

**LIBRARY HANDBOOK**  
**ST. GREGORY'S UNIVERSITY**

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# Contents

<b>Library Mission Statement .....</b>	<b>3</b>
<b>Library Hours.....</b>	<b>3</b>
<b>Reference and Research Assistance .....</b>	<b>4</b>
<b>Online Catalog.....</b>	<b>4</b>
<b>Request Materials .....</b>	<b>4</b>
<b>Interlibrary Loan.....</b>	<b>4</b>
<b>Delivery of InterLibrary Loan materials .....</b>	<b>5</b>
<b>Research Guides.....</b>	<b>5</b>
<b>Databases and Electronic Resources .....</b>	<b>6</b>
<b>Overview of Databases:.....</b>	<b>6</b>
<b>Citation Guides.....</b>	<b>7</b>
<b>Ok-Share Card .....</b>	<b>8</b>
<b>Copyright Notice .....</b>	<b>9</b>
<b>Distant Learner Request Forms.....</b>	<b>10</b>

## LIBRARY MISSION STATEMENT

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The James J. Kelly Library is committed to the University's mission as a Christian community of learning by providing convenient and effective access to high quality library services, collections in a variety of formats, and information resources designed to meet the educational, professional, intellectual, and creative needs of the SGU community.

## LIBRARY HOURS

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<u>Spring / Fall Hours</u>
Monday – Thursday: 8 a.m. – 8 p.m.
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Friday: 8 a.m. – 5 p.m.
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Saturday <i>CLOSED</i>
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Sunday 4 p.m. – 8 p.m.

<u>Summer Hours</u>
Monday – Thursday: 8 a.m. – 6 p.m.
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Friday: 8 a.m. – 5 p.m.
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Saturday & Sunday <i>Closed</i>

**Please Note:** Library hours are subject to change during. Please check website @ <http://sgulibrary.stgregorys.edu/hours.htm>

### Available on Shawnee Campus

Computers for Library research  
Wired and wireless Internet access  
System Printer  
Photo Copier  
Reserve Collection at Service Desk  
Group and Individual Study Rooms  
After-hours book return located on second floor landing in the west stairway of  
Benedictine Hall  
Comfortable seating in addition to tables and chairs

### Equipment Available in the Library

- TV with DVD player or VHS player
- Projector cart
- Digital cameras and tripods
- VHS to DVD transfer system
- Phonograph (record) player
- Overhead projector and projector screen
- Reel to reel tape player
- Carousel projector

- Scanner
- System printer
- Paper cutter
- 3 hole punch
- Heavy duty stapler

## REFERENCE AND RESEARCH ASSISTANCE

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Reference assistance is available whenever the Library is open. You may either call (405) 878-5111 or use the online reference assistance available via the “**Ask a Librarian**” button (*located on the right task bar*) on the Library webpage.

## ONLINE CATALOG

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St. Gregory’s **Online University Library System (S.O.U.L.S.)** is the online catalog that provides access to the materials available in the James J. Kelly Library. The catalog can be found on and searched from the Library's homepage.



## REQUEST MATERIALS

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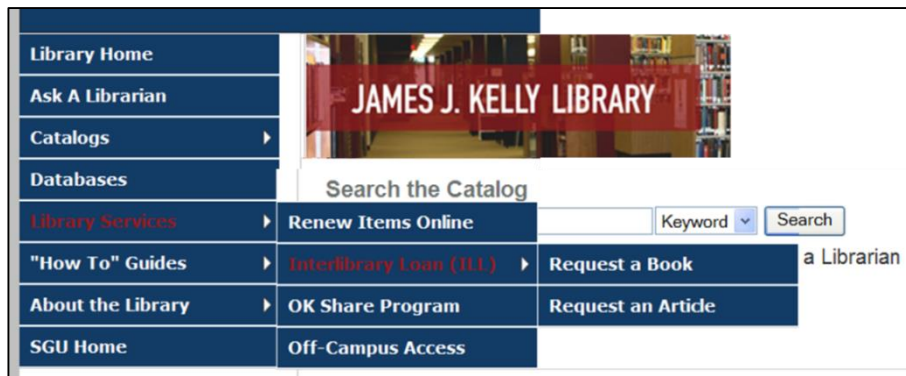
Items from the SOULS catalog can be sent to you or to the nearest St. Gregory’s Campus. Please complete a copy of the Distant Learner Request a Book Form or the Distant Learner Request an Article Form for each item. A copy of the form is available at the end of this guide. The form may be faxed to (405) 878-5198 or emailed to [librarian@stgregorys.edu](mailto:librarian@stgregorys.edu). You may also request any circulating materials using the **e-mail form** on the “*Ask a Librarian*” page.

