

ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

Library Orientation for New Students

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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
- Understand how to use library resources before, during, and between the on-campus sessions

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



• Jennifer Nicholson, Interim Librarian, is an MWS alumna of IWS, and is a current graduate student at the University of South Florida in Library and Information Science. Contact Jennifer 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)

Email [the primary way to get help]

- Interim Librarian: Jennifer Nicholson jennifer.nicholson@iws.edu
- Both Library Assistant and Interim Librarian: library@iws.edu

Contact Form on Library Website

- Goes to <u>library@iws.edu</u> 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

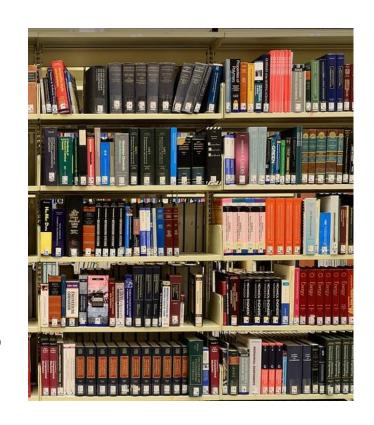
The IWS Library has two addresses: a physical address where the books are located, and a mailing address where books can be mailed to return them.

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 information resources available that IWS has purchased or selected for students, faculty, and staff to use *free of charge*.

- Over 10,000 physical materials reside on-site.
- Online resources can be read on a computer or mobile device wherever Internet access is available.

Introduction: Library Resources Provided by IWS



Definitions: Library Resources Provided by IWS

- Catalog: A database of more than 10,000 physical materials available on-site from the IWS library.
- Atlas Databases: An online index of 1.6 million resources on religion (Atla RDB) and a full-text collection of more than 540 major religion and theology journals (Atlas PLUS). Not all citations available in full text.
- <u>eBooks on EBSCO</u>: Books on worship studies and Bible commentaries that can be accessed online.
- <u>IWS Thesis Collection</u>: 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.

Before Your First On-Site Intensive Session

Find Resources Online: Use the IWS Library even before coming to campus!

- Explore the IWS Library Website.
- Familiarize yourself with the Library Catalog and confirm that you can log-in to the Library Catalog.
- Search the Course Reserves on the Library Catalog to review current and future class textbooks.
- Confirm you can log-in to Atla Article Databases and eBooks on EBSCO and familiarize yourself with these resources.

Navigating the IWS Library Website

On the library home page, you will find links

to information about:

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

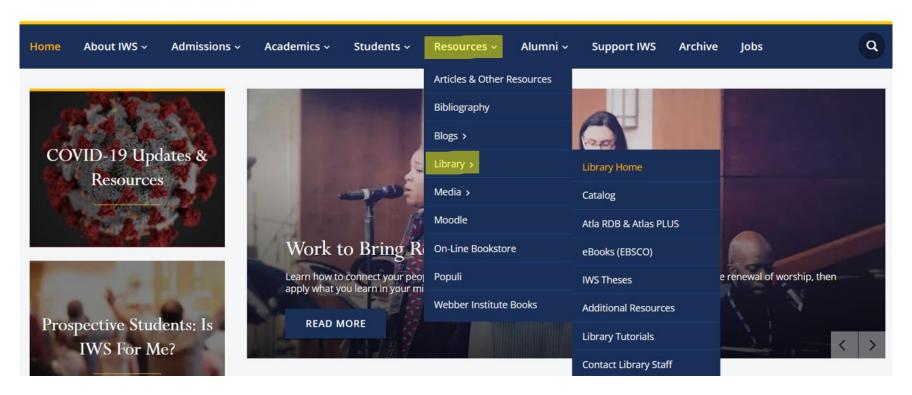
On the library pull-down menu are links to library tutorials and subscription resources available to IWS students, staff, and faculty.

