



LIBRARY TOP 7

The ORU Library not only warehouses some 400,000 physical items, including printed books, DVDs, and audio-books, but also provides access to a plethora of electronic resources, including over 132,000 e-books and 28,000 online journals. As an ORU student, you may access the Library's online resources 24/7 on or off campus.

Read on to find out more about the resources the ORU Library makes available to you...

- **The Library Web Site...**
...is the virtual starting point to find resources such as books, e-books, and journal articles. From this web page, you can launch your next research project, renew borrowed materials, request interlibrary loans, check library hours and policies, register as a distance learner, as well as access the online resources. The library web site is located at library.oru.edu.
- **Off-Campus Access...**
...to the Library's online resources is available by going to the library web site, clicking any desired resource, filling in your Novell username and password when prompted, and clicking 'Submit'. The Novell username and password are typically the same as your ORU email (less the @oru.edu). For help with your Novell log-in, contact the IT help desk at (918) 495-6321 (Monday–Friday, 7:30 am–4:30 pm) or email studenthelpdesk@oru.edu.
- **The Library Catalog...**
...allows you to search for books, periodicals, DVDs, virtually everything in the ORU Library, except electronic journals. To access the catalog, go to the library Web page and key in a search term in the Library Catalog search box. Or, on the left, click “Find Books,” then “ORU Library Catalog.” The Library Catalog is available at webopac.oru.edu.
- **The Database List...**
...arranges the ORU Library databases by title, subject, type, and provider. Some serve as indexes; others provide abstracts and/or the full text of journal articles, book chapters, full-length books, dissertations, and other documents. To access the databases, select “Find Articles” on the left menu of the Library homepage and then [Database List](#).
- **The A-to-Z Journal List...**
...is the fastest way to find out whether the ORU Library has the full text of a journal. You may search by title or ISSN or browse by subject. To see which issues of a journal are available, check the dates indicated, then click the database with the desired issue. If a journal is not available electronically, follow the link to the ORU Library catalog (if there is one), then check the catalog record for the available volumes. To access the journal list, go to the left menu of the Library homepage, and click “Find Journals,” then [A-to-Z Journal List](#).
- **Electronic Books**
...are full-length online books. To access the e-book collections, go to the [Database List](#) and click [ebrary](#), [eBook Collection \(EBSCOhost\)](#), [Credo](#), or [Gale Virtual Reference Library](#). Log into ebrary using your Novell log-in to develop your own online bookshelf and to make annotations. Sign up for an individual account in EBSCOhost to develop your own online bookshelf and to use electronic highlighting and note-taking. To read more about ebooks, click [here](#).
- **OneSearch...**
... enables you to search two, three, even dozens of databases simultaneously using an integrated search engine. To access OneSearch, go the Database List, select [EBSCOhost Databases](#) (All) and then OneSearch. Select the desired subject or, under the Databases A-Z tab, the titles of individual databases and click “Continue.”

Please turn over the page for more about the Library...

[HTTP://LIBRARY.ORU.EDU](http://library.oru.edu)

8 MORE KEYS TO THE LIBRARY

RESEARCH GUIDES

... assist faculty and students to do research in selected subjects or find and use specific kinds of information.

1

To access these guides, go to the library web site and click [Library Guides](#) in the left menu. See more ORU Library guides at oru.libguides.com.

DISTANCE LEARNER SERVICES

If you live more than an hour away from the ORU campus, you may register with the Library as a distance learner to be eligible for these special services. To register, go to [Distance Learner Services](#) on the library website and click the registration form.

To obtain distance learner services, contact Jane Malcolm at (918) 495-7495 or LibDist@oru.edu.

5

RESEARCH HELP

...is available from reference librarians by calling the Reference Desk 8:30 am - 5:30 pm Monday through Friday (x6887). At the library Web site, click [Ask-a-Librarian](#). Business students may contact Jane Malcolm, the Library's Assistant Director for Public Services, who specializes in competitive business intelligence (x7495). Theology students may call Dr. Mark Roberts (x6898) or Sally Shelton (x6902), who specialize in theological research.

2

RESOURCES BY DISCIPLINE

...is a "cheat sheet" of sorts which, although originally designed for faculty, may be used by students to find library resources relevant to your research. Selected library and Internet resources are organized by discipline and format. Click your discipline (e.g., Theology, Education, Business), then scan the section for suggested resources and tips on how to use them.

On the library homepage, click [Faculty Resources by Discipline](#) under "Resources."

6

BORROWING & RENEWING

To check out library materials, present your ORU ID at the [Circulation](#) Desk. The loan period for books is 14 days (28 days for graduate students). Distance students may make arrangements to borrow materials with the Distance Librarian (see 5). To renew materials, click the [Renew Book](#) link on the Library homepage and fill in your ORU ID barcode number. The Circulation Supervisor is Jilda Elk (918-495-6392, LibCirc@oru.edu).

3

INTERLIBRARY LOAN (ILL)

...handles requests for items not owned by the ORU Library. To submit an ILL request, use the ILL form in "Library Forms" under "Services" on the Library homepage. Or, better yet, use the ILL forms embedded in the EBSCOhost and WorldCat interfaces. For more information, click Interlibrary Loan under "Resources" on the Library homepage.

Contact: Annette Villines at (918) 495-7378 or LibILL@oru.edu.

7

LIBRARY RESERVES

Materials placed on reserve by faculty for student use are available at the Library Services Desk (aka [Circulation](#) Desk), the same place where you check out other books and materials. The loan period for reserves varies from 1 hour to 3 days, as specified by the instructor.

4

If you have questions about reserves, contact the Library Services desk (918-495-6028) or email LibCirc@oru.edu.

WORLDCAT

...is a union catalog, that is, a database of millions of records of books held by libraries in the USA and around the world. If the ORU library does not own a book, you may click the Interlibrary Loan (ILL) icon in WorldCat to fill out a form to submit as an ILL request, which will be emailed to the ORU ILL department.

Click [WorldCat](#) under "Find Books" in the left menu of the library home page.

8