Eugene H. Maly Memorial Library

Library Handbook
2012-2013
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ABOUT EUGENE H. MALY MEMORIAL LIBRARY

The library of the Athenaeum of Ohio has a history as long and full of change and movement as the institution itself. Most Athenaeum historians trace the library’s beginnings to St. Francis Xavier Seminary on Sycamore Street in 1833. This was the year that Archbishop John Baptist Purcell donated his personal collection to the young seminary that had been established four years earlier. The library today reflects not only Purcell’s love of learning and books but also that of many other donors.

Our library is named after one of these special donors, Rev. Eugene H. Maly (1920-1980), an internationally acclaimed Scripture scholar and faculty member of the Athenaeum. Two hallmarks of Fr. Maly’s life were his scholarship and his commitment to serve the people of God in the Archdiocese of Cincinnati. The library attempts to incorporate those ideals in its own service to the Archdiocese and, in particular, to the students and faculty of the Athenaeum.
REGULAR LIBRARY HOURS

When classes are in session the library is open:

- Monday-Thursday 8:00 a.m. - noon
  1:00 - 10:00 p.m.
- Friday 8:00 a.m. - noon
  1:00 - 5:00 p.m.
- Saturday 9:00 a.m. - 11:00 a.m.
  1:00 p.m. - 5:00 p.m.
- Sunday 2:00 p.m. - 6:00 p.m.

Reference service by telephone is provided:

- Monday - Friday 8:00 a.m. - noon
  1:00 - 5:00 p.m.

Hours vary widely during holidays, breaks, and the summer. For a current schedule of hours, please consult the calendar available on the library's webpage.

Patrons may also call 233-6136 for more information and for current library hours.

LIBRARY USE & REGISTRATION

The library extends borrowing privileges for the library collection to:

- all faculty, student and staff of the Athenaeum of Ohio
- guest patrons who are members of the Archdiocese of Cincinnati or the Diocese of Covington;
- guest patrons from libraries of consortia to which the Maly Library belongs.

Guest patrons must present identification and fill out a registration form to obtain a library card. A current email address is required. See a member of the library staff for registration.
USER LIABILITY

Each person is responsible for the materials checked out in his/her name. The library staff reserves the right to decide if a damaged item can be repaired. Borrowers should not try to repair a damaged item. If the item can be easily repaired, no charge will be made for damage. Borrowers are expected to make sure that their players/recorders are clean and in good working order before playing library CDs, DVDs, or videotapes.

Borrowers will be charged $75.00 plus a processing charge ($25.00 per item) for items that are lost or damaged.

GENERAL REGULATIONS AND POLICIES

✦ Please do not eat or smoke in the library. All beverages must have spill-proof lids.

✦ Please do not re-shelve library materials. On the first floor, return them to the bookdrop at the service desk or put them on the carts provided; on the mezzanine and basement levels, put them on the cart by the elevator or on the tables in the center aisle.

✦ Please enter and exit only through the doors on the first floor. Other exits are for emergencies only; an alarm will sound if these exits are used.

✦ Please check out all materials taken from the library. Present your library card to the person staffing the service desk.

✦ We reserve the right to recall materials when a faculty member or registered Athenaeum student needs them.

✦ There are no public phones or word processing facilities in the library. Cell phone reception may be spotty in the library and we encourage patrons to step outside to make or receive calls.

✦ Wireless access is available in the library for personal laptops and PDAs. Request the password at the Service Desk.
CIRCULATION POLICIES

Periodicals, Reference, Special Collections, and Vault materials do not circulate. The loan period for circulating books, cassettes, videos, CDs, and pamphlets is 3 weeks; items may be renewed up to 6 times if another user has not put a hold on them. For faculty, the loan period is 6 weeks with up to 6 renewals.

Patrons can renew books via the web by going to the library web page and selecting the link to your account. Follow the directions on the screen. You will need the barcode from your library card to renew materials.

When returning circulating materials (books, videos, and pamphlets), please place them in the book return slot at the Service Desk. When the library is closed, you may return materials to the bookdrop located outside the east entrance to the Athenaeum.

COURTESY AND OVERDUE NOTICES

Patrons will receive an electronic message three days before items are due. Overdue notices are sent when the due date has passed. Patrons are not contacted by phone or mail. Please do not ignore these notices; respond in some way to any overdue notice you may receive. On the third notice you will see a replacement cost and processing charge for the item. We require payment for items not returned. If you return the item in a timely manner, the replacement cost and processing charge will be reduced or waived. When you receive your third notice on any item, you will be blocked from checking out any other items until you have returned the overdue item and cleared any fines.
PERIODICALS

The library holds approximately 400 periodical and newspaper titles. Increasingly, periodical articles are available in full-text through electronic databases. Use the Journal Finder to search or browse all our journal titles. The results will indicate whether the title is available in print, online, or both and what volumes are available (holdings).

To access our databases, go to the library webpage and click on Research Databases. You will be directed to a LibGuide displaying a list of databases and instructions for accessing them. Authentication will be required for off-campus access; only registered Athenaeum students may access these databases from outside the library.

Current issues of many periodicals are displayed on the first floor in alphabetical order by title. Older issues and less-used titles are located on the basement level in compact shelving. Periodical titles frequently change. Watch for markers on the shelve to direct you to issues published under a former or later title. Some Catholic newspapers are available on microform or CD, located at the Service Desk. During the summer the library sends volumes out for commercial binding and some issues may not be available. If you can’t find a volume on the shelf or need assistance with the compact shelving, please ask at the desk.

A selection of current issues of popular magazines and newspapers is also located on the display kiosk in the reading area.

🔑 Single issue and bound periodicals are not to leave the library at any time.

REFERENCE INSTRUCTION

Instruction in the use of the library and its resources, including the online databases, is available by appointment. Please call 233-6136 or email the Public Services Librarian for assistance.
REQUESTING MATERIALS

If a library item is not currently available, you may put a hold on it by clicking the Request button in the online catalog. You then will be prompted for your library card information. Be sure to select the Athenaeum service desk as the pick-up point. After requested materials arrive, a notice will be sent via email. Materials will be held for one week; if they are not picked up, they will be returned to the shelves. If you cannot pick up the items you have placed on hold within a week, please make other arrangements with the Public Services Librarian.

NOTE: Guest patrons may request items only from the Athenaeum collection.

RESERVE SHELF

The Reserve Shelf with required class readings is located at the Service Desk. A list of items on reserve for a specific course may be viewed by going to the Maly Catalog and selecting Course Reserves from the top menu bar. Follow the directions for searching course reserves either by the name of the professor/teacher or by the course name.

To use an item on the Reserve Shelf, please request it at the Service Desk. Reserve Shelf items circulate for two hours, overnight, three days, or seven days, as specified by the professor.

COPY MACHINE

A copy machine is located on the basement level for patron use. The cost per page is 10 cents. The machine is accessed through a key available from staff at the Service Desk. The key will also activate a copy counter. When you are finished copying, note the number on the counter. Payment for copies must be made at the Service Desk when the key is returned.
LOCAL ONLINE CATALOG

The Athenaeum is a member of OPAL (Ohio Private Academic Libraries), a 24-member consortium that offers an integrated catalog of library holdings. You may select as your scope either the Maly collection or the broader OPAL collection. To search the Maly library catalog, click on Maly Library Catalog on the Athenaeum web page. To include all OPAL libraries in your search, change the selection in the drop-down box from ‘Athenaeum’ to ‘All OPAL libraries.’

When you enter search terms, do not use capital letters or punctuation. There are several ways to search the catalog:

**KEYWORD SEARCH**
Keyword searching is the default for searching. In the search box, type words that may appear in titles, author, subjects, or content notes.

For example:
- early fathers of the church
- penance OR reconciliation
- saint* AND (middle ages)

Use the **ADVANCED KEYWORD SEARCH** screen to search multiple fields at once, such as author and title. To search by more than one field, use the dropdown menus to select the fields you would like to search and enter the appropriate term(s) in each box. Additional options may be used to limit the search by year, format, language and other parameters. The Search Tips box illustrates how the Boolean operators AND, OR, and AND NOT may be used. Add a * to truncate a word and pick up variant endings (example: irrigat* will retrieve irrigate, irrigated, irrigation).

**TITLE SEARCH**
To search for a specific item by title, click on the Title tab. Type all or part of the title, beginning with the first word.
For example:
- strangers in the land
- summa theologica

**AUTHOR SEARCH**
To search for materials by a certain author, click on the Author tab. Type all or part of the author name; if it is a personal name, enter the last name first. For example:
- merton thomas
- general electric
- united states conference of catholic bishops
- vatican

**SUBJECT HEADING SEARCH**
To search by subject, click on the Subject tab. Type as much of the Library of Congress subject heading as known, beginning with the first word. No punctuation is needed. If the specific subject heading is not known, begin with a Keyword search to find an item with an appropriate subject heading.

**MORE SEARCH OPTIONS**
Click on the More Options tab for other methods of locating material, including searches by call number and ISBN number.

**OHIOLINK**
OhioLINK (Ohio Library and Information Network) is a consortium of 90 Ohio college and university libraries, 19 public library systems and the State Library of Ohio. The 24 OPAL libraries are within this consortium. Together these libraries offer nearly 50 million items across the state. Through the central OhioLINK catalog, Athenaeum students and faculty may request items electronically to be delivered to Maly Library or any other OhioLINK library.
REQUESTING ITEMS THROUGH OHIOLINK

If you cannot find what you need in the local Athenaeum catalog, you may search and request it from an OhioLINK library through the Search OhioLink button OR select OhioLINK catalog from the Athenaeum webpage. The OhioLINK catalog may be searched in ways similar to the local catalog.

NOTE: OhioLINK requests are not available to guest patrons.

In the item record, click on Request This Item. From the Institution drop down menu, select Athenaeum. On the next screen, enter your name, last name first. You do not need to use capitals or punctuation. Enter the barcode number from your library card. For the pickup location, select Athenaeum or another library convenient to you. Click Submit. The system will process your request and display a screen indicating whether your request has been successful and the library from which the item will be sent. If no items are available, a message will display that your request has not been processed.

Items usually arrive within four to five days. When the item is scanned in at the Athenaeum, an email message will automatically be sent to your current email address on file. You can track your requests through the Your Account link on the library page. Items will be held at the service desk for one week unless special arrangements have been made with the Public Services Librarian.

Items received through OhioLINK circulate for 3 weeks with up to 6 three-week renewals. For faculty, items circulate for 6 weeks with up to 6 renewals. Most audiovisual items are restricted to one 7-day circulation period with no renewals. Note the due date when the item is checked out. We may charge overdue fines for OhioLINK items at .50 per day. Lost materials will incur a replacement and processing charge of $125 per item.
INTERLIBRARY LOAN

Items and articles not available in our local collection or through OhioLINK may be requested through Interlibrary Loan (ILL). In most cases, we can determine which local or national libraries hold the item you need. Periodical volumes do not circulate; copies of periodical articles from titles we do not own may be requested from another library. Electronic delivery of articles may be available. An ILL transaction may take up to two weeks. Many libraries charge for loans and copies provided via ILL.

To submit an ILL request, visit the library home page and click on Interlibrary Loan to fill out a request form. You may also contact the Public Services Librarian for assistance. Be sure to include all publication data and the maximum amount you are willing to pay for the article or loan. You may also use the request form link that appears in the results of searches in the EBSCO databases. You will be notified when the material arrives or if the request cannot be filled. Any items borrowed through ILL must be returned to the Athenaeum, not directly to the lending library.

NOTE: ILL requests are not available to guest patrons. Guest patrons are encouraged to request ILL items through their college or public library.

LOCAL ELECTRONIC RESOURCES

Local databases are those that can be used only on the designated computer workstation in Maly Library. They include:

- Catechism of the Catholic Church
- Church Documents: Conciliar and Post-Conciliar
- Libronix - Hermeneia Commentary on the Bible
- Bible Works
E-BOOKS

Maly Library purchases e-books through the OhioLINK consortium. When patrons search the Maly and OhioLINK catalogs, records with the notation “ebooks” and “electronic resource” indicate that full text books are available online and for downloading. Some of these titles are free to the public and some are only accessible to students. Click on the link to obtain the full text of the document. If you are off campus, please use the “Off campus access” links where they are given.

To search specifically for titles in ebook format, choose EBOOK from the Material Type drop down menu on the OPAL search screen. Choose Athenaeum as your Location and enter your search terms. If you have any problems with searching for or accessing e-books, please contact the Library Staff.

ELECTRONIC RESOURCES VIA THE WEB

Many other electronic resources are available to Maly Library students and faculty through the Research Databases link on the website.

Click on Research Databases for links to the following databases:

- Catholic Periodical Literature Index
- ATLA Religion Database
- Philosopher’s Index
- Religion and Philosophy Collection
- Oxford Reference - Religion and Philosophy
- Academic Search Premier
- PsycARTICLES
Many additional online resources are available from this page including:

- OhioLINK Reference Databases
- OhioLINK Quick Search
- Google Scholar

A collection of audiovisual materials is offered through:

- Ohio Digital Resource Commons

Faculty and students can access these resources from a home computer. You will be asked to authenticate your affiliation with the Athenaeum, using your name and barcode number from your library card. Follow the instructions for authentication as the screen prompts. If you have problems, consult the Off-Campus Users page on the Athenaeum library web site.

BORROWING PRIVILEGES AT OTHER LIBRARIES

Students and faculty of the Athenaeum may also borrow books directly from other OhioLINK libraries. Borrowers must have a valid faculty or student library card. Materials circulate for 3 weeks with 6 renewals. Fines are $.50 per day.

To check out books from another OhioLINK library, present your Athenaeum library card. Make sure your card is valid for the current school year. Borrowers must abide by the rules and regulations of the lending library. Materials may be returned directly to the lending library or to Maly library. Allow 5 days delivery time in order to avoid fines.
<table>
<thead>
<tr>
<th>Classification</th>
<th>Description</th>
<th>Classification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000s</td>
<td>Bibliographies, library science and miscellaneous</td>
<td>100s</td>
<td>Philosophy, psychology and related disciplines</td>
</tr>
<tr>
<td>200-210s</td>
<td>Religion and Christianity</td>
<td>220s</td>
<td>Bible</td>
</tr>
<tr>
<td>230s</td>
<td>Christian literature</td>
<td>240s</td>
<td>Theology and liturgy</td>
</tr>
<tr>
<td>250s</td>
<td>Canon law and official Church documents</td>
<td>260s</td>
<td>Church history (Catholic)</td>
</tr>
<tr>
<td>270s</td>
<td>Church history (Christian)</td>
<td>280s</td>
<td>Christian denominations and sects</td>
</tr>
<tr>
<td>290s</td>
<td>Non-Western religions and comparative religion</td>
<td>300s</td>
<td>Social sciences</td>
</tr>
<tr>
<td>400s</td>
<td>Language</td>
<td>500s</td>
<td>Pure sciences</td>
</tr>
<tr>
<td>600s</td>
<td>Applied sciences</td>
<td>700s</td>
<td>The arts</td>
</tr>
<tr>
<td>800s</td>
<td>Literature</td>
<td>900s</td>
<td>Geography and history</td>
</tr>
<tr>
<td>B</td>
<td>Biographies, autobiographies, diaries.</td>
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</tr>
</tbody>
</table>

Maly Library materials are classified in the Dewey Decimal Classification system.
# LOCATION OF ITEMS

<table>
<thead>
<tr>
<th>Location Range</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 262.8</td>
<td>Mezzanine Level</td>
</tr>
<tr>
<td>262.9 - 999</td>
<td>Basement Level</td>
</tr>
<tr>
<td>Pamphlet</td>
<td>First Floor - Pamphlet File</td>
</tr>
<tr>
<td>Periodical</td>
<td>Popular current issues - First Floor</td>
</tr>
<tr>
<td></td>
<td>Older issues and less-used titles are found in the Basement Level</td>
</tr>
<tr>
<td>Biography</td>
<td>Basement Level, following the 900s.</td>
</tr>
<tr>
<td>Reference</td>
<td>Reference Area - First Floor - older materials in Stack Reference in Basement</td>
</tr>
<tr>
<td>Atlas</td>
<td>World &amp; U.S.- Atlas Stand - First Floor</td>
</tr>
<tr>
<td></td>
<td>Bible and Other Atlases - Stacks</td>
</tr>
<tr>
<td>Audio and Video</td>
<td>Inter-shelved with books</td>
</tr>
<tr>
<td>Materials</td>
<td></td>
</tr>
</tbody>
</table>

For call numbers with the following symbols, ask one of the staff for assistance:
- MA Thesis
- Rare Book Reference
- INCUN
- SC
- Vault
- Office

## First Floor

- Library Office
- Reserve Shelf
- Reference Books
- Pamphlets
- Leisure Reading Kiosk
- Atlas and Dictionary Stands
- Current Periodicals/Newspapers
- Indexes
- New Books Shelf
- Computer Workstations
- Study Tables
- Browsing Areas
- Microfilm/Microfiche Reader/Printer

## Mezzanine Level

- 000 - 262.89
- Computer Workstation (catalog only)

## Basement Level

- 262.9 - 999
- Biographies
- Computer Workstation (catalog only)
- *Bound Periodicals
- Computer Workstations
- Study Tables
- *Newspapers
- *Stack Reference Books
- *M.A. Theses
- *Copier
- *located in compact shelving

Restrooms are located on the first floor off the hall outside the library.