IWS Library Website

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



Forming Servant Leaders in Christian Worship Renewal



GROW Center

Supporting IWS

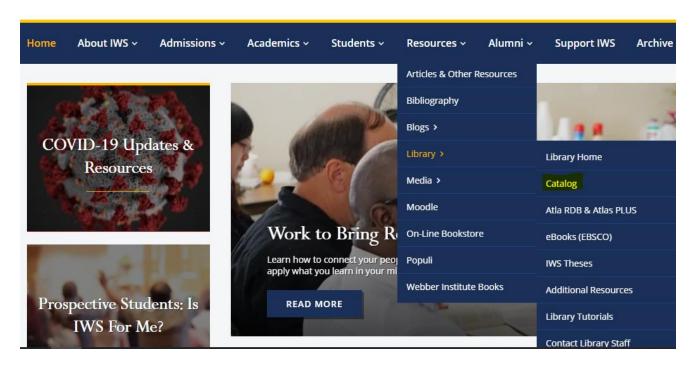
Give Online

IWS Library Catalog

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



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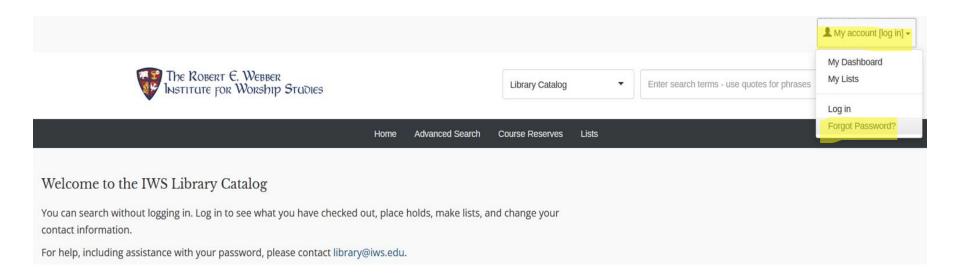
IWS Library Catalog: Login

Catalog web address: https://iws.bibliovation.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: <u>library@iws.edu</u>

For more Catalog help, see the library tutorials.

IWS Library Catalog: Login Help

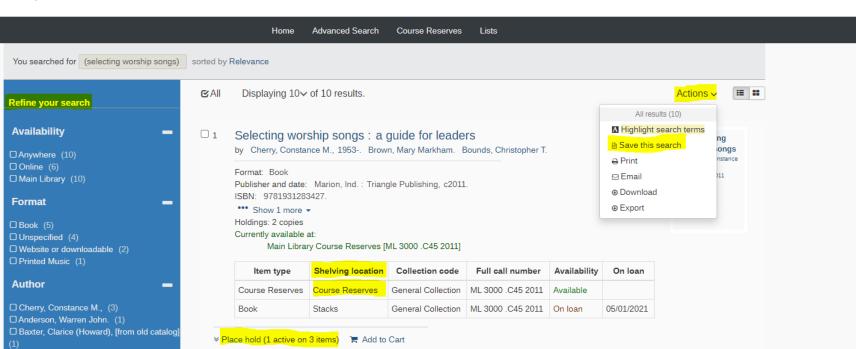


You can reset your password with the Forgot Password link, but you must use your correct IWS email address ending in @iws.edu.

IWS Library Catalog: Search Results

Library Catalog





TIPS:

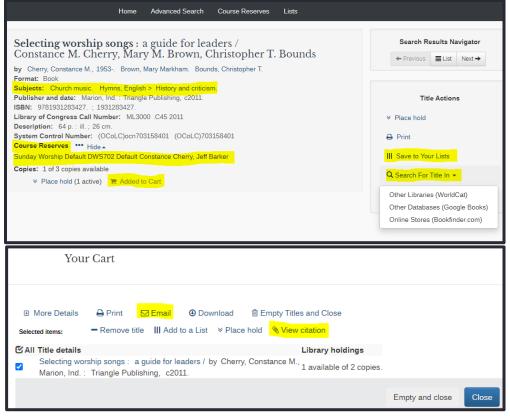
- Scroll down to see item availability, dates due for checked-out items, and number of holds placed on the title already
- Refine your search using facets on the left
- Check the shelving location: Reference and Webber do not circulate; Reserves only check-out overnight during sessions

selecting worship songs

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Use the Actions menu to save a complex search to repeat later

