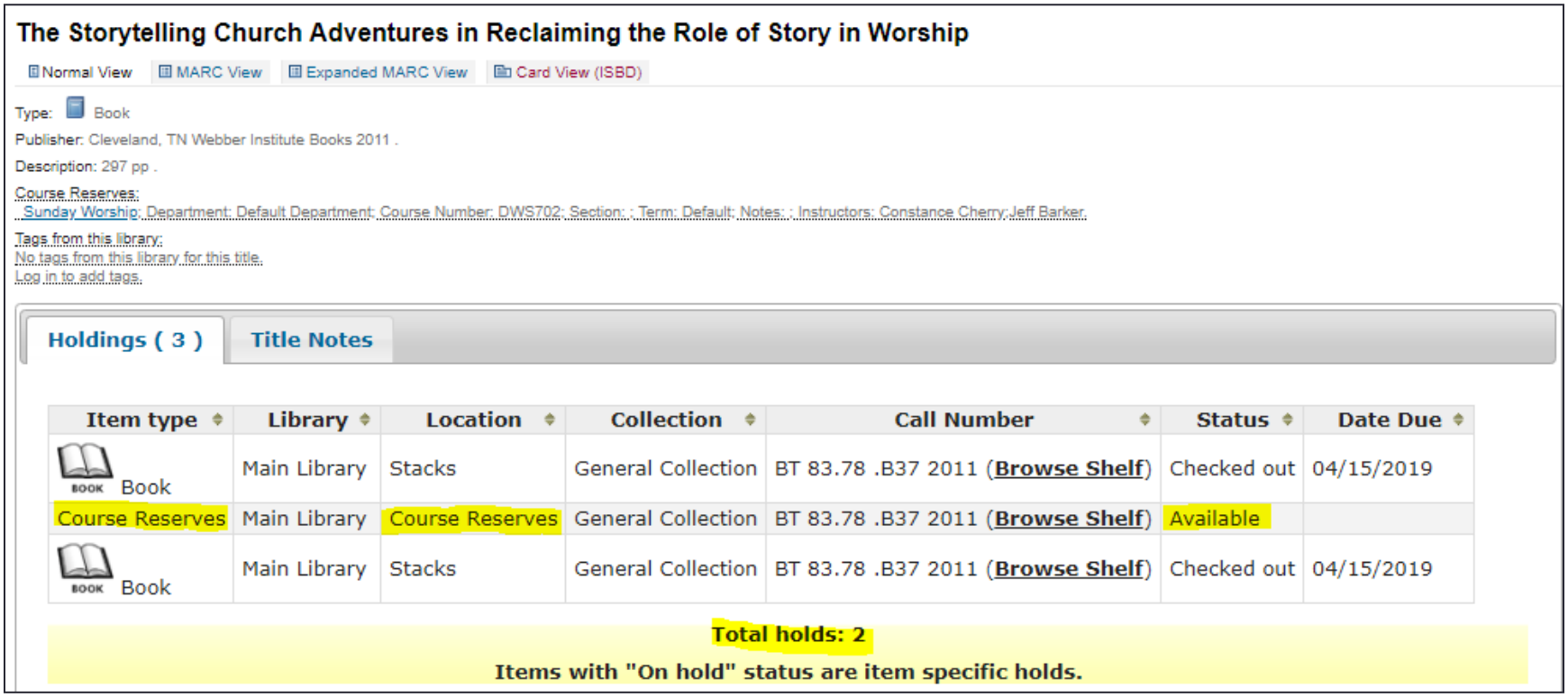
IWS Library Catalog: Cart Example

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

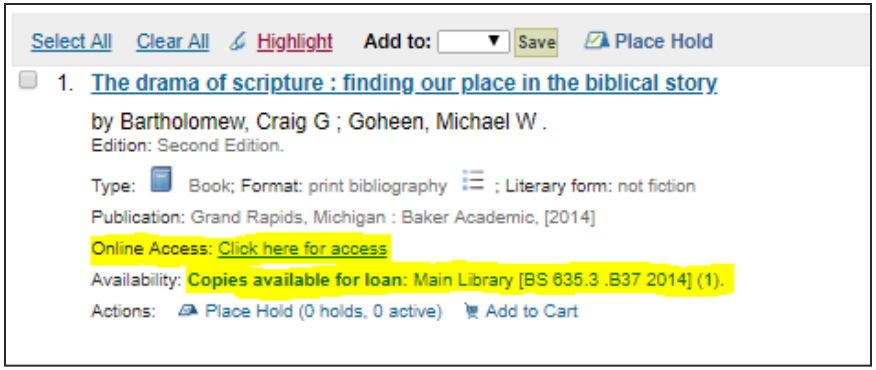
