Resident Handbook For Library Services 2019/2020
This handbook provides an overview of services from the MBKU library. Please feel free to contact the Library whenever you have an information need.

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MBKU Residents,

Welcome to the Marshall B. Ketchum Memorial Library! We hope to be able to serve all your information needs in the coming year. Our enclosed Resident Handbook is designed to help guide you through the process of requesting information. Please take a moment to review it.

The Optometry Subject Guide on the library webpage is a one-stop-shop for all your research and resources needs. You will also want to take advantage of our table of contents routing service. Using the list of journals supplied, choose 5 journal titles whose table of contents you would like to see on a regular basis. Simply e-mail us your list right away so that we can start sending your table of contents. Once you receive your table of contents, choose one article per issue that you are interested in reading. Follow the instructions on the journal request form and return your request to us by e-mail. We will then send the article to you.

We can also provide you with literature searches. Please provide us with the information on the literature search form (page 17). We will perform the search and provide you with a list of abstracts. From this you can choose articles that will help you with your project. If you choose to send us your complete citations, we will copy and send you up to 15 articles/subject electronically. When requesting articles, be sure to provide us with full citations (author, journal title, volume, issue, and page numbers) so that we can correctly fill your request. We will request as many articles for you through interlibrary loan as possible (within reason!). If you are in the Los Angeles area, and would like to do your own research with the print journals and books at the library, you can scan and email articles and excerpts.

You search our print and online collection at www.ketchum.edu/library. Enter your keywords into the MBKU Discovery search box to cross search our catalog and some of our databases simultaneously, or go to the databases list page to access resources, including full-text journals and databases, such as ClinicalKey, Cochrane Library, and MEDLINE Complete. In order to gain access, you must first fill out the Library Resources Form and return it to Erin Dean, as directed on the form. Once the form is returned to Erin, you will receive a log-in and password to activate your access.

We all look forward to serving you this year. Please send us your e-mail address as soon as possible. We will respond to your e-mail the same day, letting you know that we have received your request, and give you an estimate as to when you can expect to receive materials or articles.

Sincerely,

Scott Johnson, MLIS, Director of Library Services
Diana Jacobson, MLIS, Serials Librarian
Stephen Gabrielson, MLIS, Pharmacy Librarian
Michelle Schonken, MLIS, Health Sciences & Technology Librarian
GENERAL INFORMATION

Regular Library Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>11:00 a.m – 11:00 p.m.</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>7:30 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 11:00 p.m.</td>
</tr>
</tbody>
</table>

