

# Guide to **Library** Resources and Services



Welcome to The Ohio State University Libraries. We're here to help ensure your success as a student, researcher or faculty member.

The Libraries provide the information you need through our web site, **library.osu.edu**, and at libraries conveniently located across the Columbus campus. The OSU Libraries offers access to more than six million volumes, and more than 500 databases available online at no charge to you.

This guide provides information to help you understand the resources available from the libraries online, over the phone and in person.



**library.osu.edu**

292-OSUL  
(6785)



# Library Catalogs

The OSU Libraries offer access to a selection of catalogs designed to improve the quality of your search when looking for research materials:

## OSU Online Catalog

Use the Libraries' online catalog to find books, newspapers, magazines, journals, dissertations, theses, microforms and multimedia available from University Libraries. The catalog also provides information on the availability and location of each item.

## OhioLINK

### **OhioLINK (Ohio Library and Information Network):**

OhioLINK's central catalog contains more than 46 million items representing the holdings of most Ohio university, college and community libraries, as well as materials from the State Library of Ohio, the Westerville Public Library and the Cuyahoga County Public Libraries.

**Using OhioLINK:** When an item is not available at Ohio State, search for it in the OhioLINK catalog. Just click the "OhioLINK catalog" button on the library catalog record screen.

## WorldCat

**WorldCat** is the world's largest network of library content and services. The WorldCat database includes information about more than 181 million titles contributed by 72,000 libraries throughout the world. There are three interfaces to WorldCat that give you different options.

**WorldCat Local ([osu.worldcat.org](http://osu.worldcat.org))** is a user-oriented interface to WorldCat that gives you the ability to:

- Search for library materials in many formats, including books, journals, and articles
- Identify material available at OSU and through OhioLINK, including location and availability
  - Request materials from OSU or OhioLINK
    - Link to online full text
  - Request materials from libraries worldwide through Interlibrary Services (ILS)

**WorldCat via FirstSearch** is oriented for researchers, providing many advanced search capabilities. It can be accessed through the library web-page. OSU users from off-campus must sign-in.



# Borrowing Materials

## OSU Libraries

### **Your Record (or Account):**

You can use the "My Account" feature to:

- See due dates on items checked out
- Renew items not yet overdue
- View items you have on hold, or cancel holds
- Check your library fines
- Verify the accuracy of your name and address



## OhioLINK Libraries

- Transporting items you request from OhioLINK can take 4-6 days.
- OhioLINK books can be borrowed for 21 days. You can renew the item four times for an additional 21 days per each renewal, provided there are no other holds on the item.
- OhioLINK non-book materials can be borrowed for ten days, and are not renewable.
- You can renew items online or at the circulation desk of any University library.
- OhioLINK materials can be returned to any University Library circulation desk.

## Interlibrary Services (ILS)

**Interlibrary Services** supports the scholarly research of OSU faculty, staff and students by:

- Offering electronic delivery of journal articles through a service called "Article Express" (see below)
- Borrowing materials not available in either the OSU collections or through OhioLINK

Instructions, policies, and limitations of our services can be reviewed from the Libraries' web site. Call us at 292-9077 or email [osuill@osu.edu](mailto:osuill@osu.edu).

**ILLiad:** ILLiad is the name of our Interlibrary Services software. New users must create a user account in ILLiad by going to the web site and clicking the "First Time ILLiad Users" link.

ILLiad gives you the ability to:

- Request and renew materials from the Interlibrary Services web site
- Borrow books not available at OSU/OhioLINK
- Request more than articles directly from the library research data bases by using the "Find It" link
- View the status of your requests
- Access electronically-received articles

**Article Express:** Article Express is a service that provides electronic delivery of journal articles, book chapters, and proceedings papers that are not already available online to OSU patrons. The Article Express request form can be used to request articles from both OSU and non-OSU print collections. *Please be as judicious as possible in submitting requests, since the Libraries' subsidizes this service.*

Requests from OSU collections are usually filled within three business days. Photocopies obtained from non-OSU collections may take longer. Users will receive an email message with the URL to ILLiad where they can log into their account and view or print the article.

## Borrowing Privileges

**Who can borrow items?** All Ohio State faculty, staff and students with a valid university ID, or anyone with a University Libraries courtesy card, or a valid ID from any OhioLINK institution.

- Most OSU library locations are open to everyone to use materials and many of the available services.
- You are responsible for all the materials borrowed on your ID.
- Due dates vary by library, item type (book, journal, etc.), and patron type (undergrad, grad, faculty, etc.)

**Placing Holds:** Holds can be placed on most circulating items listed as "available" or "checked out" in the Library catalog record. Available items will be held for you at the library of your choosing. If you place a hold on an item checked out by another borrower, the item will be recalled, and you will be notified via email when the item is ready for pickup.