IWS Library Catalog: Results Example



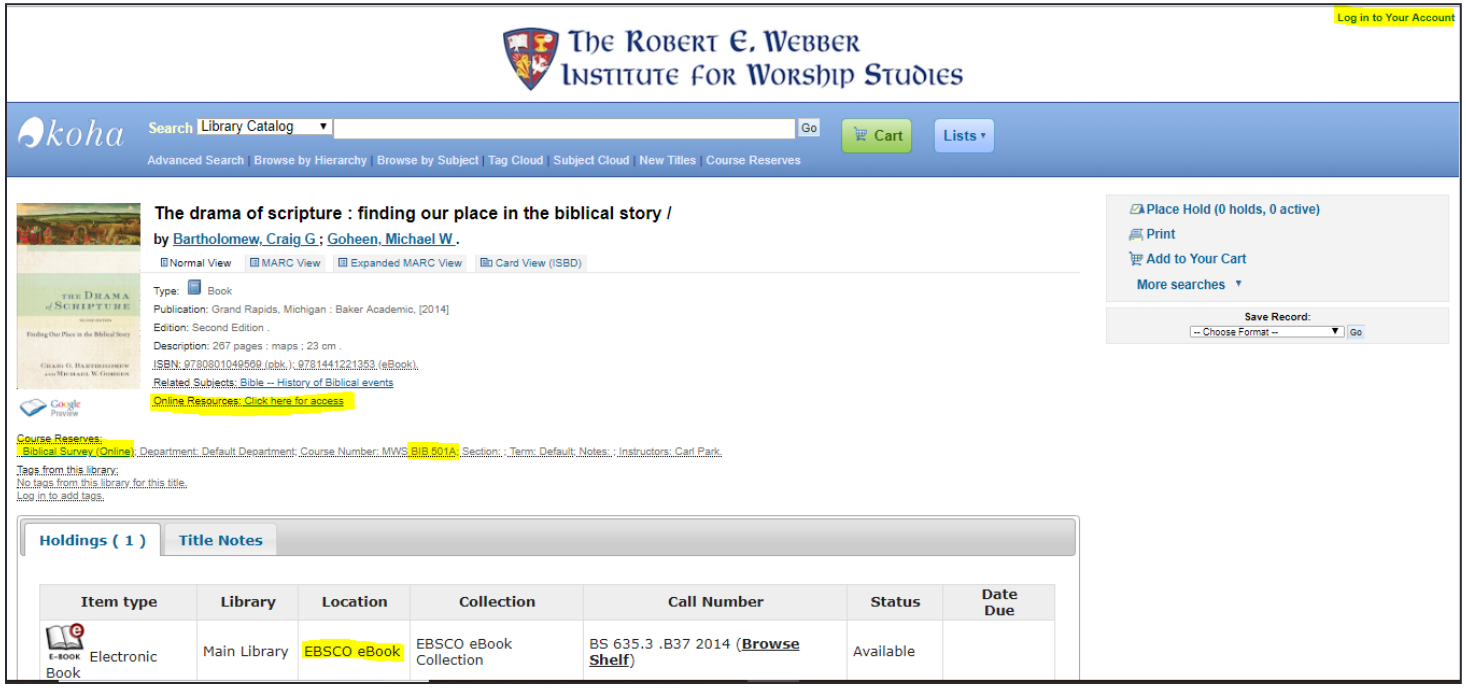
TIP:
Click title in results list to see the detailed record view with location of available items and number of holds.



IWS Library Catalog: eBook Example



TIP:
For an eBook, click the link in the catalog record to go to the login screen for access



IWS Article Database: ATLA/ATLAS

RESOURCES > LIBRARY > ATLA/ATLAS
http://iws.edu/resources/library/resources/atla/

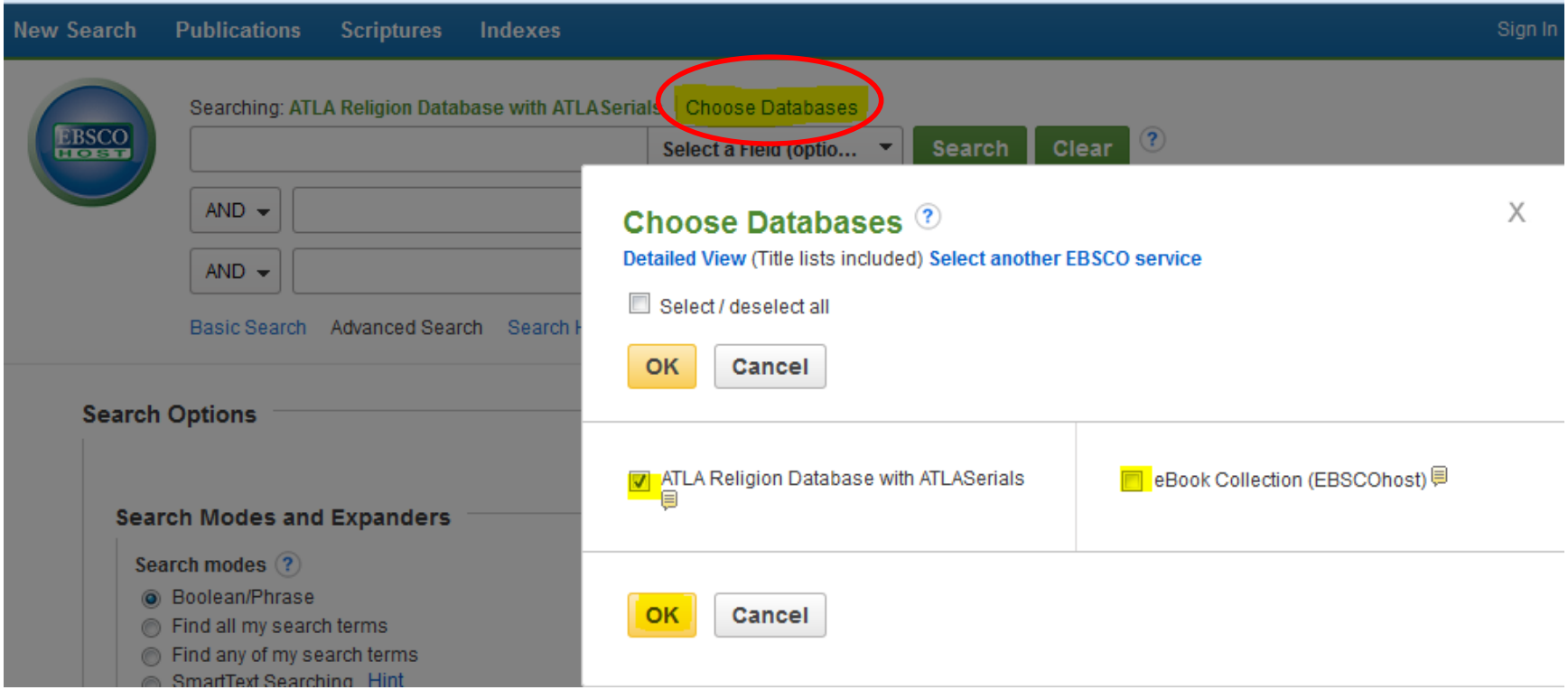
- Login with IWS User ID
- Password same as Canvas and Populi

IWS Article Database: 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 are available in full text*.
- If you find a citation of interest without full text, try the suggestions on the IWS Library Tutorials site: ***How do I*** *Find articles if the full-text is not online?*
- You can also contact library@iws.edu for help obtaining an article not available in our databases. We may be able to borrow a scanned copy from another library.
- For books or non-IWS theses without full-text access, we may be able to purchase the material for your use.

IWS ATLA/ATLAS and eBook Search

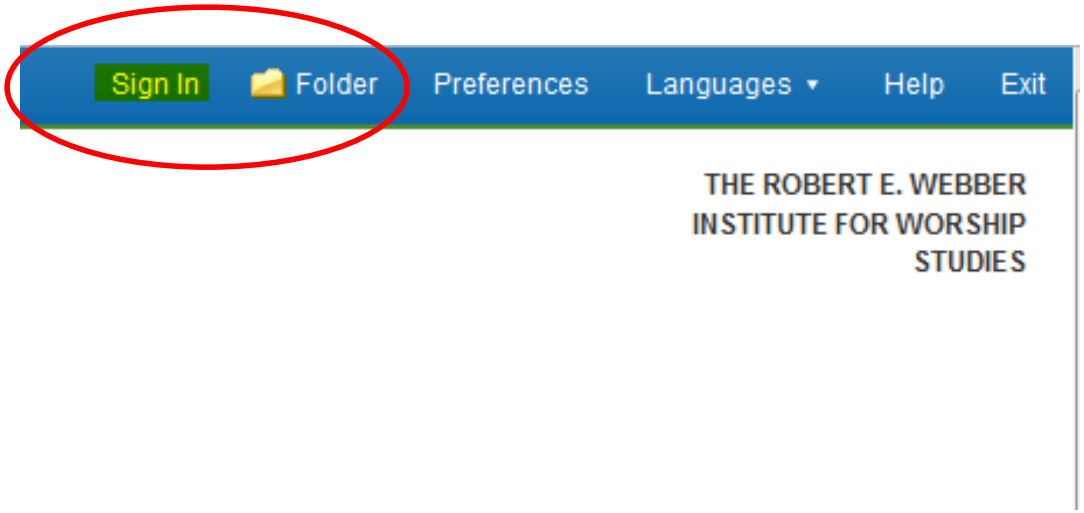
- ATLA/ATLAS and IWS eBooks are on the EBSCOhost platform.
- On the Advanced Search screen, Choose Databases to select both ATLA/ATLAS and eBooks to search at the same time.