Check the library website for summer and holiday hours

**FOOD IS NOT PERMITTED IN THE LIBRARY! DRINKS ARE PERMITTED IN SPILL-PROOF CONTAINERS.**

<table>
<thead>
<tr>
<th>Circulation</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Students and staff may borrow books for 2 weeks; faculty, residents and administrators for 4 weeks. Two renewals may be made in person, by telephone or e-mail. An MBKU ID card is required to check out items.</td>
</tr>
<tr>
<td>Reserve</td>
<td>Reserve materials circulate for 2 hours during the day. Items may be checked out overnight within 1 hour before the library closes. A fine of $1.00 per hour will be charged for late returns. All late fines accrue at the top of the hour. There are no holds or waitlists for Reserve materials.</td>
</tr>
<tr>
<td>Journals</td>
<td>Journal volumes are for in-library use only. Access to online journals is available on- and off-campus.</td>
</tr>
<tr>
<td>Audiovisuals</td>
<td>Audiovisual materials not on Reserve may be borrowed for 1 week. HDMI and Ethernet cords are available for overnight check-out at the Circulation Desk.</td>
</tr>
<tr>
<td>Returns</td>
<td>Borrowers are responsible for materials being returned directly to the library by the due date. There is a book drop inside and outside the library. For lost books, replacement costs plus a processing fee are charged to the borrower.</td>
</tr>
<tr>
<td>Interlibrary Loans</td>
<td>Interlibrary loan service is available at no charge for materials not found in the library. In addition, individuals may use and borrow material from California State University Fullerton’s library by using their MBKU ID card in combination with a letter of introduction which can be obtained from the library staff. CSUF library rules and regulations apply.</td>
</tr>
<tr>
<td>Collection</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Catalog</td>
<td>The library website contains books, ebooks, audiovisuals and online journal holdings of the library. Searches may be done by keyword, author, title, etc. Use the Journals A-Z tool at the top of the purple bar to see our access to print and online coverage of journal titles.</td>
</tr>
<tr>
<td>Reference</td>
<td>The Reference collection includes directories, dictionaries, encyclopedias and other basic source materials. Reference is located at the end of the journal stacks. Reference books are for library use only.</td>
</tr>
<tr>
<td>Books</td>
<td>The library collection consists of over 10,000 books in the optometry, physician assistant, and pharmacy disciplines. It is arranged by the Library of Congress classification system.</td>
</tr>
<tr>
<td>Journals</td>
<td>The journal collection consists of 130 current titles and 11,000 bound journal volumes. Arranged alphabetically by title, issues for the current year are displayed near the windows; older issues are located in the journal stacks nearby. Many titles are available electronically, and can be accessed from the online catalog by a journal title search or the Journals A-Z tool.</td>
</tr>
<tr>
<td>Databases</td>
<td>All databases, such as MEDLINE Complete, ClinicalKey, PubMed, &amp; the Cochrane Library, are available through the library website. By accessing PubMed through the library website, you will be granted more full-text access to articles than the public PubMed URL link.</td>
</tr>
<tr>
<td>Student Research Papers</td>
<td>SCCO student research papers are bound and shelved with the journals under Southern California College of Optometry Student Research Papers. Ask a library staff member for help locating them.</td>
</tr>
<tr>
<td>Recreational Reading</td>
<td>Popular magazines and paperback books are located in the study lounge.</td>
</tr>
<tr>
<td><strong>Other Services</strong></td>
<td></td>
</tr>
<tr>
<td>Photocopier/Printer</td>
<td>One self-service color photocopy machine and a black and white printer are located in the center of the library. Photocopying is $.10/copy for black and white and $.25/copy for color. Copy/print cards are required for public patrons, and are for sale at the Circulation Desk. Scanning is also available and is FREE. Copyright law governs the photocopying of copyrighted material. A paper cutter, three</td>
</tr>
<tr>
<td>Computer</td>
<td>Computers are located in the center of the library and can be used to do research, print, or look up library materials.</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Telephone</td>
<td>Cell phones should be set to silent in the library.</td>
</tr>
<tr>
<td>Faculty Publications</td>
<td>MBKU Faculty Publications appear monthly in MBKU News.</td>
</tr>
<tr>
<td>Library Website</td>
<td>The library homepage includes links to many useful resources including Subject Guides (Optometry, PA, and Pharmacy), guides to other useful topics like EndNote, and online resources that are particularly useful to MBKU faculty, residents, students and staff.</td>
</tr>
<tr>
<td>Online Chat</td>
<td>The online chat box on the library website’s homepage gives users the ability to chat in real time with a librarian Mon-Fri 7:30-4pm. We will do our best to answer all library-related questions quickly, and if we’re not in the office, we will e-mail you back on the next business day.</td>
</tr>
</tbody>
</table>
Our Services - Stay Up to Date

Bibliography Assistance

- Get help with your bibliographies; we can assist you with formatting per author instructions.
- We can also verify your citations by checking appropriate databases.

Training Sessions

- Schedule a one-on-one session with one of our librarians. Learn about the resources and software at your disposal, and how to effectively use them.

Library’s Latest Editions

- From the library homepage (www.ketchum.edu/library), click on the New Books link located under the Quick Links section.
- See all the newest additions to our collection; we update the list each month.

Literature Search

- Library expert searchers offer advanced support for researchers and faculty conducting various types of literature reviews and systematic reviews.
- We will work with you to identify the best approach to your search, as well as the best sources of information.
The library offers a table of contents service to residents. Use the form below to select 5 journal titles from the Current Serials List (contact the library staff for a copy). We will email you the table of contents from each issue of your selected titles as they are made available. Following the directions in the email, you may select an article to receive.

**Note that due to copyright restrictions, you are allowed only one article per table of contents.**

Please email your choices to the library at library@ketchum.edu.

Thanks and enjoy!

List your journal titles here:

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
This list provides information about our article databases and other electronic resources available through the library.

These databases provide indexing, abstracts, and often full-text content from a variety of sources, including peer-reviewed journals, magazines, newspapers, conference proceedings, books, and more. When accessing our resources from off-campus, please go through our library homepage. Once you click on a link you will be prompted to login with your Novell/Moodle information.