IWS Library Catalog: Additional Features



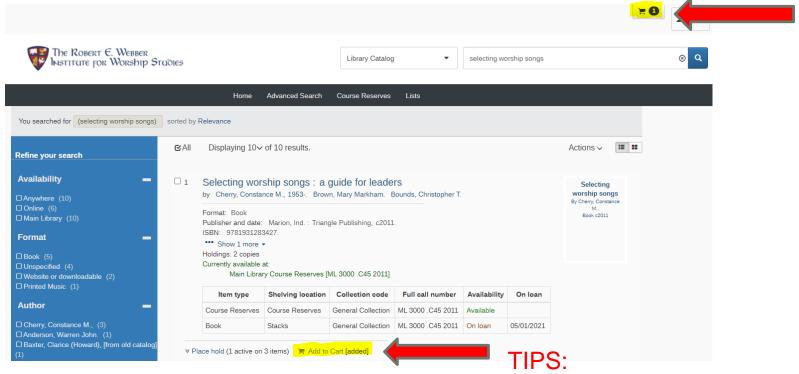
View Citations

Cherry, C M. (c2011). Selecting worship songs: a guide for leaders. Triangle Publishing: Marion, Ind.

TIPS:

- Click on the title in the results list to see the detailed record view with more functions
 - See classes with the title on Course Reserves
 - > Save to personal lists
 - View nearby items on IWS library shelves
 - > See subject terms to search
 - > Search in other libraries
- Put the title in your cart to see extra helps and features
 - See an APA (not Turabian) citation you can copy and edit
 - > E-mail the citation to yourself

IWS Library Catalog: Cart Example

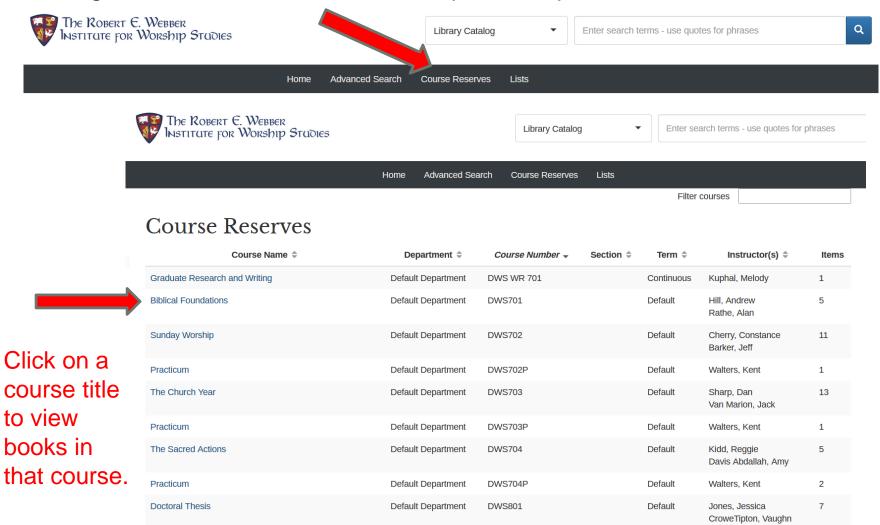




- Cart will appear at top right of window when titles are added.
- To request books to be mailed, first email contents of cart to yourself, then forward the list to library@iws.edu with your mailing address.

IWS Library Catalog: Course Reserves

The purpose of the Course Reserves is to give all students access to required reading for courses. Students are still expected to purchase their textbooks.



IWS Library Catalog: Course Reserves

Biblical Foundations







worship and ministry in the 21st century

The conviction of things not seen:

Publisher and date: Grand Rapids, Mich.: Brazos Press, c2002. ISBN: 1587430320 (pbk.).

Library of Congress Call Number: BV15 .C635 2002

Description: 236 p.; 23 cm.

