



# University Libraries' Services and Resources for Graduate Students



The University of Toledo Libraries strive to meet the information needs of our faculty, students, and staff. When the University Libraries do not have the item you need, you can often borrow it or get a photocopy from another institution. OhioLINK, our consortium of 86 institutions, consists of every Ohio college and university library, the State Library, as well as some public libraries.

## Contact Information and Library Hours

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<b>Carlson Library</b> (Main Campus) reference/info desk:	(419) 530-2325
Carlson Library circulation/course reserves desk	(419) 530-2323
<i><a href="http://library.utoledo.edu/">http://library.utoledo.edu/</a></i>	
<b>Mulford Library</b> (Health Science Campus) reference desk	(419) 383-4218
Mulford Library service desk	(419) 383-4225
<i><a href="http://www.utoledo.edu/library/mulford/index.html">http://www.utoledo.edu/library/mulford/index.html</a></i>	
<b>Scott Park Library</b> reference/info desk:	(419) 530-3175
Scott Park Library circulation/course reserves desk	(419) 530-3188
<i><a href="http://www.cl.utoledo.edu/coll/scottpark.html">http://www.cl.utoledo.edu/coll/scottpark.html</a></i>	
<b>LaValley Law Library</b> reference/info desk:	(419) 530-2946
LaValley Law Library circulation/course reserves desk	(419) 530-2733
<i><a href="http://law.utoledo.edu/students/lawlibrary/">http://law.utoledo.edu/students/lawlibrary/</a></i>	
<b>McMaster Engineering Library</b> (Palmer Hall) reference/info desk:	(419) 530-3948
McMaster Engineering Library circ./course reserves desk	(419) 530-3948
<i><a href="http://www.cl.utoledo.edu/coll/eng.html">http://www.cl.utoledo.edu/coll/eng.html</a></i>	

\* For each location's hours please see      *<http://www.utoledo.edu/library/info/hours.html>*

## What is the role of the university library? What is the role of an academic librarian?

A university library's role is to support the research and learning of students, staff, and faculty. Our expertise is in knowing how information (e.g. databases, journals, books, government documents, etc.) is organized. Whether your question is simple or complex, we are here to help you save time and alleviate frustration.

Our reference librarians will help you find the information you need in a timely manner, whether it is for research, a course assignment, your administrative decisions and strategic planning, patient care, or personal interest. Reference assistance is designed to accommodate a variety of work schedules and styles. You can get information help in person, over the phone, email, through our online forms, or Instant Messaging.

*Please see our websites for specifics*

## Reference Defined

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When you have a question about how to find specific information, how to use library resources, or access any of the library's services, please contact the library's reference department. A professionally trained reference librarian will provide an answer or refer you to a knowledgeable source.

## Course Reserves/E-Reserves Defined

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Many instructors/professors elect to supplement their course's textbook(s) with chapters from other books, videos, sample exams, lecture notes, etc. Making these materials available at or via the library is the best model for student access. Materials at the library are given a shorter loan period (one-hour, three-hour, overnight, three-day, etc.) for a limited period of time (usually one semester) at the request of the instructor, to ensure that all the students enrolled in a course have an opportunity to use them. E-Reserves allow for PDF images of documents to be viewed online. Copyright rules apply when placing items on reserve as well as when printing off and downloading reserve items. Please contact us concerning any questions on copyright or fair use.

## Resources

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### Books

The University Libraries' book collections cover a wide range of subject areas. When looking for a specific title or books on a particular topic, begin your search in the University Libraries Online Catalog. If you are having trouble locating a book or using the online catalog, please contact a reference librarian.

### Loan Periods

Graduate students have extended borrowing privileges of Carlson Library books: the loan period for Carlson Library books is until the 2<sup>nd</sup> week of the next semester. Items from the Mulford Health Science Library can be borrowed for three weeks and can be renewed up to four times, as long as no one else has requested the item. For both the Carlson and Mulford library, the maximum number of items that can be checked out is 50.

Books from other OhioLINK libraries can be borrowed for three weeks and may be renewed up to four times. Other materials, such as videos and course reserve items, usually have shorter loan periods.

### Obtaining Books not Available at the University Libraries

If the University Libraries do not have a particular book you are looking for, the first place to check is OhioLINK. You can check the OhioLINK Catalog and see if the book is available at another OhioLINK institution. The book can then be sent to one of the University Libraries for you. Ask a library staff member for more information.

For books not available from either the University Libraries or OhioLINK, fill out the book request form (<http://www.utoledo.edu/library/serv/ill.html>). We will get the book for you from a library outside of OhioLINK.

### Journals

Articles from research journals are an important information source in graduate education. The University Libraries subscribe to many journal titles. To see which journals we have access to either online or in print, search the online catalog for the title of a journal.

## Print Periodicals

Carlson Library subscribes to nearly 3000 periodicals in print format as well as electronic. Current issues of most periodicals, including newspapers, are kept on the second floor directly through the double doors at either end of the elevator lobby in the Current Periodical Reading Room. Older issues are in bound volumes on the second and third floors.

- Titles A through N are on the second floor
- Titles O through Z are on the third floor.

At the Mulford Health Science Library, current issues of periodicals can be found on the 5th floor. Older issues are also found on the 5th floor. For journals published prior to 1982, please ask for assistance at the service desk. For journals available at St. Vincent's, submit an article request form.

## Electronic Journals

The University Libraries provides access to over 5000 electronic journals. The quickest way to find them is our UT Libraries Electronic Journal portal, which lists journals from OhioLINK, our own subscriptions, and full-text journals available in our many research databases. You can browse by title, by provider, or look them up by title keywords using the UT Libraries Electronic Journal portal: from the University Libraries webpage, click on the Online Journals List link.

## Obtaining Articles not at UT

For journal articles not available at the University Libraries, online request forms can be found at <http://www.utoledo.edu/library/serv/ill.html>.

## Research Databases

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When beginning your scholarly research, the best place to begin your search is in one of the library's databases. The databases allow you to find articles, book chapters, or portions of a report and are typically searchable by keyword, author, journal or article title, subject, etc. For the different resources found in the databases, citations, abstracts, or the full text may be provided. Please keep in mind that not every resource listed in a database will be available in full text.

The University of Toledo provides access to over 100 databases. Research databases act as both your finding aid and your source for the full-text of articles. Databases vary considerably in their design, content, and ease of use. If you need assistance in selecting a database or instruction on how to search within a database, please contact a reference librarian.

In order to see if we have access to the full text of an article, click on the **Find It!** or **OLinks** icons. Please keep in mind that, due to license agreements, certain databases cannot be accessed from off-campus.

## Computer Workstations and Multimedia Production

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Carlson Library is the main computer lab on Main Campus. It has 130 computer workstations with over 100 additional spaces for laptop use. The circulation desk has 100 laptops available for loan. Carlson Library has two multimedia rooms within the Information Commons that allow you to edit video, audio, etc. for your presentation needs. Please note that you will need to log in with your UTAD account when using the library's computers.

At the Mulford Health Science Library, there are two computer labs: the Online Resource Room on the 4<sup>th</sup> floor and the Computer Learning Resource Center on the 6<sup>th</sup>. There are also computer clusters on the 5<sup>th</sup> floor at the top of the main staircase. The service desk also has laptops available for use while you are in

the library. Please note that you will need to log in with your UTAD account when using the library's computers.

The McMaster Engineering Library has three computers (one allows for UTAD logins; the others require a College of Engineering password).

## Graduate Study Space

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### Carlson Library

Graduate students from any UT campus may apply for a private study carrel in Carlson Library. There are a limited number of study carrels, so there may be a waiting list. There is a \$70 refundable key deposit for Graduate Study Carrels; apply for a carrel at the Microform & Multimedia department (3<sup>rd</sup> floor). Alternatively, you may sign up for one of the many lockers located in Carlson Library; go to the Library Administration office to sign up (near the exit doors facing the Student Union).

### Mulford Library

Group and individual study rooms can be found along the long walls on the 5th floor; many of these rooms contain white boards. Study carrels are also located on the 5th floor. Additional individual and group study space is available on the 6<sup>th</sup> floor, south side of the Mulford library building. All Mulford Library Study space is available on a first come-first served basis.

### McMaster Engineering Library

Small group study tables as well as a large conference table are available

## Individual Instruction Appointments

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Though available to everyone, personal appointments are especially useful for graduate students beginning their research. Schedule a time with a knowledgeable librarian to help you learn what tools and databases are available in your subject. Please see the subject areas list below. While on the Main Campus, contact Kathy Hall, [Kathy.Hall@utoledo.edu](mailto:Kathy.Hall@utoledo.edu), or call (419) 530-4479 to make an appointment for a Main Campus librarian. While on the Health Science Campus, contact Maria Melssen, [Maria.Melssen@utoledo.edu](mailto:Maria.Melssen@utoledo.edu), or call (419) 383-4218 to speak to a Mulford Reference Librarian.

## Are you a Teaching Assistant?

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We can help teach your classes how to use the library's databases and other resources. We have classrooms in the library or we can come to your classroom or lab. We are happy to tailor our presentations to the resources your students need. Contact Kathy Hall when on Main Campus and Maria Melssen when on the Health Science Campus to make an appointment. We can also create "user guides" for your students. These can be discipline specific, course specific, or assignment specific.

## Theses, Projects & Dissertations

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You may choose to submit your thesis, project, or dissertation electronically. It will be added to the OhioLINK Electronic Thesis & Dissertation (ETD) Center for access to anyone via the Internet. Also, you will have to submit **one printed copy** of your thesis, dissertation, or project for the Library Archives.