

WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267

FAX: (216) 381-3227

E-MAIL: kzoller@ndc.edu

Web site: www.notredamecollege.edu/library

OhioLINK web site: www.ohiolink.edu

LIBRARY HOURS:

Monday-Thursday 8:00am-10:00pm

Friday..... 8:00am-6:00pm

Saturday 11:00am-3:00pm

Sunday 1:00pm-10:00pm

Hours for summer, holiday and special events are posted via e-mail and the library website.

DIRECTORY:

Karen Zoller-Director373-5266

Karen Zoller-Reference/Interlibrary Loan373-5267

Joe Glass-Technical Services/Circulation Librarian .373-5267

Kathy Dagenbach-Technical Secretary373-5269

James Nickras-Library Assistant373-5267

CIRCULATION POLICIES

- Circulating OhioLINK books may be checked out for a **3-WEEK** loan period plus up to 6 renewals.
- Audio-visual materials may be checked out for **1 WEEK** loan period with no renewal.
- Reference books and periodicals do not circulate.
- In order to use the services and facilities of the Clara Fritzsche Library you must first sign and complete a library circulation agreement. An interactive version of the form is available on our library home page: www.notredamecollege.edu/resources-and-services/clara-fritzsche-library/about-the-library/loans-and-circulation.
- After your circulation agreement is processed, you will be issued a borrower card bearing a 10-digit barcode number. You can use it to check out books from any of the 90 OhioLINK libraries or to request books from the OhioLINK Central Catalog and have them sent to any nearby OhioLINK library. You can also use your card to access over 140 OhioLINK databases and print full-text articles from your local OhioLINK library computer, your local public library computer or your home computer.
- **OVERDUE FINES** -.50 per day for OhioLINK materials; \$115.00 for lost OhioLINK items.

REQUESTING BOOKS THROUGH OHIOLINK

1. Go to the OhioLINK home page: www.ohiolink.edu.
2. Click on "OhioLINK Central Catalog."
3. Search by author, title or subject. If you can't find what you are looking for, search by keyword. This will often yield more results.
4. A list of results will appear. Click on your selected item. The bibliographic entry will appear along with holdings information.
5. Check availability of the item by clicking on "[] OhioLINK libraries have this item." This will tell you if the item is presently available at an OhioLINK library or unavailable because it is checked out, missing, has a hold placed on it or is local use only.
6. If the item is listed as available, click on "REQUEST THIS ITEM." A screen will appear that says "Please select your school or institution." Scroll down to "Notre Dame College" then click on "Submit above information."
7. A screen will appear that says "Please enter the following information: Your Name." Type in your name. Next type in your 10 digit library barcode number where it says "Please enter college I.D. barcode number (10 digits)." This is the number starting with 2 found on the library card that was issued to you. Scroll down to the library where you want the book delivered where it says "Pickup Institution." Next select a pickup location. Most of the time it will be "Library Circulation Desk," but for larger libraries with multiple branches it will prompt you to "Choose a Pickup Location." and you will have to scroll down to the correct library. Click on "SUBMIT." If your request was successful, you will get a message telling you what library the item is coming from. If you get a message saying that there is a problem with your record at your institution, contact the Library Director at kzoller@ndc.edu or call the library circulation desk at (216)-373-5267 and ask for Joe Glass or Karen Zoller. Items generally arrive in 2-4 business days. **You will not be notified when they arrive.** Please check your patron record (see #9 below) or contact your designated pickup library to see whether your requested items have arrived.
8. The Clara Fritzsche Library will automatically renew your OhioLINK books for you. If renewal is denied, we will contact you by phone or e-mail to return the book to the library from which you picked it up.
9. You can view your record, monitor requests and renew items by going to innopac.ndc.edu/patroninfo/.

FINDING ARTICLES IN OHIOLINK

OHIOLINK DATABASES – EBSCO Academic Search Premier (all subjects, mostly full-text articles), Electronic Journal Center (mainly science/technology, contain full text articles), America: History and Life, Art Full Text, ATLA Religion Database, CINAHL (Nursing), Health Source: Nursing/Academic, Historical Abstracts, MEDLINE, MLA International Bibliography, PsycINFO, RILM Abstracts of Music Literature, WorldCAT (search for books worldwide).

OHIOLINK EDUCATION DATABASES – EBSCO Education Research Complete, Education Full Text, ERIC (comprehensive, indexing and abstracts only) PLEASE NOTE: Materials on special education may also be found under “Psychology” (PsycINFO, EBSCO Psychology and Behavioral Sciences Collection): “Medicine and Health” (MEDLINE) and EBSCO Academic Search Complete.

For a complete listing of databases pertaining to a specific subject, go to the OhioLINK website, scroll down to “Library Databases (articles and more),” click on “By subject, or field,” then click on the subject. To obtain a complete list of all OhioLINK databases, scroll down to “Library Databases (**articles** and more), and click on “By name or title.”