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

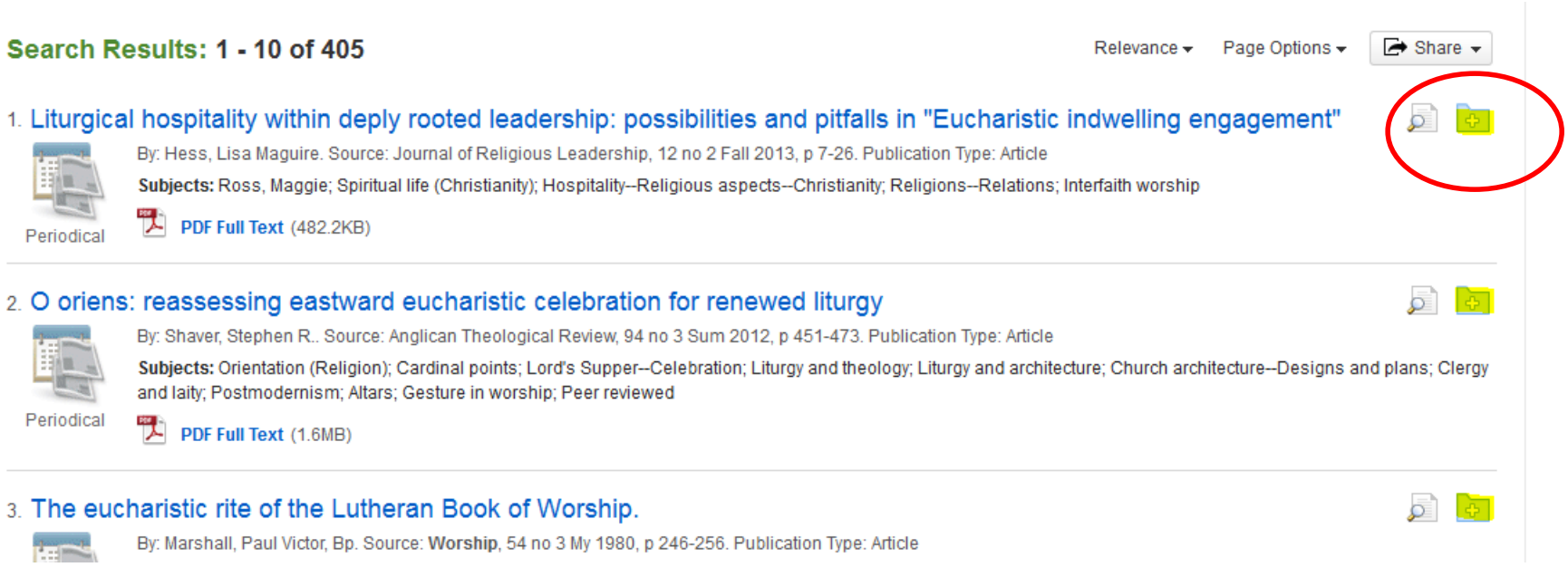


Upper right corner of screen: Sign In

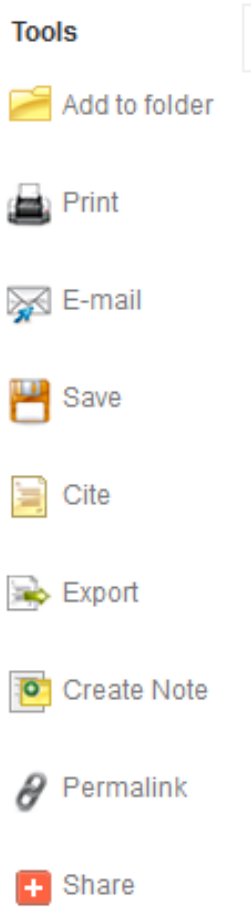
EBSCOhost Folder

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.

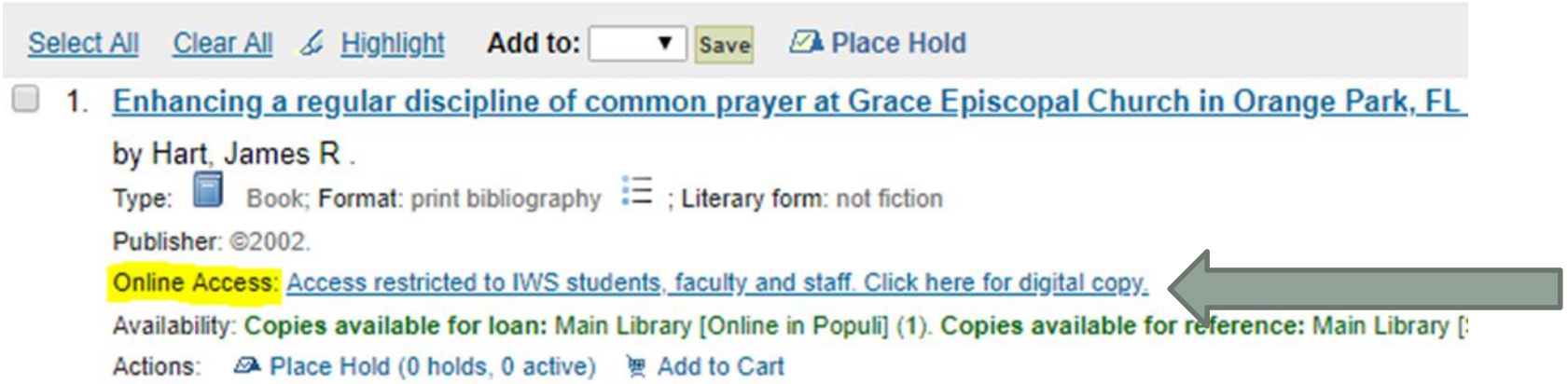
A current listing of IWS theses is available in two forms:

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

This web page gives you a list of thesis authors, titles, and abstracts.
Print copies shelved in the library by author's last name do not check-out.

IWS Theses Collection Online

- Search for digital copies of IWS theses in the Catalog
- Search the catalog by author, title, or subject
- Add “Institute for Worship Studies” to subject search
- When you find the thesis record you want in the catalog, click on the “online access” link
- You will need to login to Populi to retrieve the file.



Two Types of Online Library Resources

- ***Subscription resources*** are selected and paid for by the library and users must login to have access. Vendor restrictions apply to their use.
    - ATLA/ATLAS
    - eBooks on EBSCO
    - TREN (Theological Research Exchange Network)

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

RESOURCES > LIBRARY > ADDITIONAL RESOURCES

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 a 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.

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

Bibliographic Management Tools

Free citation managers can help you 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

Email Library staff at

library@iws.edu