Contents (as listed on item): Show

Course Reserves *** Show

Copies: 4 of 4 copies available

∀ Place hold (None pending)

 Add to Cart

Title Actions

Ill Save to Your Lists

Q Search For Title In →

View Record As →

Staff Interface View

Group by holdings record

III View nearby items on shelf -

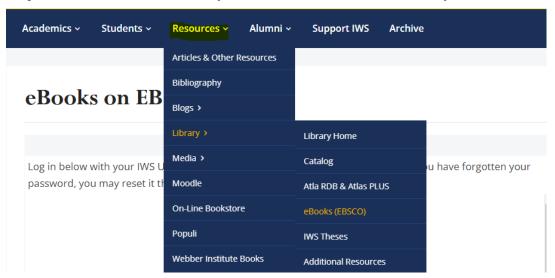
Holdings (4)

Item type	Shelving location	Collection code	Full call number	Availability
Book	Stacks	General Collection	BV15 .C635 2002	Available
Book	Stacks	General Collection	BV15 .C635 2002	Available
Course Reserves	Course Reserves	General Collection	BV 15 .C635 2002	Available
Book	Stacks	General Collection	BV 15 .C635 2002	Available

The detailed record will show if the item is available and where it is located.

eBooks on EBSCOhost

- EBSCOhost is the IWS electronic resource platform for the IWS eBook collection and the Atlas article databases
- eBooks can be searched in the IWS library catalog, where a link will send you to the EBSCOhost platform
- You can also search eBooks directly on EBSCOhost by logging in at IWS > Resources > eBooks (EBSCO)
- Login with your Canvas/Populi username and password



IWS Library Catalog: eBook Example

TIP:

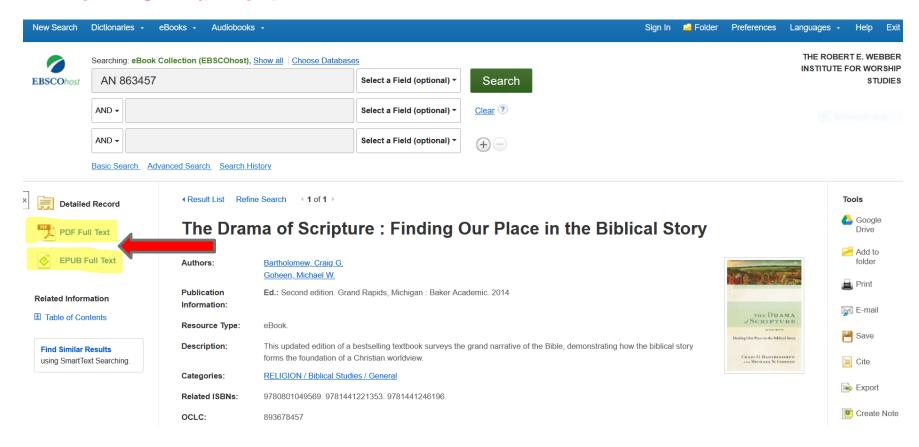
- Click the link in the catalog record to go to the login screen for access
- Login to eBooks (EBSCO) with your Canvas/Populi UserID & Password
- You will then be brought to the page for the eBook on EBSCOhost



IWS Library EBSCOhost: eBook Example

TIP:

 Once logged in on EBSCO, access the eBook by clicking PDF Full Text or EPUB Full Text.



IWS Atlas Article Databases

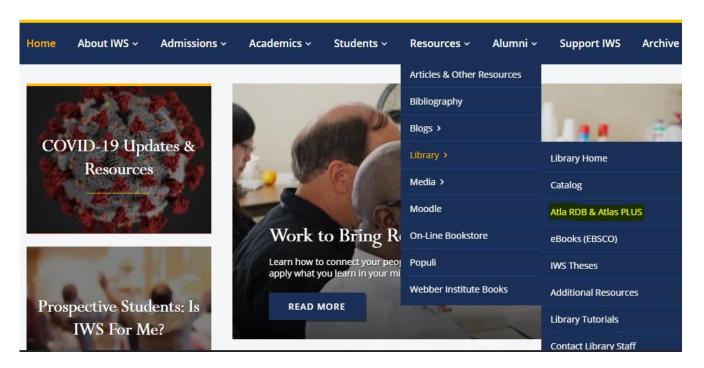
- An online index of resources on religion plus a full-text collection of more than 540 major religion and theology journals. Not all citations are available in full text.
- If you find a citation of interest without full text, try the suggestions on the IWS Library Tutorials site: How do I Find articles if the full-text is not online?
- You can also contact <u>library@iws.edu</u> 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 Library Atlas Article Database

- Go to IWS home page: https://iws.edu
- Select Resources > Library > Atla RDB and Atlas PLUS



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IWS Atlas Article Databases

RESOURCES > LIBRARY > Atla RDB & Atlas Plus

- Login with your Canvas/Populi User ID
- Password same as Canvas/Populi

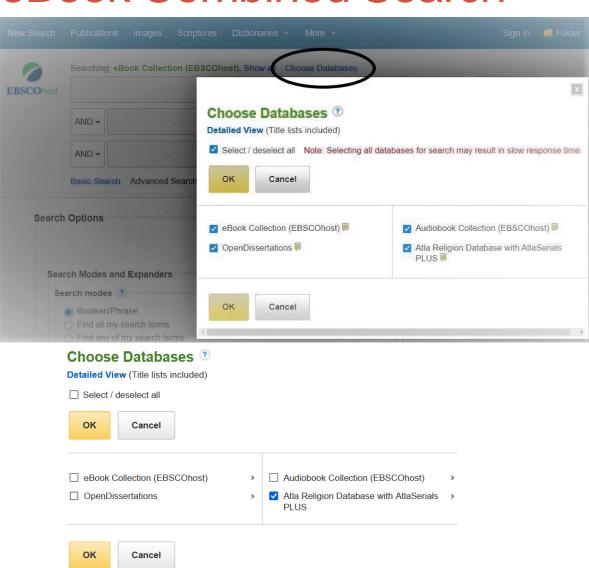
Atla Religion Database with AtlaSerials PLUS

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 <u>Populi system</u>.



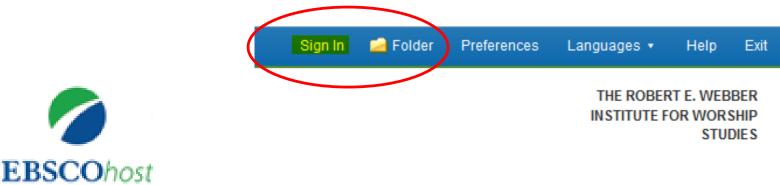
IWS Atlas and eBook Combined Search

- IWS Atlas and eBooks are available on the EBSCOhost platform.
- Resources > Library >
 Atla RDB & Atlas Plus
 opens a combined
 search for eBooks,
 articles, dissertations,
 and audiobooks
- On the Search screen, select Choose
 Databases to deselect all databases and search only the articles databases. Then click



EBSCOhost Personal Account

- The EBSCOhost platform provides a personal folder for your resource lists and citations.
- You create your own folder account with your own Login ID and Password
 - We will not know your password and we cannot reset it. Suggestion: use IWS Login ID and Password to set up folder

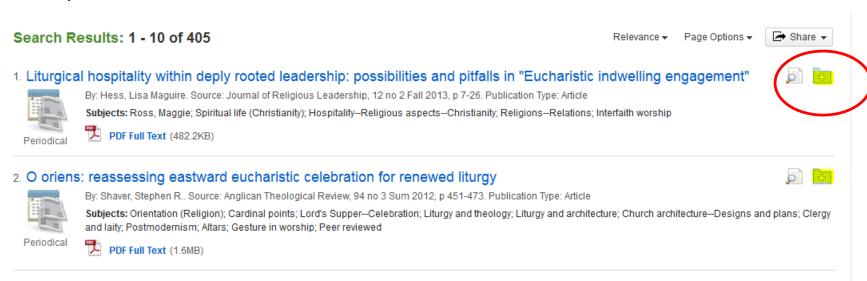


Upper right corner of screen: Sign In

EBSCOhost Folder

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

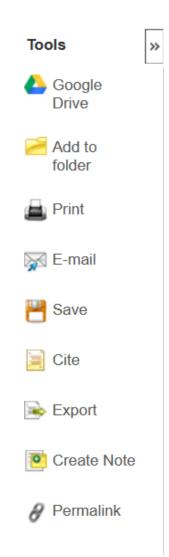
- Print list of resources
- Email list of resources
- Save list of resources
- Save searches
- Export citations





3. The eucharistic rite of the Lutheran Book of Worship.

Common Online Platform Tools



Some common online database features and tools to look for:

- Save available full text resources to your personal Google Drive.
- 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

Questions: Before Your First On-Site Intensive Session

- Issues with logging-in to the Library Catalog?
- Need help navigating EBSCOhost and our databases?

GET HELP

Email Library staff at

<u>library@iws.edu</u>

During On-Site Intensive Sessions

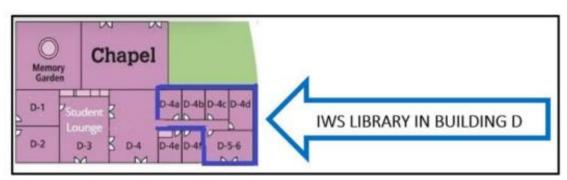
- Visit the physical collection of the on-campus IWS Library.
- Search the Library Catalog to find physical books.
- Check out books to take home with you.
- Save books on a Hold shelf to review on-site.
- Browse the Course Reserve shelf to review class textbooks or check them out overnight.
- Browse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

Library is closed during mandatory activities.

On-Site IWS Library: Library Collections

IWS library resources are located in Building D on the IWS campus located at Hendricks Avenue Baptist Church in Jacksonville, Florida. You will find the following collections in four separate rooms:

- 1. WEBBER ROOM: D-5-6 Librarian's desk Non-circulating collections (Course Reserves, Reference, Webber, First Set of IWS Theses)
- 2. CIRCULATING STACKS: D-4b
 General Collection
- 3. CIRCULATING STACKS: D-4c General Collection, Continued
- 4. CIRCULATING STACKS: D-4d General Collection, Continued Second Set of Non-circulating IWS Theses



Take a virtual, selfguided tour of the IWS Library here.

Physical Material Circulation Policies

Find Physical Materials in the Library Catalog

- Check out up to 15 books at a time at the Librarian's Desk.
- Books due at end of each semester (November 1 or May 1).
- Renew one time for 4-weeks (e-mail <u>library@iws.edu</u>).

Request and Return Books:

- Students in the U.S.
 - Follow <u>tutorial</u> instructions at <u>How Do I Request a Book To Be Mailed to Me?</u> to request books through the mail.
 - Return books by media mail with tracking, postmarked by due date.

International/overseas students

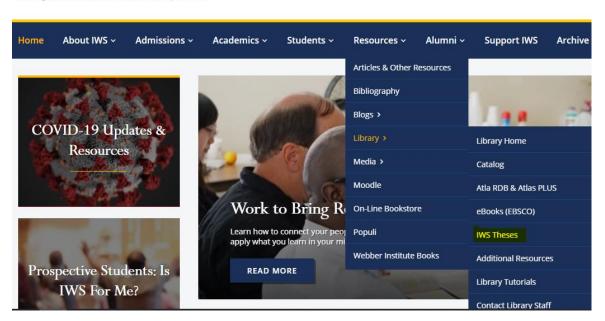
- Books will not be mailed outside the United States, North American Continent, or Mexico.
- You may check out books while on-site to carry home in luggage.
- Bring back books to return in luggage at start of the next on-site session.
- Do not mail books to IWS from overseas (if not returning to the U.S., try to arrange with another student to deliver them).

IWS Library Theses

- Go to IWS home page: https://iws.edu
- Select Resources > Library > IWS Theses
- This link takes you to a list of all IWS Theses



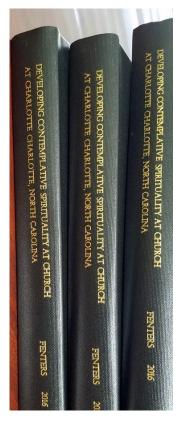
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IWS Thesis Lists

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



IWS Thesis Lists

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

- A IWS Thesis Collection (Chronological listing, 2020 update)
- ☑ IWS Thesis Collection (Alphabetical by author, 2020 update)

