Hello and welcome to the Bellevue University Library. I am Lorraine Patrick, Reference Services Librarian.

Today, I will be providing an overview of the Bellevue University Library’s resources and services. This online presentation will be approximately 15 minutes so please allow sufficient time to view the presentation in its entirety.

The topics covered today will include:

The Library Hours
Contact Information
24/7 Librarian
Accessing the Library’s Resources from Home
Policies
How to Find a Book
How to Find Journal Articles
Simple Search
Libguides
BUILD-IT

Library Hours

The Bellevue University Library is one of the departments on campus which is open 7 days per week. The Library hours are:

Mondays through Fridays 7:30 AM – 10:30 PM

Saturdays 8:00 AM – 5:00 PM and Sundays 10:00 AM – 7:00 PM

Additionally, The Bellevue University Library’s resources and services are available 24 hours a day/ 7 days a week through the Library’s website.
In order to borrow library materials, all students need to be currently enrolled students. The loan period for borrowing books is 3 weeks. Books may be renewed for an additional 21 day period, as long as other students have not requested the item.

DVDs may be borrowed also. The loan period for borrowing videos and DVDs is one week.

When you have finished with the item, please return the item in the same condition it was received on or before the due date. Items may be received by returning the items to the front desk of the Lozier campus (located at 120th and Miami in Omaha), or if you do not live near the main campus or the Lozier campus, you may mail the items to the Library.

The address is:

Bellevue University Library
Bellevue University
1000 Galvin Rd. S.
Bellevue, NE 68005

The Bellevue University Library charges late fees for any items that are either returned late or renewed late. The charges are $.10 cents per day per book and $1.00 a day for video or DVD. All items need to physically arrive in the Bellevue University Library on or before the due date in order to avoid any late charges.
CONTACT INFORMATION

The Bellevue University Library staff may be reached through e-mail, phone, Facebook, in-person or through the 24/7 Librarian.

Questions may be sent:

Via e-mail: The Library’s e-mail address is library@bellevue.edu.
Calling: The phone number is (402) 557-7313 or 1-800-756-7920 ext. 7313.

Facebook: Our facebook address is: http://www.facebook.com/bellevueulibrary And Chat in real time through the 24/7 librarian chat service. To use this service 24 hours a day/7 days a week, type your question into the 24/7 Librarian chat box located on the right hand side of the Library’s website: http://www.bellevue.edu/services/library.aspx Once you have typed in your question, click “send” and you will be connected in real time to a live reference librarian. This around the clock service is even available during holidays.

All reference questions are answered by professionally trained librarians and answered promptly.

Searching for Books using eCatalog

To find books in the Bellevue University Library, click on eCatalog and search by “words or phrase,” “author,” “title” or “subject”. This is where we can find print and electronic books. This catalog is a representation of all of the books accessible free of charge to Bellevue University students. All print books can be found in the Bellevue University Library by call number. This is the number/letter combination located below the author in each catalog record.

E-books or electronic books have “Ebook” before the call number or simply read “Ebrary E-Books Online” Any e-book can be read directly from your home computer. To view electronic books, click on the title of the book and then select “BELLEVUE: Access limited to Bellevue University patrons - click here to view.” When prompted for a login and password, type in your student ID as the username and your password is your birthdate mmddyyyy unless it has been changed. If only the electronic copy is available, and you would prefer the print (paper) copy, please fill out the interlibrary loan request which is located by
clicking on “Borrowing Services” which is on the left hand side of the Library’s website in the purple section. We can get the book from another Library system. Please note that there is a charge of $1.00 to use this service and the average time to receive a book is 7-10 business days. Should you decide to use the interlibrary loan service, you will receive a call or e-mail when the book is available.

Accessing the Library’s Resources From Home

JOURNAL ARTICLES

As you begin your research, your instructor will want you to locate journal articles. Accessing journal articles through the Library’s databases is the best way to find relevant resources for your classes.

The Bellevue University Library website is full of time-saving academic resources and services. To locate journal articles, the first step is to go to the Library’s website which is http://www.bellevue.edu/services/library.aspx

There are several ways to access journal articles through the Library’s website. One way is by typing in your search terms using the box under the words “Search for articles, books, & more.”

A results list appears and all articles may be viewed directly from the screen by clicking on the title of the document.

On the left hand side, items can be limited to peer-reviewed, full-text and scholarly publications. If your instructor requests peer-reviewed and scholarly literature, be sure to check those boxes on the left hand side.

To access journal articles from a specific database, click on “Database Services” from the Library’s website, which is the third link down on the left hand side in the purple section. There you will see an alphabetical list of all of the Library’s databases.

The Library’s databases contain journal articles and electronic books. If you are new to using the Library’s web resources, I would suggest starting with a multidisciplinary database, such as ProQuest to find resources on your topic. Most
instructors prefer that students find information using a variety of resources, such as books, journal articles and websites.

Two of the most common databases are Business Source Complete and ProQuest Central. Both databases can be found using the alphabetical list. Once you click on one of the databases, type in key search terms and check the “full text documents only” box as well as the “scholarly/peer-reviewed” box. A list of articles will appear. To view an article, type in your username which is your student ID and your password which is your birthday two digits for the month, two digits for the day and four digits for the year with no dashes, slashes or spaces. Then, the article can be viewed by clicking on the “PDF full-text” icon. Articles can be printed, e-mailed or saved to a flash drive.

Results can also be limited by date and by journal title. This is particularly useful if your instructor only wants your research articles from specific reputable and scholarly journals.

**Journal Articles Using “Search By Academic Subject Area”**

A second method in locating journal articles is by clicking on your subject area underneath “Search by Academic Subject Area.” A list of databases specific to your field will appear. To search all of the databases and resources relevant to your subject area, search terms can be typed in the “power search” box at the top of the page. Choose specific databases from this list if you feel more comfortable searching in one database at a time.

If you are spending more than an hour researching the Library’s databases and are unable to find what you need, stop what you are doing and give us a call or send us an e-mail or use the 24/7 Librarian. We do not want you become frustrated and we will do the best we can to get the resources you need to succeed.

Once we click on one of the Library’s databases, we are prompted for a username and password. The username is your student ID number, and the password is your birthday two digits for the month, two digits for the day and four digits for the year with no dashes, slashes or spaces. If you have changed your Cyberactive password, use your new password instead of your birthday.
Locating Journal Articles Using Journal Holdings

Some instructors ask students to find particular journal articles from specific journals. The best way to find out whether or not Bellevue University has access to specific journal titles is to click on the “Journal Holdings” link from the Library’s website. By typing in the name of a journal, we can ascertain whether or not the Library owns the journal in print or electronic format and we can also see which issues are available. Here is an example: By typing in the journal name: “Harvard Business Review” we can see that the Library owns this journal in print and electronic format. If I click on “Business Source Complete,” I can click on the different issues and then access the articles within each issue.

INTERLIBRARY LOAN

If there is a book or journal article that you need that is not available in either print or electronic format through the Bellevue University Library, the interlibrary loan department can, for a small charge, request the item from another library system. The electronic request form can be found under “borrowing services” on the Library’s website. Once you submit the form, please allow the interlibrary loan department 7-10 business days to process your request. When the Library’s interlibrary loan department receives your item, you will be contacted by phone or e-mail. At that time, you will have 3 business days to pick up your book or journal article from the Library’s circulation desk or we can e-mail journal articles directly to your preferred e-mail address for a small charge.

RECIPROCAL BORROWING AGREEMENTS

As a Bellevue University student, you are eligible to borrow library materials from any other academic library in Nebraska. If you decide to use another academic library in your area, I would recommend bringing your purple student ID card as well as a picture ID so that the Library Staff at the other academic library can easily identify you as a Bellevue University student.
LIBGUIDES

The Bellevue University Library Reference staff continuously updates Libguides or Library Guides. Libguides provide a compiled list of all of the Library’s useful resources. Libguides are divided into subject areas and can be browsed either by subject or by the most recent guide published. Libguides can be accessed on the left hand side of the Library’s website in the purple section by clicking on the “Libguides” link.

BUILD-IT

The last resource I would like to show you today is the BUILD-IT tutorial. BUILD-IT is an acronym for the Bellevue University Information Literacy Development Interactive Tutorial. This tutorial has been created specifically for Bellevue University students. It is divided into 5 different modules and serves as a guide in developing the skills needed to do effective research in the library and on the web.

After each module, there is a multiple choice interactive quiz and results can be viewed immediately after taking each quiz. BUILD-IT is located on the left hand side of the Library’s website and can also be found by going to http://library.bellevue.edu/buildit/

This concludes the Getting to Know the Bellevue University Library tutorial. Please take a moment to complete the on line survey by clicking on the survey. Thank you for your time today.