## INTERLIBRARY LOAN

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If the materials you need are not available in the SGU Library, the librarians will try to obtain them for you through Interlibrary Loan. You may also request an Interlibrary Loan to borrow books or journal articles from another library using the online form provided on the Library website. Click on “**Library Services**” to find the “**Interlibrary Loan**” link. Choose “**Request a Book**” or “**Request an Article**”. Some restrictions may apply, but the service is usually free. There is a limit of five requests per student per

week. Please allow at least two weeks for delivery.



## DELIVERY INTERLIBRARY LOAN MATERIALS

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### Students on or near campus:

Please pick up Interlibrary Loan items at the Library service desk.

### Distant students and others:

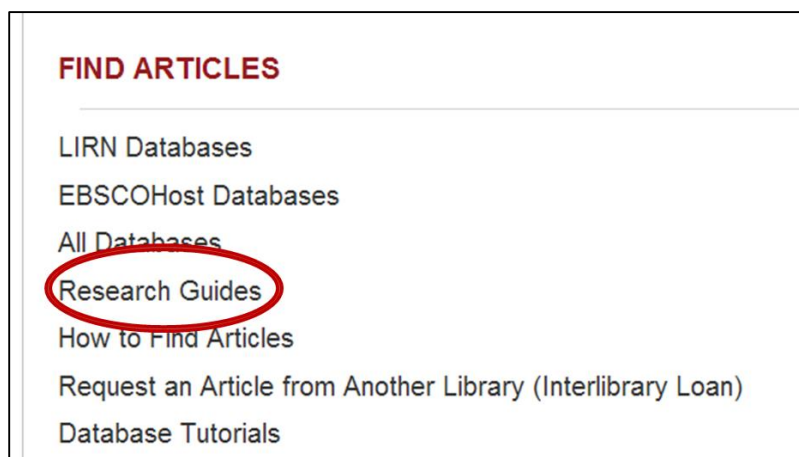
All materials may be sent to your home address at no charge to you. Materials may be returned to a St. Gregory's campus location or mailed at your expense. Any materials not postmarked by the due date will be considered overdue. You will receive e-mail notices for overdue items until the material arrives at the James J. Kelly Library.

## RESEARCH GUIDES

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The Research Guides that have been developed by St. Gregory's Library are online tools to help you with the research process. The guides are subject specific and provide links to material that can help you find information on your research topic in books, articles and on the web.

To access the Research Guides, click the link on the Library Homepage that appears under the "Find Articles" or "Find Books" section (both links lead to the same place):



Click on any of the subject links to access subject specific pages that highlight book, article and web resources recommended by the Library.

<b>LIBRARY</b>		ST. G	
<b>Research Guides</b>			
Research Guides can direct you to articles, databases, websites, and print resources dealing with the subjects shown below.			
<b>Business (management, etc.)</b>	<b>Biomedical Sciences Research Guide</b>		
<b>Biomedical / Medical</b>	This information guide was designed for students needing biomedical science resources. The sources highlighted here can assist in answering class assignments and provide sources for research papers.		
<b>Criminal Justice</b>	<b>Find Biomedical Books</b>	<b>Find Biomedical Articles</b>	<b>Find Biomedical Web Sources</b>
	<b>View All Research Guides</b>		
	<b>Find Books</b>		
	The following resources provide information to help you find books and other items in the Library. Click the LC call numbers (in red with bold lettering) below to view just a few of the		

## DATABASES AND ELECTRONIC RESOURCES

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Databases include online indexes, citations and full text articles from popular and scholarly periodicals. A database can be searched by subject, keyword or author and articles may be printed, saved or e-mailed. All bibliographic information needed for a citation is included. These resources can be found by following the “**All Databases**” link on the Library webpage.

Here is a brief overview of some of the databases:

**CREDO Reference:** An easy-to-use tool for research projects and homework. Search in hundreds of encyclopedias, dictionaries, thesauri, quotations, and subject-specific titles, as well as 200,000+ images and audio files, and nearly 100 videos.

**EBSCOHost:** A collection of powerful databases that includes *Academic Search Premier, ATLA Religion Database, Business Source Complete, Education Research Complete, Health Source, Literary Reference Center, MasterFILE, MEDLINE, Newspaper Source Plus, PsycARTICLES, and TOPICsearch.*

**E-book Collection:** Search and view the full text of over 100,000 books in all subject areas.

**JSTOR:** A scholarly database designed to support scholarship in numerous fields. The collection also includes high-quality images and is interlinked by millions of citations and references.

**LexisNexis Academic:** Provides access to a wide range of news, business, legal, medical, and reference information sources, most of them available in full text.

**LIRN:** This collection contains millions of articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles. Databases in the collection include **Gale InfoTrac, ProQuest, eLibrary and Credo Reference.**

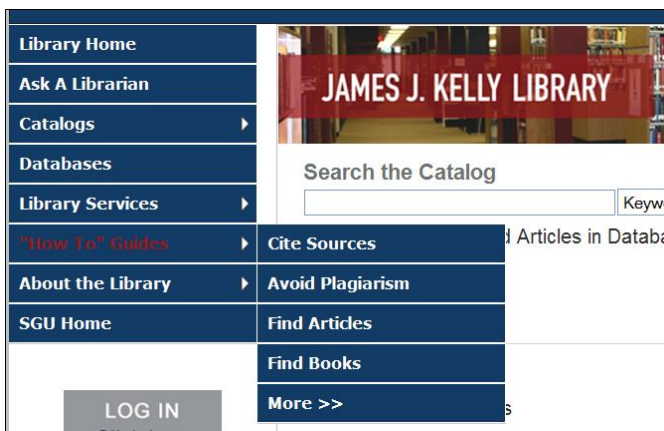
**ProQuest Science Journals:** ProQuest Science lets you access articles on hundreds of topics relating to both the applied and general sciences.

**Off-campus users:** When accessing a database from off-campus, you will be asked to log in. **Students** - enter your last name for the username and your 9 or 10 digit student ID number for the password. **Faculty/Staff** - enter your St. Gregory's e-mail username (the part before the @)) and your password. Once logged in, you will have access to all the library's electronic resources

## CITATION FORMATS FOR ARTICLES RETRIEVED ONLINE

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A frequent question asked by those who retrieve online articles is "How do I cite these correctly in my document?" This issue has come to the forefront in the past few years, and there is an ongoing effort to accommodate digital documents in citation formats. Recommendations from the writing style guides continue to evolve as technology changes. The James J. Kelly Library offers a **"Cite Sources"** links under the **"How to Guides"** to help you. Style manuals are available in the Library.



**The OWL at Purdue**

<https://owl.english.purdue.edu/owl/section/2/>

## The APA Style Tutorial

<http://www.apastyle.org/>

## The Chicago Manual of Style Online

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

## MLA Citation Style from Cornell University

<https://www.library.cornell.edu/research/citation/mla>

# OK-SHARE CARD

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This cooperative library card enables St. Gregory's University students or faculty to check out materials from any participating college or university library in Oklahoma. Cards may be obtained from Student Services. Students are responsible for returning items and for all fines to the lending library. A list of all participating libraries is available on the Library's website under "**Library Services**". (You **do not** need an OK-Share Card to request an ILL).

## OK-SHARE PARTICIPATING LIBRARIES

Cameron University, Lawton ([Catalog](#)) ([Map](#))

Carl Albert State, Poteau ([Catalog](#)) ([Map](#))

Connors State College, Warner ([Catalog](#))

East Central University, Ada ([Catalog](#)) ([Map](#))

Eastern Oklahoma State, Wilburton ([Map](#))

Langston University, Langston ([Catalog](#))

Murray State College, Tishomingo ([Catalog](#))

Northeastern Okla. A&M, Miami ([Catalog](#)) ([Map](#))

Northeastern State, Tahlequah ([Catalog](#)) ([Map](#))

Northern Oklahoma, Tonkawa ([Catalog](#)) ([Map](#))

Northwestern Okla. State, Alva ([Catalog](#)) ([Map](#))

OKC Community College, OKC ([Catalog](#)) ([Map](#))

Ok Panhandle State, Goodwell ([Catalog](#)) ([Map](#))

Okla. State, Stillwater ([Catalog](#)) ([Map](#))

OSU Center for Health Sciences, Tulsa ([Catalog](#))

OSU Institute of Tech., Okmulgee ([Catalog](#))

OSU-Oklahoma City ([Catalog](#)) ([Map](#))

SOSU, Idabel ([Info](#))

Southwestern Ok. State, Weatherford ([Catalog](#))

Tulsa Community College, Tulsa ([Catalog](#)) ([Map](#))

University of Central Ok, Edmond ([Catalog](#))

University of Oklahoma, Norman ([Catalog](#)) ([Map](#))

OU, Tulsa ([Catalog](#)) ([Map](#))

OU Health Science Center, OKC ([Catalog](#)) ([Map](#))

University Center of Southern Ok ([Catalog](#))

Univ. of Science and Arts, Chickasha ([Catalog](#))

Western Oklahoma State, Altus ([Catalog](#)) ([Map](#))

OSU-Tulsa ([Catalog](#)) ([Map](#))

Redlands Community College, El Reno ([Catalog](#))

Rogers State, Claremore ([Catalog](#)) ([Map](#))

Rose State, Midwest City ([Catalog](#)) ([Map](#))

Seminole State College ([Info](#)) ([Map](#))

Southeastern Ok. State, Durant ([Catalog](#)) ([Map](#))

## Private Colleges and Universities

Hillsdale Free Will Baptist, Moore ([Catalog](#))

Mid-America Christian, OKC ([Info](#)) ([Catalog](#))

Oklahoma Baptist, Shawnee ([Catalog](#)) ([Map](#))

Oklahoma Christian, Edmond ([Catalog](#)) ([Map](#))

Oklahoma City University ([Catalog](#)) ([Map](#))

Phillips Theological Seminary, Tulsa ([Catalog](#))

St. Gregory's University ([Info](#)) ([Catalog](#))

Southern Nazarene, Bethany ([Catalog](#)) ([Map](#))

Southwestern Christian, Bethany ([Info](#))

Spartan College of Aeronautics & Tech.

([Catalog](#))



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**Distant Learner Book Request Form**

Please fill out the information below as completely and accurately as possible. Use one form for each item being requested. The materials will be sent to the address provided below. You may email this form to [librarian@stgregorys.edu](mailto:librarian@stgregorys.edu) or fax it to (405) 878-5198.

**Book Request**

**Citation**

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Edition: \_\_\_\_\_ Date: \_\_\_\_\_

ISBN: \_\_\_\_\_ Call Number: \_\_\_\_\_

**Patron Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Number: \_\_\_\_\_

## Distant Learner Article Request Form

### Article Request

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Journal Title: \_\_\_\_\_

ISSN: \_\_\_\_\_ Volume: \_\_\_\_\_ Number: \_\_\_\_\_

Date: \_\_\_\_\_ Pages: \_\_\_\_\_

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### **Patron Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Course Number: \_\_\_\_\_