For reference assistance or to report access problems, contact Karen Zoller via e-mail kzoller@ndc.edu or phone (216) 373-5267 and leave a voice mail message at any time.

1. Go to the OhioLINK home page: www.ohiolink.edu. Click on “Research Databases” and select your institution to proceed. Scroll down to Notre Dame College. The user is then instructed to “click here” for an A to Z list of OhioLINK provided resources. Databases can also be searched by type: ebooks, digital media, articles and facts and stats in the same way. These extra steps can be avoided if you use the shortcuts available on the Clara Fritzsche Library homepage. Simply go to the OhioLINK computer icon and click on the link to the OhioLINK Catalog for books, videos, DVDs and more. Click on explore OhioLINK databases to go directly to the OhioLINK A to Z title list of databases.
2. **EBSCO** produces databases on all subjects containing the full text of thousand of articles from scholarly journals. The list of OhioLINK databases may also be searched by subject. To select a subject or multiple subjects, double-click on the subject(s) name in the left column to move it to the right column. Or click on the subject, click on the right arrow >, then click the submit button. When accessing the databases by subject, EBSCO databases may be recognized by “ebSCOhost.com” appearing in the URL. If you are not sure of where to find your topic, select Academic Search Complete which contains full text articles on all topics from both magazines and scholarly journals. Clicking on “Choose Databases” directly above the EBSCO search bar provides a list of the EBSCO databases available in all subjects. Selecting more than one enables you to search several databases simultaneously.
3. **SEARCHING IN EBSCO:** EBSCO databases are easily searchable. Simply type in your search term or phrase. To narrow your search, use AND to link your term or phrase to another term or phrase. EXAMPLE: special education AND testing. To broaden your search use OR to link search terms or phrases. EXAMPLE: classroom management OR discipline.
4. To find full text articles in EBSCO, type in your search term and scroll down to “Limit your results” and click on the box labeled “Full text.” Links to an HTML (text only version of the article) and/or pdf (article in its original format) will appear under the citation. Click on the link to retrieve the full text of the article. NOTE: When printing a copy of the pdf of an article, use the printer icon at the top of the pdf toolbar NOT file and print, which prints out a blank page. If you are doing a comprehensive literature search, you may not want to limit to full text automatically because this will prevent you from retrieving citations to other potentially useful articles that may be found in other sources. Click on the “Find It” button to search for full text if it is not available in the database you are using. (If on campus, click on “Full Text through Link Source.”) This searches all 140 databases in OhioLINK for the article. If the article is found, it will say “Full text of this article at EJC,” “Full text of this article at EBSCO” or whatever database it finds it in. Click on the link to retrieve the article.
5. **WHAT IS A SCHOLARLY JOURNAL? HOW IS DIFFERENT FROM A MAGAZINE?** In many cases your instructor will want you to use scholarly articles in your research papers and other assignments. *Scholarly or peer reviewed journals* emanate from a college or university setting. As the name implies, the content of the article is reviewed by colleagues in the field for sound scholarship. A *magazine* such as *Time* or *Newsweek* may be a perfectly reliable source of information but its articles contain findings or summaries from scholarly articles not the original research itself. Likewise *professional journals* such as *Phi Delta Kappan* or *Education Digest* also contain summaries of scholarly articles. A *scholarly journal* contains the original research in a specific format: Introduction or abstract, thesis statement, methodology, results, discussion, conclusion and references. Not all scholarly articles will contain all of these parts, particularly in the humanities, but they will always have an abstract or introduction and references at the end. The references in scholarly articles and at the end of book chapter are useful in leading you to additional relevant articles on your topic. To find scholarly articles in EBSCO, type in your

search term or phrase as above. Limit your results by checking the box marked Scholarly (Peer Reviewed) journals. A list of scholarly journal articles with links to full text will appear.

6. **FINDING A SPECIFIC ARTICLE:** If the article is not available in the EBSCO databases, users can search for the journal title in e-journal finder. This is found on the left of the OhioLINK webpage under the heading "For OhioLINK Users." When on campus, clicking on the on-campus link leads to the e-journal finder now called "EBSCO A to Z for OhioLINK," a complete list of the full-text holdings of both the OhioLINK EBSCO databases and OhioLINK's Electronic Journal Center. Typing in the journal title gives you a list of the journal years and issues. Select the one you need and find the contents, then click on the PDF (or HTML) version of the article. If you still are having difficulty locating the article you need, email your journal request to the Library Director at kzoller@ndc.edu. A search will be conducted to locate the article through various databases, to see if it is in our print collection or in OhioLINK's print journal collection. If it is not available elsewhere an interlibrary loan request will be submitted.