Introduction to
Library Resources

1 Periodical Room
Search for articles using Full Text Finder in the list of databases to see if we carry that periodical in our library or in a database. If we do, it is either on the shelves in the Periodical Room or the Periodical Assistant can get it for you from the back (“Stacks”), or click on the database that has the desired year and click on the issue. And remember, if you ever need help, ring the bell at the desk for the Periodical Assistant.

2 CQ Researcher
The CQ Researcher is located in the Periodical Room. The paper version is no longer being updated in favor of the online version. This is an excellent research source for government and current events information.

3 Reference/Ready Reference
The Reference section is a group of books arranged by Dewey Decimal Number (like the rest of the library) that consists of the most helpful research books on each topic. Although these books must remain in the library for everyone to use, do not neglect the sources available here.

The term “Ready Reference” refers to the books on the low wooden shelves in front of the Reference section. Here you will find encyclopedias, dictionaries, and other of our most commonly used resources. This is your best source for general or background information about your topic.

4 Library Catalog
If you know what your topic is, and you’re ready to do more research, now would be a good time to begin looking for books in the “stacks” (or main part) of the library. Go to the library catalog computer stations next to the Reference section and type in your topic in the “Search” box. For the first try, search for your topic in the “subject” field of the record (using the drop-down box on the left). You can save or print the names and location numbers of the books that seem useful. To find the book’s location in the library, see the maps located throughout the library.
Online Databases
Online Databases are available to the students both on and off campus. The databases allow students to find much of the same materials that can be seen in the Periodical Room, but from the comfort of your home on your computer or mobile device. The online databases are accessed using your campus login user name and password. Two of the key databases are Academic Search Complete (from the company named EBSCO) and Academic One File – Infotrac (from the company GALE). LibGuides available on the library home page on the top toolbar are available to aid students in finding information.

Information Services—Front Desk
There is a person waiting to help you with any question that you have, whether it deals with the library, finding information on your topic, or anything else. This person is stationed at the Information Services section at the front desk. The IS assistants are waiting for you to ask questions!

Basic Library Policies
- Food and covered drinks are now allowed in the library.
- Quiet talking is allowed on the main floor.
- You must have your ID card to check out books; you can check out up to 12 at a time for a two week period.
- Access your account on-line to check when your books are due back or to renew them one time.

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