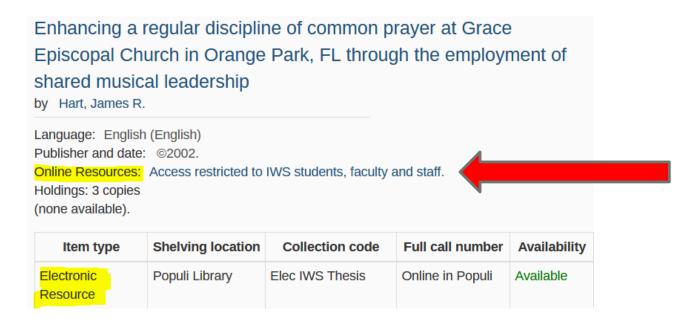
IWS keeps on hand two copies of every thesis for each graduating Doctor of Worship Studies student. These bound volumes are available for use in the IWS library. Digital copies are available to IWS students, staff, faculty, and alumni through the library catalog. Instructions for accessing digital copies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

Persons not affiliated with IWS can obtain copies of theses through the <u>Theological Research Exchange Network</u>.

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 Thesis Collection Online

- When you have identified a thesis of interest from the thesis lists,
 search for digital and print copies of IWS theses in the <u>Library Catalog</u>
- See tutorial: How Do I Obtain a Copy of an IWS Thesis?
- When you find the thesis record you want in the catalog, click on the link next to "Online Resources:" to access the digital copy.
- You will need to login to Populi to retrieve the file.



Questions: On-Site Intensive Session

- Not sure where to find a book while on-site?
- Need help searching for an IWS Thesis?
- Want to make an appointment with the librarian?

GET HELP

Email Library staff at

<u>library@iws.edu</u>

Between On-Site Intensive Sessions

- Between on-site intensive sessions, the library is open only by appointment. Contact <u>library@iws.edu</u> to arrange a visit.
- Use the library self-checkout sheet if you take books with you.
- Students who need research help during a library visit between onsite sessions must schedule an appointment with the library assistant.
- Request books to be mailed to you.
- Become familiar with other available Digital Resources.

International students

- 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.
- Visit the library to take books with you before leaving campus.
 We will not mail books outside the United States, North American Continent, and Mexico.
- 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 (not the library) for you to pick up while you are in the U.S.

Off Site Help For Distance Learners

<u>Library Tutorials and Help</u> – 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.)

<u>library@iws.edu</u> – Email 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:

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

For more information, visit the <u>IWS Library website</u> or email <u>library@iws.edu</u>.

Two Types of Library Digital Resources

- Subscription resources are selected and paid for by the library. Users must login to have free access. Vendor restrictions apply to use.
 - Atlas Databases
 - 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

Evaluating Information Resources

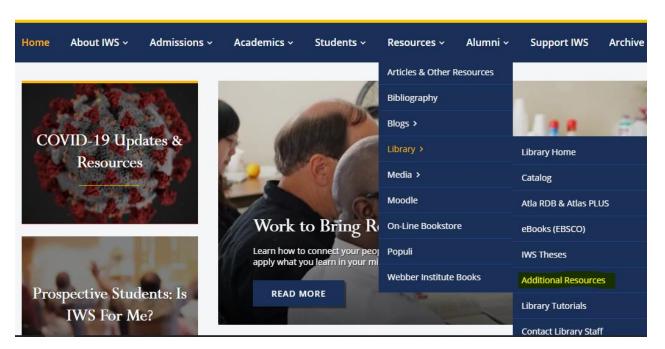
- Scholarly vs Popular -- Scholarly resources are written by experts in the field and supported by research, while popular resources are written for general audiences and usually lack references to support assertions.
- Refereed (or peer-reviewed) -- Articles are reviewed for credibility and quality 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 Additional Resources

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



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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.
- <u>ATLA Cooperative Digital Resources Initiative</u>. A repository of digital images contributed by ATLA member libraries.
- <u>The Text This Week.</u> 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 Atlas.
- JSTOR Free Access: Register for a personal account to read 6 articles per month from a database of 12 million academic journals articles.
- The Cyber Hymnal: Thousands of Christian hymns in the public domain with indexes by topic (liturgical calendar) and scripture references.

IWS Library Additional Resources: Non-IWS Theses

RIM Atla Dissertation Search

Research in Ministry: RIM® Online is a free index to abstracts of over 14,000 graduate research projects in ministry, theology.

EBSCO Open Dissertations

 Open-access electronic theses and dissertations (ETDs) from participating institutional repositories around the world. Also indexed in EBSCOhost.

Theological Research Exchange Network (TREN)

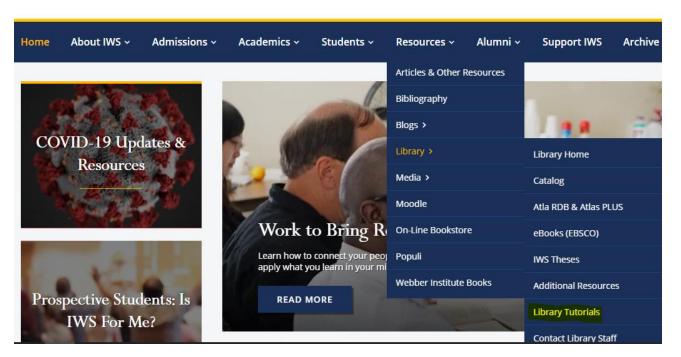
- The Theological Research Exchange Network (TREN) is a library of over 24,000 theological dissertations and conference papers representing research from 145 institutions, including IWS.
- IWS subscribes to TREN edocs, so IWS students, staff and faculty may obtain a copy of a TREN electronic document 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.

IWS Library Tutorials

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



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Off-Site Help: Library Tutorials

Library Tutorials and Help

Library Orientation

■ 🖺 <u>Library Orientation slides</u>

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?

<u>Library Resource Help and Tutorials</u>

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

Citation Help

- Citation managers
- Zotero
- Turabian Help

Bibliographic Management Tools

Free citation managers can help you create, store, and annotate citations for footnotes and bibliographies



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

Questions: Between On-Site Intensive Sessions

- Are you a student in the United States, North American Continent, or Mexico and need a book mailed to you?
- Need help accessing resources while off-site?

GET HELP

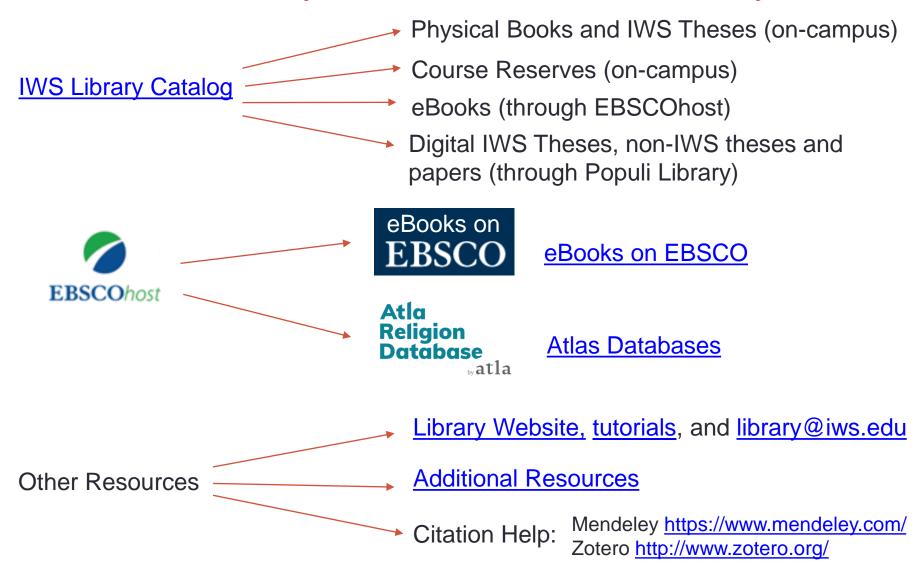
Email Library staff at

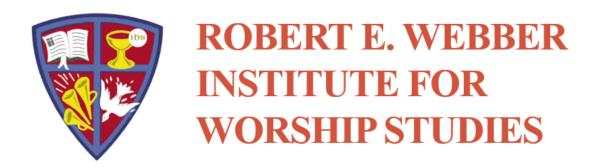
library@iws.edu

Review: Library Resources Provided by IWS

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- <u>eBooks on EBSCO</u>: Books on worship studies and Bible commentaries that can be accessed online.
- <u>IWS Thesis Collection</u>: 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.

Review: Library Resources Provided by IWS





The IWS Library is here for YOU!

Email Library staff at

library@iws.edu