

## WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267

WEBSITE: [www.notredamecollege.edu/library](http://www.notredamecollege.edu/library)

E-MAIL: [kzoller@ndc.edu](mailto:kzoller@ndc.edu)

OHIOLINK WEBSITE: [www.ohiolink.edu](http://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-Director ..... 373-5266

Karen Zoller-Reference/Interlibrary Loan ..... 373-5267

Joe Glass-Technical Services/Circulation Librarian..... 373-5360

Katrina Phillips-Serials Librarian ..... 373-5267

### CIRCULATION POLICIES

- Circulating books & audio-visual materials may be checked out for the semester.
- OhioLINK books have a **3-WEEK** loan period plus six renewals; audio-visual materials have a **1-WEEK** loan period with no renewals.
- Reference books and periodicals do not circulate.
- Your Notre Dame photo ID is your library card. **Please carry it with you!** Your campus ID number is on the bottom of the card. You can use it to check out books from our library as well as all 121 OhioLINK libraries, request OhioLINK books and have them sent to any nearby OhioLINK library. Setting up your NDC computer account enables you to access over 100 OhioLINK databases and print full-text articles from any campus computer, public or academic library computer or your home computer using your account user name and password (the same ones used to access your campus email and log in to the campus computers).
- **OVERDUE FINES** - .10 per day for Notre Dame College Library materials; .50 per day for OhioLINK materials; \$115.00 for lost OhioLINK items.

### MATERIALS

Books (Circulating A-Z & Ref)	2 <sup>nd</sup> floor
Audio-visual Collection	2 <sup>nd</sup> floor
Current Newspapers & Journals	2 <sup>nd</sup> floor
Curriculum Library	2 <sup>nd</sup> floor
Juvenile Collection	2 <sup>nd</sup> floor
Action Research Papers	2 <sup>nd</sup> floor
Indexes	ground floor
Journals & Newspapers	ground floor

### FACILITIES

Computers - NDC online catalog, OhioLINK, database & internet access, e-mail, word processing	2 <sup>nd</sup> floor
Quiet Study Room (for reservations, call 216.373.5267)	2 <sup>nd</sup> floor
Photocopier/printer/scanner-.10/page (need NDC ID or login)	2 <sup>nd</sup> floor
Career Services	2 <sup>nd</sup> floor
Video Monitor/DVD player/VCR	2 <sup>nd</sup> floor
Classrooms (L201, L202, L203, L215, L219)	2 <sup>nd</sup> floor

**RESERVES** – Books, periodicals or media belonging to the library or instructors may be placed on reserve behind the circulation desk for “**IN LIBRARY USE ONLY**,” **OVERNIGHT**, **3-DAY** or **7-DAY** loan periods.

**INTERLIBRARY LOAN** – As a supplement to library and faculty collections, books or periodicals may be ordered through interlibrary loan from any other OhioLINK or OCLC library. This service is free of charge, but allow 2 week’s notice when making your request. Contact the Reference Librarian at x5267.

**Tk20 ASSISTANCE** – For questions or problems with Tk20, e-mail [Tk20support@ndc.edu](mailto:Tk20support@ndc.edu) at any time.

**COLLECTION DEVELOPMENT** – The library welcomes your input in building the collection. Direct your suggestions to Karen Zoller via campus e-mail or call (216)373-5266.

### FACILITIES–

- **CLASSROOMS** – **L201, L202, L203, L215 (Smart Classroom), L219** – Located on the 2nd floor of the library; L219 houses 20 computers and also functions as a Computer Lab during times classes are not scheduled.
- **CAREER SERVICES** is now located on the second floor of the library. For hours and other information, contact x5290.

**MEDIA SERVICES** – For media setups, equipment requests and troubleshooting for all classrooms except L215, use the AV services request form available on [MyNDC](#). For emergencies and general information, contact Office Services at x6518 or [OfficeServices@ndc.edu](mailto:OfficeServices@ndc.edu).


**CURRICULUM LIBRARY** – a resource library for education students, student teachers and instructors, the Curriculum Library houses textbooks, games, posters, curriculum guides, audio-visual items and teaching aids.

**JUVENILE COLLECTION** – maintained in support of the Education Department’s children’s literature curriculum, the collection contains over 4,000 volumes ranging from picture books to young adult literature in the areas of fiction, nonfiction and juvenile biography.