- Check availability and request from OhioLINK if there are no available copies in the Libraries' catalog.
- Due dates may change if someone recalls an item that you have checked out. Patrons should view their record on a regular basis (we suggest weekly) to avoid problems with due date changes on recalled items.
- Items cannot be renewed if they have been recalled or if they are nonrenewable.
- You will be notified via email when hold and recall items are ready for pickup.

**Books by Campus Mail:** Faculty, staff, graduate students and undergrads with a campus office or Columbus campus dormitory address may request items be mailed to them at their office address or dormitory. Before choosing this option, check your circulation record to verify that your address is correct.

**Library Notices via Email:** Faculty, staff and students must have an active Ohio State email account to receive library notices via email. Activate your email account in any OIT computer lab or by contacting OIT at (614) 688-HELP or [8help.osu.edu/34124.html](http://8help.osu.edu/34124.html)

**Closed Reserves:** Ohio State faculty, staff and teaching assistants who are teaching during the current or upcoming quarter can place items on reserve in any library for restricted use.

**Electronic Reserves:** University Libraries will work with you to provide 24-hour, web-based access to reserve materials for your students. Call (614) 292-6448.

- Print Reserve items may include University Library materials, personal copies, and photocopies prepared by the instructor.
- Print Reserve loan periods are set by individual libraries as well as by individual instructors. Loans range from two hours to seven days.
- Submit reserve requests at least three weeks in advance of the quarter in which they will be needed by students.

**Faculty/Staff Authorization:** Ohio State faculty and staff may authorize one or more persons to borrow and request library materials under the authorizing person's name.

- The authorizing person is responsible for all transactions performed by the designated individuals.
- Authorization forms are available at library circulation desks.

**Library Fines:** Return or renew your items by their due dates and respond promptly to notices on recalled items to avoid overdue fines.

## Finding Articles

The OSU Libraries offers OSU users free access to more than 500 electronic reference resources that provide digital copies of articles from a wide range of magazines, journals and newspapers, as well as full text reference materials (encyclopedias, dictionaries, almanacs, etc.), e-book resources, theses/dissertation resources, and multimedia resources.

**Multi Search:** The Multi Search feature gives you the ability to search more than 90 databases through this one function. You can search all the databases or limit your search only to databases in a subject category, or select the databases you want to search from an alphabetical list. Check the search box on the Libraries' web page for details.

**Manage Your Research with "RefWorks":** RefWorks—an online research, management, writing and collaboration tool—is designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies. If you need to manage information—whether for writing, research or collaboration—RefWorks is the perfect tool. RefWorks can be accessed from the Libraries' web site.

**Electronic Journals:** OSU users have access to 65,000+ e-journals. Over 7,000 e-journals are in the OhioLINK Electronic Journal Center and have full text from the mid-1990's to the present, but some have earlier content. The remaining 58,000+ e-journal titles are included in online reference resources or e-journal subscriptions, dates of coverage vary by provider. E-journals can be found by searching the Libraries' catalog or the Online Journal Titles list.

## Instructional Services

### Course-Related Instruction

Library faculty work cooperatively with course instructors to teach students to use information resources effectively for course assignments. Librarians will:

- Provide research instruction tailored to specific course topics and goals.
- Collaborate with instructors to develop information-rich assignments.
- Create course-specific resource pages in Carmen.

To arrange a presentation, assignment or Carmen resource page for your class, please contact the subject librarian for your discipline.

### Online Instructional Programs

**Libraries Credit Courses ([liblearn.osu.edu/courses](http://liblearn.osu.edu/courses)):**

Several online credit courses are offered by the Libraries, to help students learn and practice effective research skills. The Libraries offer courses in partnership with Arts and Sciences. These online "distance" courses are very convenient because you can complete course work from home or any place with extended Internet access. Students use their email to communicate with the instructor and a web browser to complete all assignments.

**"Make the Leap" Online Assignment:** Instructors may request a library research skills assignment for your Survey 100 class. This assignment uses library online resources to give students a hands-on experience with core tools and teach them basic academic research skills. Business, Engineering and Health Sciences versions are used for survey courses in those disciplines. Student work is automatically scored and grades (40 points) are sent to instructors electronically. An introductory presentation by a librarian may also be requested, or students may be referred to an online version of this introduction.

**Learning Objects:** The Libraries also provides a variety of online tools to help, on demand or embedded within courses, with the research process.

- net.TUTOR - improve research skills with these interactive online tutorials. Instructors can assign tutorials and receive reports of student quiz scores.
- Movies - demonstrate key strategies for using important research tools.
- Head Hunt - learn about the Libraries' resources and services through interactive games, puzzles, and short films.

A team of Libraries' teaching and subject specialists will work with faculty to develop online learning resources targeted to specific course needs. The English 110 First Year Writing Program is one example.

### Grants and Awards

**For Students:** University Libraries encourages student collaboration with librarians and recognizes outstanding students and their instructors through the annual Undergraduate Research Prize competition. The prize is awarded annually in spring to at least one Ohio State University undergraduate student. Students enrolled in any upper division undergraduate course (300 or above) are eligible to participate. Students partner with librarians throughout the research process to produce an award winning project. Submissions are judged by the Libraries' Teaching and Learning Committee.

**For Faculty:** Librarians are especially interested in working with faculty to provide curriculum assistance, presentations, and resources that support the learning objectives of your course. Course Enhancement Grants are available on a regular schedule to support this activity.

- To foster collaboration between instructors and librarians in developing syllabi using the full range of resources available and incorporating information literacy instruction.
- To encourage instructors to incorporate the Libraries resources (e.g. electronic journals, e-books, digital video, databases, etc.) into existing courses.
- To increase instructor and student awareness of a variety of library services such as electronic reserves, digitizing print content, copyright and rights management, reference, instruction, and document delivery.



The winning project team (student author, instructor, and the collaborating librarian) are acknowledged at an award ceremony. A monetary prize will also be presented. Winning projects will be submitted to the Undergraduate Research Prize Collection in the OSU Knowledge Bank repository, where they will have a permanent home and Web address. This site is also indexed by Google, so projects are available to a worldwide audience.

## Learning Spaces

In addition to open seating and computing areas in multiple library locations, there are several key learning spaces in the OSU Libraries.

Group study rooms are available in several library locations, including the ground floor of Thompson and the fourth floor of the Science and Engineering Library. Thompson users can check out cables at the Circulation Desk to connect laptops to flat panel HD monitors in group rooms.

Librarians provide course-related instruction and teach credit courses in media-rich classrooms on the first floor of the Thompson Library (149 and 150) and in the Science and Engineering Library (070/090 and 390). Small seminar rooms are also available on the fourth floor of Thompson.

The Learning Collaboration Study (LCS) is a reconfigurable high-tech learning environment in Science and Engineering Library (Room 060). It is a joint venture of the Libraries, the Office of the CIO, and the Digital Union.

## About the Libraries Web Site

The Libraries' web site, at **library.osu.edu**, is your gateway to the Libraries' online services. From this site you can:

- Access the Libraries' online catalog as well as OhioLINK and WorldCat libraries' holdings;
- Search for electronic and print articles;
- Request items via Interlibrary Services;
- Review your account to check due dates and renew items checked out;
- Access full-text copies of the *Lantern*, OSU's newspaper;
- Get help from librarians and subject specialists via phone, email, and live chat;
- View Libraries' hours, locations, personnel, and other resources.



## Contact the Libraries:

Online



**library.osu.edu**

By phone



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In person



Come to one of the many libraries on campus. See the location listing and map on the other side of this brochure. Library hours are available on the Libraries' web site, **library.osu.edu**

# on campus locations



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|---|---|--|
| <b>1 Architecture Library</b> (ARC)<br>Knowlton Hall, 275 W. Woodruff Ave.                            | <b>7 Food, Agricultural &amp; Environmental Sciences Library</b> (FAES)<br>045 Agricultural Admin. Bld., 2120 Fyffe | <b>5 Rare Books &amp; Manuscripts</b> (RAR)<br>Thompson Library (Call for appointment)                           |
| <b>2 Billy Ireland Cartoon Library &amp; Museum</b> (CGA)<br>023L Wexner Center, 27 W. 17th Ave. Mall | <b>8 Geology Library</b> (GEO)<br>180 Orton Hall, 155 S. Oval Dr.   | <b>13 Science &amp; Engineering Library</b> (SEL)<br>175 W. 18th Ave.<br><b>Open 24/7</b>                        |
| <b>3 Biological Sciences/Pharmacy Library</b> (BPL)<br>102 Riffe Building, 476 W. 12th Ave.           | <b>9 Health Sciences Library</b> (HEA)<br>376 W. 10th Ave.  | <b>5 Theatre Research Institute</b> (TRI)<br>Thompson Library  |
| <b>4 Book Depository</b> (STX)<br>2700 Kenny Rd.  | <b>5 Hilandar Research Library</b> (HIL)<br>Thompson Library  | <b>5 Thompson Library</b> (THO)<br>Humanities, Social Sciences, Business & Special Collections<br>1858 Neil Ave. |
| <b>5 Charvat Collection</b> (CHA)<br>Thompson Library   | <b>10 Law Library</b> (LAW)<br>280 Law Building, 55 W. 12th Ave.  | <b>4 University Archives</b> (ARV)<br>2700 Kenny Rd.   |
| <b>6 Fine Arts Library</b> (FIN)<br>035L Wexner Center, 1871 N. High St.                              | <b>11 Music and Dance Library</b> (MUS)<br>166 Sullivant Hall, 1813 N. High St.                                     | <b>14 Veterinary Medicine Library</b> (VET)<br>225 Veterinary Med. Academic Bld., 1900 Coffey Rd.                |
| <b>12 Polar Library</b> (PLR)<br>176 Scott Hall, 1090 Carmack Rd.                                     |   |  |

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