

GUIDE to Using Library Services and Resources

Archbishop Alter Library

Provides access to :

- Approx. 100 000 books and 300 journals and magazines.
- Over 140 electronic databases. Thousands of electronic journals and e-books. Millions of full text articles.
- The collections of 90 Ohio libraries through the OhioLINK resource sharing program.



1. Library Website - <http://library.msje.edu>

- **Access your library account:** <https://focus.msje.edu/patroninfo> (renew, track your OhioLINK requests, cancel requests)
- **Search Library Catalog "Focus"** <http://focus.msje.edu>
- **Search OhioLINK Catalog and order books through OhioLINK** <http://olc1.ohiolink.edu/search>

Tutorial: How to search Focus and OhioLINK catalogs

<http://library.msje.edu/content.php?pid=173308&sid=1473908>

- **Order via Interlibrary Loan**
<https://zap2.library.colostate.edu/zap/Entry.cgi?Affiliation=cmj>
- **Search the Library Databases**
<http://library.msjs.edu/content.php?pid=173308&sid=1458105>
 - **Index A-Z** <http://library.msjs.edu/content.php?pid=173308&sid=1473718>
 - **By Subject** <http://library.msjs.edu/content.php?pid=173308&sid=1473742>
- **Course Reserves:** <http://focus.msjs.edu/search/r> ; **electronic reserves** – <http://reserves.msjs.edu>
- **Research Help** - <http://library.msjs.edu/content.php?pid=173308&sid=1458108>
 - **Basic research tips**
<http://library.msjs.edu/content.php?pid=173308&sid=1473905>
 - **Evaluating websites . Journal vs. Magazines**
<http://library.msjs.edu/content.php?pid=173308&sid=1473910>
 - **Citation Manuals** -
<http://library.msjs.edu/content.php?pid=173308&sid=1759462>

2. Off Campus Access - <http://library.msjs.edu/content.php?pid=173308&sid=1719630>

3. Library is open: Monday – Thursday 7:30am – 10pm; Friday 7:30am – 5 pm; Saturday 10:00 am – 5:00 pm; Sunday 12 pm – 10am. Look for the information about the special hours and days on the library home page.

4. Ask A Librarian:



Consult in-person with a librarian at the Research & Instruction Desk



Call a librarian at 513-244-4307



Email at library@mail.msjs.edu or **Chat** online via [KnowItNow Academic](#)

5. Library Self-Guided Tour <http://library.msjs.edu/content.php?pid=173308&sid=1473750>