**TOLERANCE RESOURCE COLLECTION** - Located on the 2nd floor, the Tolerance Resource Collection is a comprehensive collection of books, videos, posters and curriculum guides pertaining to Holocaust studies and diversity issues. The materials are available for circulation. Contact the Library Director at x5267 or [kzoller@ndc.edu](mailto:kzoller@ndc.edu) for more information.

**EASTERN CHURCH RESOURCE COLLECTION** – Located on the second floor, this is a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Church and ecumenism. Most of the materials may be checked out.

## REQUESTING BOOKS THROUGH OHIOLINK

1. Go to the Clara Fritzsche Library home page: [www.notredamecollege.edu/library](http://www.notredamecollege.edu/library).
2. Scroll down to the OhioLINK icon  and click on "OhioLINK 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." 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 library card number where it says "Please enter College ID or barcode number." This is the number found on the bottom of the NDC photo ID 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 Notre Dame College and "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](mailto: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. If your designated pickup location is the Notre Dame College Library, the library will contact you when they arrive.
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/](http://innopac.ndc.edu/patroninfo/).

## FINDING ARTICLES IN THE LIBRARY DATABASES



**LIBRARY 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, Historical Abstracts, MLA International Bibliography, PsycINFO, RILM Abstracts of Music Literature, WorldCAT (search for books worldwide).

**LIBRARY 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.

**LIBRARY NURSING DATABASES** – CINAHL (Nursing), Health Source: Nursing/Academic, MEDLINE with Full Text, Health Source: Consumer Edition

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

1. Go to the Clara Fritzsche Library home page: [www.notredamecollege.edu/library](http://www.notredamecollege.edu/library). Go to the gold box on the right that says "Find journal articles in LIBRARY DATABASES." Clicking on "list the databases **by title**" gives you a complete A to Z list of databases the library subscribes to.

2. Nearly all databases are available  on-campus and  off-campus. To access a database from the list, click on its name. When on campus, you will be taken to the database without additional authentication. If off-campus, you'll be asked for the same login that you use for MyNDC and the campus network. The library databases are also listed by subject and content type (ebooks, digital media, articles and facts and stats) by clicking on **by subject** or **by content**.
3. **EBSCO databases** may be recognized by "ebSCOhost.com" appearing in the URL. EBSCO databases have many useful features such as automatic citation formatting, an email feature and permalinks to include in other documents. They also contain thousands of scholarly, full text articles in a variety of subjects. 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.
4. **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.
5. 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 "Full Text through Link Source" to search for full text if it is not available in the database you are using. This searches all 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.
6. **WHAT IS A SCHOLARLY JOURNAL? HOW IS THAT 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.
7. **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](mailto: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.

## USING THE CLARA FRITZSCHE LIBRARY

**The Clara Fritzsche Library should be the starting point for all assignments requiring library research.** A Notre Dame College ID functions as your library card and enables you to check out books, request books from any OhioLINK library and use reserve materials. If experiencing problems using your ID card number, please contact the circulation desk at 216-373-5267.

- A **book drop** is available to the left of the main entrance. Use it to avoid overdue fines. As a service to students, OhioLINK books are automatically renewed throughout the semester by the library staff. Just make sure to return them at the end of the semester or summer session to avoid fines.
- Please don't wait until the last minute to start your research in case you need to make requests from other libraries through interlibrary loan (ILL).
- The library has voice mail. If we are not open, **leave a message** at 216-373-5267 and we will respond as soon as possible. Send your book, media or article requests, reference questions or requests for research assistance via e-mail to [kzoller@ndc.edu](mailto:kzoller@ndc.edu)
- When possible, please bring your class syllabus or assignments with you. This will help us find the materials you really need.
- Wish list – we welcome your input for collection development and want to make it a collaborative effort. – **Your ideas are important and helpful.**
- If you have any questions or can't find what you're looking for, **please ask a librarian for help!**

### THINGS TO REMEMBER:

- The general collection has been converted to the Library of Congress Classification System, which is used by most academic libraries. The Curriculum Library and the Juvenile Collection are still in the Dewey Classification System which is still used in most school libraries.
- OhioLINK research databases provide access to over 100 online databases including EBSCOhost (academic journals in all disciplines), ATLA Religion Database, America: History and Life, Art Full Text, CINAHL, Education Full Text, ERIC, Historical Abstracts, MEDLINE, MLA International Bibliography, PsycINFO, and RILM Abstracts of Music Literature, many containing full text articles. For reference assistance, specialized searches or to report access problems, e-mail [kzoller@ndc.edu](mailto:kzoller@ndc.edu) or phone 216-373-5267 and leave a voice mail message at any time.
- The library subscribes to the Electronic Journal Center (EJC) which enables full-text access to over 10,000 journals from publishers pertaining to technology, science and medicines as well as other disciplines.
- The library's electronic catalog (<http://innopac.ndc.edu/>) covers the entire collection by subject, author, title or keyword search. Please ask for help if you can't find the item you are looking for.
- Computers are available for research, internet access, e-mail, word processing and OhioLINK searching. The library has a 20-seat computer lab on the second floor (L219) that is available for student use at times when classes are not scheduled. There is also a small computer lab with six workstations on the first floor of the building.
- Students need to scan their campus IDs or use their NDC user names and passwords to log on to the printers. The new printers also scan and make copies. Computer printouts generated from second floor computer labs, can be picked up at the second floor printer at the top of the stairs. All prints are .06 each. Charges are automatically deducted from your PaperCut account.
- The library has popular reading materials such as *Self*, *Ebony*, *Wired* and *Time*. Stop by and take a break from your studies.
- The library recycles. Please put your cans, glass and plastic bottles and paper in the blue (2<sup>nd</sup> floor) recycle bins.
- The Tolerance Resource Collection is located on the second floor of the library is a comprehensive collection of books, videos, posters, curriculum guides and multimedia resources pertaining to Holocaust studies and diversity issues. Most of the items in the collection may be checked out. For more information, contact the Library Director at x2267 or [kzoller@ndc.edu](mailto:kzoller@ndc.edu).
- The Eastern Church Resource Collection is located on the second floor of the library and contains a collection of books, periodicals, audiotapes, videos and icons pertaining to the Eastern Church. Most items circulate. Contact Karen Zoller, Library Director at x5266 or [kzoller@ndc.edu](mailto:kzoller@ndc.edu) for more information.
- The Clara Fritzsche Library has a coffee shop, the Falcon Café, located at the east entrance of the library. Stop by for hot and cold beverages, soups, salads, sandwiches, wraps, dessert or a quick snack. For a full menu and café hours, visit the Café website at (<http://www.notredamecollege.edu/resources-and-services/falcon-cafe>)
- Bring your laptop. The library has wireless internet access. The Falcon Café and its outdoor patio are also wi-fi zones.
- Food and beverages are permitted in all areas of the library except the Smart Classroom.  
**Enjoy – and recycle!**

## INTERLIBRARY LOAN

If you find a book or article you want that is not in our collection, you can request it through interlibrary loan (ILL). This service is offered free of charge. Items can be obtained through an OCLC search from all over the country (and sometimes even other countries). All interlibrary loan requests are processed within 24 hours. Most interlibrary loan requests arrive in 1-2 weeks. However, if the request is not available from a local or OhioLINK library, we must depend on the unpredictability of the U.S. mail or UPS. Requests can be rushed if needed. Requests can be submitted using the "Request for Books, Journal Articles, A/V Materials" form found at the library circulation desk or on the library website by clicking on "Library Services," selecting "Interlibrary Loan" and the clicking on "Select this link for Library Book Request Form." Request forms may be turned in at the library circulation desk. Requests may also be e-mailed to [kzoller@ndc.edu](mailto:kzoller@ndc.edu) without using the form provided complete bibliographic and contact information is provided.

### BOOKS:

Check the online catalog by performing an author, title or keyword search. If the book does not appear, please ask a librarian who can verify this and locate the book if we do have it.

If we don't have a book, you may request it through interlibrary loan. Our library belongs to OhioLINK. Persons with a valid Notre Dame College ID can obtain books from any of its 121 libraries in an average of 2-4 days. If an item is not available through OhioLINK, we will do an OCLC search for it. We need author, title, publisher, publication date, edition (if important), ISBN (if available) and your name and phone number for all ILL requests. Please indicate if it is a RUSH request.

PLEASE NOTE: Some reference materials, books published within the last year or items in restricted collections are difficult to obtain.

### JOURNAL ARTICLES:

Check OhioLINK's Electronic Journal Finder. On the OhioLINK home page under "For OhioLINK Users," scroll down and click on E-Journal Finder to find out if any of the OhioLINK databases contain the article in full text. Type in the journal title. If the journal is available it will display a list of holdings. Click on the journal title to choose the volume and issue you need. Also, check our library's holdings list to see if we have the item. The library holdings list may also be accessed online by going to the Notre Dame College Library online catalog and typing in the journal title. If we have the journal, the holdings information will be displayed. Some current journals are housed in the second floor reference area but most of the journals are on the ground floor. If you cannot find the title or the issue that you are looking for on the shelf, ask a librarian – we can verify if it was received and if so, retrieve it for you.

If we don't have the journal in print or online there are two options available:

Request it through ILL. We need the author, title of the article, name of the journal, volume and number of the issue, page numbers, your name and phone number, and whether it is a RUSH request.

If it is a RUSH, we can request that it be faxed or sent electronically from any local library such as John Carroll, Ursuline, CWRU, Cleveland State or Kent State if it has the journal you need. Response time for these libraries is excellent and most requests are delivered in 1-2 days. It is important to tell us the item is a RUSH at the time of the request.

### IMPORTANT REMINDERS:

- **Be prepared** – plan ahead and leave an ample amount of time for research assignments or ILL Requests.
- **Please supply complete information for ILL or reference requests**, especially your name, phone number and campus ID number.
- **Make sure you have your ID.** You will not be able to request OhioLINK materials without it.
- **Have you signed a library circulation agreement?** Without it you cannot order OhioLINK or interlibrary loan materials.
- **Ask a librarian** – *we're ready to help!*

## OHIOLINK/INTERLIBRARY LOAN REQUESTS CLARA FRITZSCHE LIBRARY

*Here are some things to remember when making a book or audio-visual request:*

- Please use the book request forms found at the library circulation desk. The form is also found on the library web site under "Library Services: Interlibrary Loan." Submit completed forms at the library circulation desk. Requests can also be emailed to [kzoller@ndc.edu](mailto:kzoller@ndc.edu).
- Textbooks or required texts for use the entire semester cannot be ordered through interlibrary loan, only through OhioLINK. Please submit book requests no earlier than three weeks before the start of the next semester. Requests will be processed in the order in which they were submitted.
- OhioLINK deliveries generally take 2-4 days and usually arrive in the afternoon. Interlibrary loan generally takes 1-2 weeks to arrive. We will contact you by phone or e-mail as soon as your request arrives or if we cannot obtain your requested item.
- If you no longer need the item, please notify the library staff as soon as possible so that we can cancel the request. If you receive a call or an e-mail that a book has arrived and you find that you no longer need it, please notify us at that point. By not doing so, you are preventing others from having access to the book, especially if it is a high-demand item. If a book arrives and it is not picked up within 2 weeks, a \$2.00 fee will be added to your account.
- Please make an effort to return the book in the condition in which it arrived and with paperwork intact. You will be charged if the book is water-damaged, highlighted, written in, torn, dog-eared or otherwise damaged.
- OhioLINK books may be renewed up to 6 times. However, if you receive notification that a book has been recalled, it must be returned or a fine of .50 per day will be assessed. Videos, DVDs, CDs and CD-ROMs from OhioLINK may be checked out for 1 week and have no renewals. Due dates for interlibrary loan items vary according to the lending library's loan policy. Fines for overdue, lost or damaged items are assessed at the discretion of the lending library.
- These books are intended for your use only. Do not check out books for someone else on your card or loan them to a friend. Do not leave books with other departments or give them to friends to return. You are solely responsible for the item if it is lost or damaged by someone else.
- Please return the book to the library circulation desk as soon as you are done with it. A book drop located to the left of the library's main entrance may be used to return books (not audio-visual items) if the library is not open.
- All books must be returned by the Friday of finals week. **NO ITEMS MAY BE KEPT PAST THE END OF THE SEMESTER.** Books not returned may result in suspension of your library privileges. It also may result in our library's borrowing privileges being suspended. Overdue charges are .50 per day. A \$15.00 fee will be added to your account for any book kept until the start of the next semester or summer session. After 30 days you will also be billed for replacement.
- If your OhioLINK book has not arrived within one week, you can check your record on the library website: [www.notredamecollege.edu/library](http://www.notredamecollege.edu/library). Click on "My Library Account" and the following screen will appear allowing you to check the status of your requests:

### Login

**Please enter the following information:**

Your Name (e.g., "Jane Smith"):

Your NDC ID Number or barcode#: