TOP 7 FOR FACULTY

The ORU Library warehouses some 425,000 book titles of which over 190,000 are e-books, and nearly 37,000 audiovisual materials including audiobooks and DVDs. The Library also provides access to a virtual treasure trove of journals with over 40,000 in electronic format.

See the following for a list of key resources and services the Library offers...

- **The Library Web Site...**
  is the virtual starting point to find books, e-books, and journal articles. From this site, you can launch your next research project, renew borrowed materials, check library hours and policies, place materials on reserve, request interlibrary loans, and request new books and journal subscriptions. The Web site is located at oru.libguides.com/library.

- **Off-Campus Access...**
  to the Library’s online resources is available by clicking any desired resource on the library Web site, filling in your ORU network username and password when prompted, and clicking 'Submit'. Your username is typically the same as your ORU email address less the @oru.edu. For help logging into the network, contact the IT help desk at 918-495-6315.

- **The Library Catalog...**
  allows you to search for books, periodicals, DVDs, virtually everything in the ORU Library, except electronic journals. To access, click the catalog tab on the quick search box on the library home page, key in a search term, and click “Submit.” Or, click the catalog tab and then “Advanced Search.” The Library Catalog is available at webopac.oru.edu.

- **The Databases...**
  is a Web page that arranges the databases by title, subject, type, and vendor. Database content varies. Some are indexes; others provide abstracts; some include full-text journal articles, book chapters, full-length books, and other documents. To access the Databases, click the Databases button on the bottom left side of the quick search box on the home page.

- **The Publication Finder...**
  is the fastest way to find out whether the ORU Library has the full text of a journal. You may search by title, publisher, subject, or ISSN. To see which issues of a journal are available, check the dates indicated, then select a database with the desired issue. If a journal is unavailable electronically, check the dates listed next to the link to the ORU Library catalog (if there is one), then see the catalog record for the call number and other information. To access the Publication Finder, click the appropriate tab on the quick search page on the Library home page and do a search.

- **Library Instruction...**
  orients students to the Library’s facilities and services, introduces them to the resources, and helps them to develop information literacy, i.e. the ability to assess an information need, find the necessary information, and use it appropriately. To request a hands-on library instructional session (LIBBI) for your classes, submit a Faculty Request Form for Student Library Instruction available on the Library Forms page. Questions? Ask Myra Bloom, the Library Instruction librarian, at x7174 or mbloom@oru.edu.

- **EagleSearch...**
  is a discovery service that combs through millions of electronic documents instantaneously. It is the Library’s search tool that works most like a Google search box To access EagleSearch, click the appropriate tab on the quick search box on the Library homepage.

See the next page for 10 more important things to know about the Library...

HTTP://LIBRARY.ORU.EDU


**INTERLIBRARY LOAN (ILL)**

...handles requests for items not owned by the ORU Library. To submit an ILL request, use the ILL form in “Policies and Forms” under “About the Library” on the homepage. Or, even easier, use the ILL forms embedded in the database interfaces, such as EBSCOhost or WorldCat. For more information, click Interlibrary Loan on the “Directory” page under “About the Library.” Or, contact a librarian at LibILL@oru.edu.

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**ELECTRONIC BOOKS**

...are full length online books. The Library provides access to several e-book collections. Sign up for individual accounts in Ebooks Central and EBSCOhost to create your own online bookshelf and make electronic annotations such as highlighting and note-taking. To access the e-books, select Ebook Central, eBook Collection (EBSCOhost), Credo, or Gale Virtual Reference Library on the Database List.

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**RESEARCH GUIDES**

...assist faculty and students to do research in selected subjects or find specific kinds of information. LibGuides is a content management program librarians use to create the database pages and other help pages. To access the Library’s research guides, go to the Library homepage, and click the guide link for a list of the kinds of Library Guides (course, subject, how-to, and general Web pages).

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**ZOTERO**

...is an online citations management tool that helps organize citations and convert them into bibliographies. To use this tool, go Zotero.org to register for a free account and install the software. Then begin exporting citations from library databases, library catalog, or even the Web. For more information, see the Zotero guide at http://oru.libguides.com/zotero/.

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**BORROWING & RENEWING**

To check out library materials, present them along with your ORU ID at the Circulation Desk. The loan period for faculty is 90 days. To renew borrowed materials, click the Renew Book link on the Library homepage and fill in your name and ORU ID barcode number. If an item is overdue, please To contact Jilda Elk (x6392, LibCirc@oru.edu).

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**RESEARCH SUPPORT**

...is available from reference librarians by calling the Reference Desk (x6887) during most library hours. Remember, the hours do vary, especially during holidays and in the summer. Or, if you prefer, try our new EagleChat by clicking the icon on the Library homepage, or text 918-532-6672. You may also request an appointment with the librarian of your choice at https://oru.libguides.com/makeAppointment/Librarians. For more information, email librarian@oru.edu.

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**LIBRARY RESERVES**

Materials placed on reserve by faculty for student use are available for check out at the Circulation Desk. The loan period, which varies from 1 hour to 4 days, is determined by the instructor. For more information, click Library Reserves under “About the Library” on the library homepage and then the tab Policies. To place items on reserve, call x6028 or email LibReserve@oru.edu.

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**DIGITAL SHOWCASE**

...is a digital repository that showcases items from ORU’s collection of digitized scholarly, creative, and historical resources. It allows these materials to be published online for use by the ORU community and beyond. Those that require an ORU login are restricted to current ORU students, faculty, and staff. If you have questions about the showcase, please contact Dr. Angela Sample, the director of the Digital Showcase.

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**PURCHASE REQUESTS**

...are solicited from faculty since collection development is a collaborative effort between librarians and other University faculty. To see which librarian serves as the liaison for a particular college or department, see the Collection Development tab in the Services for Faculty guide. Please email your requests to the appropriate librarian. It helps to include the title, author, ISBN, and the format you consider most appropriate: electronic or print.

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**COPYRIGHT GUIDELINES**

Since it is University policy to make every effort to comply with copyright law and fair use guidelines, the Library suggests that faculty members read an Association of College and Research Libraries guide entitled Know Your Copy Rights. Additional links to copyright resources are available on the ORU Faculty & Staff Policies page.

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**SEE YOU @ THE ORU LIBRARY**