**PubMed**
Comprises more than 28 million citations for biomedical literature from MEDLINE, life science journals, and online books.
  1. MeSH TERMS: vocabulary that PubMed uses to consistently describe articles about the same topic. Ex: cross eyes (Esotropia).
  2. Use the Clipboard to Save and export your citations.

**Acland’s Video Atlas of Human Anatomy**
This 3-D anatomy atlas includes real video of new cadavers, and the tissues retain the color, texture, and movements of the living body. The resource also includes practice exams and a glossary.

**ClinicalKey**
Our Point-of-care clinical database for physicians and other healthcare professionals. It provides access to a unique combination of medical reference books, medical journals, drug information, and practice guidelines.
  1. Create a personal account to be able to use: saved searches, presentation maker, and reading lists.
  2. Use the browse menu at the top of the screen to see all content in each section.

**Cochrane Library**
A major resource for evidence-based medicine that integrates clinical expertise with systematic research, especially in relation to the effects of health care.
  1. Use the browse by topics menu on the left to see all subjects.
  2. View the reviews in Summary, Standard, or Full mode.

**Lexicomp**
Lexicomp is a collection of clinical databases and clinical decision support tools that act as a medical library. Includes information on drugs, diseases, toxicology, patient education, and I.V. compatibility.

**MEDLINE Complete**
This full-text database provides access to over 2,500 biomedical and health journals.
  1. Filter results by subject.
  2. Search for MeSH terms.
3. Use the image search and sort by photograph, chart, map, or diagram.

**Micromedex**
Evidence based information about drugs, toxicology, diseases, acute care, and alternative medicine to support informed research on clinical and treatment decisions.
1. Click on My Subscription to see all content provided.
2. CareNotes provides patient education handouts, discharge instructions, labs and procedure information.

**UpToDate**
UpToDate is an evidence-based, physician-authored clinical decision support resource which clinicians use to make point-of-care decisions. It includes over 10,000 clinical topics, 28,000 graphics, 1,500 patient information topics, and 5,400 unique drug entries.

**VisionCite  User ID – mbku  Pin – mbku16**
A journal citation database from the Illinois College of Optometry that indexes over 325,000 articles from the vision science literature.
1. Click on the VisionCite database link, and then the VisionCite button. Then click “log in” at the very top right of the webpage.
2. The page below the search box will now look empty and this means that searches will now be limited to VisionCite.
3. VisionCite does not contain any full-text or abstracts. To see if MBKU Library has access to the abstract and/or full-text, copy and paste the title of the article in MBKU Discovery – the search box on the library webpage. If it is not available online, you can use the InterLibrary Loan request link and we will send you the pdf file within a few days of receiving it from another library.
As a nonprofit library, the M.B. Ketchum Memorial Library is authorized to lend materials to its patrons on a non-profit basis and for non-profit purposes. Materials such as audiovisuals, CD-ROMs, journals, and books are protected by the copyright law of the United States. Any person who makes an unauthorized copy of these materials may be in violation of the copyright law. This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to the violation of the copyright law.

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MBKU POLICY FOR CLASSROOM COPYING

The MBKU policy on classroom copying is based on the guidelines described in H.R. 94-1476, which describes the minimum standards of educational fair use under Section 107 of H.R. 2233. These guidelines remain the same whether each student receives their copy electronically or in paper. Copies placed on Moodle or the Student Shared Folder are subject to these guidelines. Classroom copying should never substitute for the purchase of books or journals, and should never be directed by higher authority. The same item should not be repeatedly copied and used by the same teacher from term to term without permission.

1. SINGLE COPYING FOR TEACHERS
You may make or request a copy of any of the following for your personal use if you are going to use it for your scholarly research, for preparation to teach a class, or for use in teaching:
   a) A chapter from a book
   b) An article from a periodical or newspaper
   c) A short story, short essay or short poem
   d) A chart, graph, diagram, drawing, cartoon or picture from a book, journal or newspaper

2. MULTIPLE COPIES FOR CLASSROOM USE
You may make one copy of each of the above, for each of your students, for classroom use or discussion, without asking permission, as long as the copying meets all of the following:
   a) Is at your instance and inspiration (an unexpected lecture assignment, an essential article has just been published).
   b) You found the material too late to ask permission from the publisher, but need to use the materials now to get the maximum teaching effectiveness for your students.
   c) You may only use one article, one time, and for one course.
   d) You will not make multiple copies of this type more than 9 times during one quarter.
   e) You may not copy more than one article from the same author and not more than three chapters/articles from the same book or journal during one quarter.

