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ABSTRACT

This guide to Rutgers University Libraries (RUL) is intended as an introduction to the library system for foreign students studying at the University. The guide consists of the following: welcoming remarks; a brief discussion of the American academic library systems; a list of the locations and abbreviations of the 25 libraries, collections and reading rooms on the Rutgers campuses; library policies on loan period, library hours, checking out books, and eating and smoking; brief descriptions of reference services and the Integrated Rutgers Information System (IRIS), the RUL online public access catalog; brief descriptions of online databases (indexes and abstracts); electronic journals (e-journals); the Internet; and CD-ROMs (Compact-Disc Read Only Memory); an introduction to library orientations, classes and workshops; and notes on the Rutgers Request Service (RRS), Interlibrary Loan Service (ILS) and library reserves. Guidelines for finding books and journal articles are also provided, as are helpful tips for library research. (AEF)

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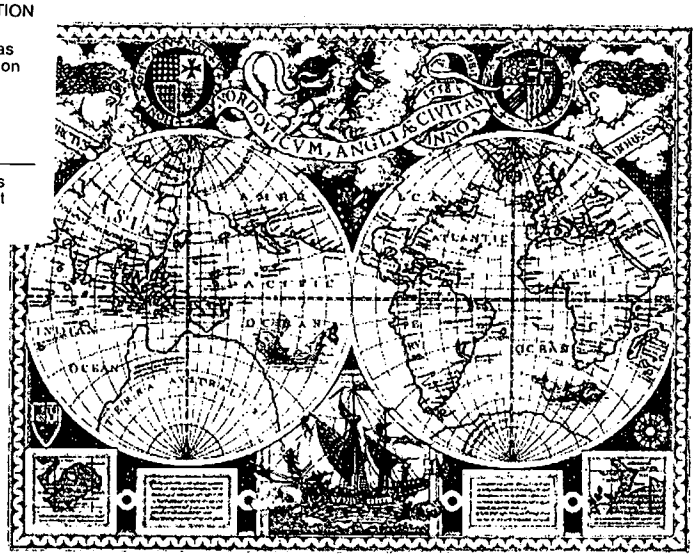
Rutgers University Libraries

LIBRARY GUIDE FOR INTERNATIONAL STUDENTS



http://www.libraries.rutgers.edu/

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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Welcome

Welcome to the Rutgers University Libraries (RUL). The librarians and staff in the library system are here to help you.

Besides offering various services and resources to support academic course work and research, the Libraries serve an international student body of approximately 2,300 who come from more than 100 countries around the world.

As a foreign student studying in another culture and educational system, you may have some difficulties conducting library research because our library system and its services are somewhat different from what you were used to in your own country. This guide will introduce you to our library system. We hope that you will find the guide useful in your library research and hope you have an enjoyable experience using the Libraries.

American Library Systems

Most American academic libraries use an "open stack" system. This means that access to the books and periodicals is not restricted. Librarians can assist you in choosing what to look for, but you will go to the shelves yourself and find what you want. Therefore, you need to learn how to use *Library of Congress Subject Headings* and *IRIS,* the RUL online catalog, to find call numbers for books. Because books on the same subject are usually shelved together, you may also browse through the shelves for books you need. For journal articles, you need to learn how to use subject indexes and abstracts to find article citations.

In today's American libraries, electronic resources are a very important part of research. More and more indexes, abstracts, and journal articles are available in electronic format and accessible remotely. You need to learn how to use the Internet, CD-ROMs, and other electronic tools.

If you have questions or need assistance in using the library, please do not hesitate to ask at the reference desk. Reference librarians are available to help you identify information and can show you, step by step, how to find materials. If the librarian has a problem understanding you, please write your request on a piece of paper and show it to him or her.

The United States is an information-oriented society, and the American education system encourages its students to study independently. If you really want to fit in this system and compete with others, it is important for you to become familiar with American library systems.

Campus Libraries

There are twenty-five libraries, collections, and reading rooms on the Rutgers campuses. Below is a list of the locations and their abbreviations. You need to become familiar with the libraries in your major field of study. For their phone numbers and addresses, see the RUL Web site (http://www.libraries.rutgers.edu/rulib/aboutlib.shtml).

New Brunswick Area:	
Alexander Library	ALEX
Art Library	ART
Annex	ANNEX
Center for Alcohol Studies Library	ALCHL
Chang Science Library	CHANG
Chemistry Library	CHEM
Douglass Library	DGLSS
East Asian Library	EASIA
Entomology Library	ENTM
School of Management & Labor Relations Library	SMLR
Kilmer Area Library	KLMR
Library of Science & Medicine	LSM
Mathematical Sciences Library	MATH
Media	MEDIA
Music Library	MUSIC
Physics Library	PHYS
SERC Reading Room	SERC
Scholarly Communication Center	SCC
Special Collections & University Archives	SPCOL
Newark Area:	
Criminal Justice Library	CRIMJ
Dana Library	DANA
Institute of Jazz Studies	JAZZ
Law Library	LAW-N
Camden Area:	
Robeson Library	CAMDN
Law Library	LAW-C

Library Policies

Be aware of the following library policies:

Loan Period:	For graduate students, it is one semester; for undergraduates, it is four weeks. If you still need the materials and no one else does, you can continue to renew the loan. If someone else wants the material, you will receive a recall notice and you will have two weeks to return it or you will have to pay a fine.
Library Hours:	These vary for different libraries. During the Fall and Spring semesters, the libraries are normally open longer. During holidays, semester breaks, and summer sessions, hours are shortened. For detailed information, refer to library handouts, call the reference desk, or see the RUL Web site (http://www.libraries.rutgers.edu/rulib/services/).
Checking Out Books:	You will need to register at the circulation desk to get a library barcode. With this barcode, you may check out books at the circulation desk.
Eating & Smoking:	There is no smoking allowed in the libraries. Food and drink are forbidden.

Reference Services

The first place you should stop for help with your research is the Reference Desk. You are invited and encouraged to ask a librarian for help with your assignments, research, and information needs at any one of the reference desks in the Libraries. This service is provided through one-on-one consultation, tutorials, and library instruction.

RUL Web Site

You can search IRIS, the online catalog, and other information resources through the RUL Web site at http://www.libraries.rutgers.edu/. From this address you can access catalogs including IRIS, indexes and abstracts (online databases), full-text electronic journals, subject Web guides, and library services.

It is possible to access the RUL Web site from campus computer labs, or your home or office.

IRIS

IRIS, which stands for the Integrated Rutgers Information System, is the RUL online public access catalog. Use IRIS to find books, periodicals (journals or magazines), and other materials. You can find such information as a book's call number, circulation status, journal holdings, and locations. Most materials purchased by the libraries since 1972 are included in IRIS. Many government documents, however, are not included. If you cannot locate the materials you need in IRIS, ask a reference librarian for assistance.

Self Services

Select the Self Services feature in IRIS, and with the use of your library PIN (Personal Identification Number), you can view YOUR LIBRARY RECORD, including Checkouts, Request/Library Messages, and Holds. You can also renew materials you have checked out. Ask at the Circulation Desk for your PIN.

Online Databases (Indexes and Abstracts)

There are many electronic indexes and abstracts available on the RUL Web site. These databases can help you locate bibliographic information about journal articles, dissertations, government publications, conference papers, and technical reports on specific subjects. Some databases contain full-text information. If they cannot fulfill your needs, you can ask a librarian to conduct a fee-based search. The service is called ROARS, Rutgers Online Automated Retrieval Service.

Electronic Journals (E-Journals)

More and more journals are available in electronic format and can be accessed on the Internet. You can access hundreds of full-text e-journals from IRIS with Title search. You can also click on subject Web Guides or E-Journals on the RUL Web site.

Internet

The Internet is the largest network of computer networks in the world. This information superhighway connects millions of campus, state, regional, national, and international networks. On the Internet, you can have access to library catalogs, archives, specialized databases, electronic journals, conferences, newsgroups, software, multimedia, electronic mail, and many other resources and tools.

The World Wide Web (WWW) is a hypertext-based navigation system that lets you browse through a variety of linked Internet resources.

CD-ROMS (Compact-Disc Read Only Memory)

There are hundreds of CD-ROM titles located throughout the libraries. Some CD-ROM databases are available on stand-alone or locally networked workstations. These CD-ROM databases include the same information as printed periodicals and abstracts. In some cases they also include full-text of journal articles, books, and government reports.

Library Orientations, Classes, and Workshops

Orientation is a brief introduction to the Libraries for new students. Library instruction classes are requested by faculty members to assist students with their research. The Libraries also provide a variety of free workshops every semester. The schedule of workshops is available on the RUL Web site and at the Reference Desk. You are encouraged to attend any of these free library instruction sessions.

Rutgers Request Service (RRS) and Interlibrary Loan Service (ILS)

You may request library materials from a Rutgers library at other campuses and from libraries outside of Rutgers by filling out the appropriate form.

Reserves

The reserves are small collections of library materials that professors set aside in the Libraries for students. Most reserve collections are placed behind the Circulation Desk. These materials are for use only in the library for a limited time.

How to Find Books

To find books in the library, you may search IRIS, the online catalog, by author, title, subject, or keyword.*

- If you know the title of a particular book, use the TITLE search, and type the entire title or the first few words of the title. Articles such as "a" and "the" at the beginning of a title can be left off.
- If you only know the author's name, use the AUTHOR search, and type all or part of the author's name. When searching personal names, type the last name first. An author can be a person, corporation, association, or a conference sponsor.
- When you want books about a particular topic, choose the SUBJECT search. Use the *LC Subject Headings* list for appropriate subject terms or ask for assistance at the reference desk.
- If you do not know the exact author's name, title or subject heading, use the KEYWORD search. It allows you to combine search terms, for instance, an author's last name and a keyword in a title.
- After you display the full record of the book, write down the complete call number, check the location and loan status, and go to the shelves to get the book.
- If you want to borrow a book, take it to the circulation desk in the library.
- If IRIS shows that all copies of the book you want are in other Rutgers libraries or checked out by other users, you may request the book on IRIS using the "Request this item" function.
- If Rutgers libraries do not own the book you want, you may request the book through the Interlibrary Loan Service. Ask about this service at the reference desk.

How to Find Journal Articles

If you already know which journal you are looking for, do a PERIODICAL TITLE search in IRIS. If you only have the subject and need to find articles, use the following instructions.

- Ask a reference librarian to recommend the most appropriate periodical index for your topic. Rutgers libraries have a variety of indexes accessible in electronic and paper format. The best way to search indexes and abstracts is by subject heading.
- When you find a useful article, write down the complete article citation, which includes the author's name, article title, journal title, volume number, issue number (if there is any), date, and page numbers. You can also email or download citations.*
- Not all periodicals listed in indexes and abstracts are owned by the Rutgers libraries. To find out if the library owns the journal, use the PERIODICAL TITLE search in IRIS by entering the entire title or the first few words of the journal title. Articles (a, an, the, le, la) at the beginning of a title can be left off.
- If the library owns the journal, go to the shelves and get the journal. Journals in most Rutgers libraries are arranged alphabetically by title. Some journals are also available electronically.
- You can not borrow journals, but you may make photocopies of articles.
- If the journal is in other Rutgers libraries, you may request a photocopy of the article in the library.
- If Rutgers libraries do not own the journal you want, fill out an interlibrary loan form. Ask about this service at the reference desk.

**For detailed information, see related library handouts.*

Helpful Tips for Library Research

1. Apply for your computer account as soon as you register at Rutgers. If you have questions, contact computing services on your campus.
2. Make sure you understand your assignment or project. If you do not, ask your instructor to explain it to you.
3. Start your library research ***early*** because library materials you need may be checked out. Allow extra time if you need interlibrary loan materials.
4. Use the most appropriate indexes and reference materials in your research.
5. Keep careful and complete notes for your reference citations including author, title, place of publication, publisher, date of publication, volume, and page numbers. You will need this information for your bibliography.
6. Remember you can access various library resources on the Internet from your home, office, and campus computer labs.
7. Attend library workshops to enhance your research skills. All library workshops are free to Rutgers library users.
8. Feel free to ask a reference librarian for assistance.

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