WELCOME TO THE CLARA FRITZSCHE LIBRARY

PHONE: (216) 373-5267  FAX: (216) 381-3227  E-MAIL: kzoller@ndc.edu
WEBSITE: www.notredamecollege.edu/library

LIBRARY HOURS:
Monday-Thursday ......................... 8:00am-10:00pm
Friday ........................................ 8:00am-6:00pm
Saturday .................................... 11:00am-5:00pm
Sunday ....................................... 1:00pm-10:00pm

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

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 10-digit library barcode is on the bottom of the card. You can use it to check out books from our library as well as all 90 OhioLINK libraries, request OhioLINK books and have them sent to any nearby OhioLINK library, access over 140 OhioLINK databases and print full-text articles from any campus computer, public or academic library computer or your home computer.
- 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-PR, Ref) 1st floor
Books (Circulating PR-Z) 2nd floor
Audio-visual Collection 1st floor
Current Newspapers & Journals 1st floor
Curriculum Library 1st floor
Juvenile Collection 1st floor
Master's Theses 1st floor
Indexes ground floor
Periodicals & Newspapers ground floor

FACILITIES
Computers - NDC online catalog, OhioLINK, 1st & 2nd floors
Database & Internet access, e-mail, word processing
Display cases-may be reserved (x5266) 1st floor
Fax machine-local faxes free, long distance and international faxes are the cost of the call 1st floor
Photocopiers-.10/page (enlarge, reduce, legal) 1st floor
Eastern Church Room-may be booked for quiet study 1st floor
Classrooms (L201, L202, L203, L211, L215, L217, L219) 2nd floor
Printer for 1st floor Computer Lab & L219 2nd 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 weeks notice when making your request. Contact the Reference Librarian at x5267.

Tk20 ASSISTANCE – For questions or problems with Tk20, e-mail 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 RESERVATION – The Eastern Church Resource Center and Computer Room are all available for classes, meetings or quiet study. (x5267)

- TOLERANCE RESOURCE CENTER – Located on the 2nd floor, the Tolerance Resource Center houses a VCR/DVD player and a computer for online searching, as well as a comprehensive collection of books, videos, posters, curriculum guides and bibliographies pertaining to Holocaust studies and diversity issues. Contact the Library Director at x5266 for more information.

- EASTERN CHURCH RESOURCE CENTER – Contains a collection of books, videos, periodicals, audiotapes and icons pertaining to the Eastern Church and ecumenism. May be booked for small groups or quiet study. (x5267)

- ART GALLERY – An attractive space that may be booked for exhibits. The library hosts four to five shows per year and all are invited. Contact the Library Director at x5266 for more information.

- CLASSROOMS (L201, L202, L203, L211, L215 (Smart Classroom, L217, 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.

MEDIA SERVICES – Contact Bob Subwick, Audio-visual Specialist, for media setups, equipment requests and troubleshooting for all classrooms except L215. (x5220)

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.

BOOK SALE – The library has an ongoing book sale on the first floor. Books are on all topics, old and new and are arranged by subject. Prices for most are .25 paperback, .50 hardcover, .50 audiotapes, videos, CDs, DVDs and software.
USING THE CLARA FRITZSCHE LIBRARY

The Clara Fritzsche Library should be the starting point for all assignments requiring library research. A barcoded Notre Dame College ID functions as your library card and enables you to check out books, request books from any OhioLINK library and print out full-text articles. If experiencing problems using your barcode, 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. Any item may be renewed prior to the due date. Renewals may be done by phone with your date due slip by calling (216) 373-5267.
- 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 (216) 373-5267 explaining your reference needs or ILL requests and we will respond as soon as possible. Or you may send your request via e-mail to 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 140 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 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 6,000 journals from publishers pertaining to technology, science and medicines as well as other disciplines.
- The library’s electronic catalog (www.notredamecollege/library/searchlibrary.htm) 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 and word processing. The two public workstations in the first floor reference area are available for OhioLINK searching. The library also has a small computer lab on the first floor and a 20-seat computer lab on the second floor (L219) that is available for student use at times when classes are not scheduled.
- Computer printouts generated from the first and second floor computer labs and the Eastern Church Resource Center are routed to the upstairs printer located at the top of the stairs. Printouts from the two public access computers in the first floor reference area are routed to the front (circulation) desk printer. All prints are .10 each.
- The library has popular reading materials such as Scene magazine, Self, Ebony, Spin, Wired and Rolling Stone. Stop by and take a break from your studies.
- The library recycles. Please put your cans and glass and plastic bottles in the red (1st floor) and blue (2nd floor) recycle bins. Recycle copy paper in the green bin located near the first floor copier and the blue bin next to the second floor printer.
- The Tolerance Resource Center is located on the second floor of the library and houses a VCR/DVD player as well as a comprehensive collection of books, videos, posters, curriculum guides and multimedia resources pertaining to Holocaust studies and diversity issues. The Center may be reserved for meetings or classroom use. (216-373-5267)
- The Eastern Church Resource Center is located on the first floor of the library and contains a collection of books, periodicals, audiotapes, videos and icons pertaining to the Eastern Church. The Center may be booked for small groups or quiet study. (216-373-5267)
- The library has an art gallery located on the first floor with new shows exhibited every few months. Make sure to check out the exhibits and displays on your next visit. For more information, visit the gallery website at www.notredamecollege.edu/library/gallery.htm.
- 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 (www.notredamecollege.edu/library/falconcafe.htm).
- Bring your laptop. The library has wireless Internet access. The Falcon Café and its outdoor patio are also wi-fi zones.
- The library has an ongoing book sale on the first floor of the library. Most books are .25 or .50 including textbooks, curriculum books, children’s books and collectibles. There is also a selection of DVD, videos, CDs, video games, cassettes and records. Check it out and stretch your book budget.
- Food and beverages are permitted in all areas of the library except the Smart Classroom, the Tolerance Resource Center and the art gallery. Enjoy – and recycle!
REQUESTING BOOKS THROUGH OHIOLINK

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. 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/.

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 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 if 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.
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. 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 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 barcoded Notre Dame College ID can obtain books from any of its 90 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 first 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 barcode identification 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!
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 website under "Library Services: Interlibrary Loan." Submit completed forms at the library circulation desk. Requests can also be emailed to 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/library. Click on “My Library Account” and the following screen will appear allowing you to check the status of your requests: