

# WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267

FAX: (216) 373-7165

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

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

OhioLINK web site: [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

James Nickras-Serials Librarian .....373-5267

## 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](http://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 your NDC campus ID number. You can use it to check out books from any of the 121 OhioLINK libraries or to request books from the OhioLINK Central Catalog and have them sent to any nearby OhioLINK library.
- **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](http://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 ID or barcode number." This is the four to six-digit digit number found on the campus ID or 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](mailto:kzoller@ndc.edu) or call the library circulation desk at (216)-373-5269 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, CINAHL (Nursing), Health Source: Nursing/Academic, Historical Abstracts, MEDLINE, 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.

For reference assistance or to report access problems, contact Karen Zoller via e-mail [kzoller@ndc.edu](mailto:kzoller@ndc.edu) or phone (216)373-5269 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. When off campus it is important to click on the HOME icon: 
2. When on campus, use the NDC button  which lets you in directly without additional authentication. The library databases can also be searched by subject and content type (ebooks, digital media, articles and facts and stats) in the same way by clicking on **by subject** or **by content**.
3. **EBSCO databases** may be recognized by “ebscost.com” appearing in the URL. EBSCO data bases 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 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.

## INTERLIBRARY LOAN

If you find an article you want that is not in the library databases, you can request it through interlibrary loan (ILL) and it will be sent to you electronically. This service is offered free of charge. There is no limit to the number of requested items submitted, provided the item is not already available in the library databases. Items can be obtained through an OCLC search from all over the country and even internationally. All interlibrary loan requests are processed within 24 hours. Most interlibrary loan requests arrive in one week and many arrive sooner. Requests can be rushed if needed. Requests may be e-mailed to [kzoller@ndc.edu](mailto:kzoller@ndc.edu) provided complete bibliographic and contact information is provided.

### JOURNAL ARTICLES:

First 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.

If the journal title you are looking for is not listed in the OhioLINK Journal Finder, you can request the journal article through interlibrary loan (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 if it is a RUSH request. Response time is generally excellent and most RUSH 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 email address.
- **Have you signed a library circulation agreement?** Without it you cannot order interlibrary loan materials.
- **Ask a librarian** – *we're ready to help!*