You cannot charge your students for classroom copies beyond the actual cost of the photocopying.

You must include a notice of copyright on each student copy.

3. IF PERMISSION NEEDS TO BE OBTAINED, THE INSTRUCTOR SHOULD:
   a) Search for the publication title in Copyright Clearance Center (CCC). Instructions on searching CCC are included in your packet. If MBKU’s academic license does not cover the publication title, follow the steps below:
      o Determine the copyright owner (not always the publisher). With journals, there is usually a website that will take you through the steps of gaining permission.
      o If you have a book, you will find the copyright information on the back of the title page (or verso). Forms are available in the library for mailing requests.
      o The publisher or copyright owner will either:
          • Grant permission without a fee
          • Grant permission upon receipt of a fee
          • Offer to sell reprints of entire issue or book

Please remember that copying is considered unauthorized, and specifically prohibited, if it is a substitute for purchase (e.g., books, journal issues, DVDs, or other materials)
COPYRIGHT CLEARANCE CENTER

ACADEMIC LICENSE

The MB Ketchum Memorial Library has access to the Copyright Clearance Center’s (CCC) RightFind Academic. This resource provides our faculty, residents, and students with information about copyright permission for materials used during the teaching process. Users should search for the title of each resource that they would like to share in their educational pursuits to make sure that the CCC license covers the material in the way that they would like to use it. If the CCC does not cover the material under the academic license, but will cover the material for an additional fee, users should contact the Library Director. If the material is not covered in either of these cases, then users should seek permission on their own AND follow the Guidelines for Classroom Copying in Not-For-Profit Educational Institutions.

When requesting that copyrighted materials be printed by the MBKU Print Center as part of a course manual or class handout, users should search the CCC to ensure that materials are covered. A signature on the MBKU print request form ensures that the appropriate permission has been obtained.

INSTRUCTIONS

- Begin at the library’s website at https://www.ketchum.edu/library. You can find the link to the CCC in the databases column on the right.
• You can search by book or journal title, ISBN, or ISSN.

• On the results page, look for the “How can I use this copyrighted content?” box next to the item record. This will tell you how you may, or may not, use the item. The green check marks indicate that you have copyright permission to use this material for certain educational purposes. Click on the use (digital sharing, photocopy sharing, etc.) to learn more.
• You might also find results that have a green alert or red alert icon. The green alert icon indicates that copyright permissions do exist, but terms apply. The red alert icon shows that you do not have permission to reuse the item.

• If CCC tells you that you do not have copyright permissions for the item, first contact the author, publisher, or copyright owner to see if you may reuse the material. If they offer copyright permissions at a cost, please contact Scott Johnson, Director of Library Services, at scottjohnson@ketchum.edu to discuss options.
INTERLIBRARY LOAN (ILL)

The ILL service enables MBKU students, faculty, and staff to borrow materials from other libraries when the item is unavailable at MBKU. This service is free of charge to users who are directly affiliated with the University.

Before requesting an item, first check the library catalog to see if the item is already available at the library.

To request an ILL:
1. Find the article or book in MBKU Discovery
2. If we do not have access to the item, click on the “Request this item through interlibrary loan” link below that title.
3. The article/book information will automatically populate in the form. Enter your personal information and submit the ILL request.
4. A librarian will send you the pdf within a few days or inform you that the book is on its way.

If you need to email your ILL request, please send the following information to library@ketchum.edu:

Article Requests:
- Article Title
- Author
- Journal Title
- Year
- Volume
- Issue
- Pages
- PubMed ID (PMID) if available

Book Requests:
- Title
- Author/Editor
- Edition
- Year
- ISBN

On a deadline? Plan ahead! ILL orders can take approximately 2-5 business days for journal articles, and longer for books.
The library provides literature searches on health-related topics for current faculty and staff. Please fill out the form below with as much information as possible regarding your research question.

Name___________________________ Date___________________________
Dept____________________________ Date Needed__________________

Describe your research question/topic:

Inclusion/Exclusion Criteria:

Date range:
Study types:
Languages:
Human or animal studies:

If you have identified any relevant articles on your topic, please include the citations below (article title, author(s), journal title, volume, issue, and page numbers):

State the purpose of search, including what type of paper it is for: