Rochester University

Library Handbook
2024-2025

<u>Welcome!</u>

Welcome to the Library! This handbook is designed to make your use of the Library more productive and efficient as you begin and continue your education at Rochester University.

The handbook not only describes the varied resources contained in the Library, but ways of finding them easily and the regulations governing their use. All library resources are linked by computer network for research and circulation.

Refer to your handbook often, but always feel free to ask questions if you become confused or uncertain. The Library is here to support you in your educational and personal endeavors; please allow us to help you use it most effectively!

<u>Institutional Mission</u>
The mission of Rochester University is to educate students to be good citizens and competent leaders to serve communities through programs of Christian higher education.

<u>Institutional Objectives</u>
To achieve the mission, Rochester University has developed following institutional objectives:

1. To develop quality programs for students to build a comprehensive knowledge of the bible and Christian doctrine measured by assessment in theological training and coursework.
2. To create a positive standards-based learning environment where students generate a life-long commitment to good citizenry through applied personal, vocational, and academic learning and community activities.
3. To foster skills and training for students to enter ministerial and professional roles where they apply leadership and doctrinal knowledge within careers.
4. To produce theological programs that enhance student leadership, intercultural awareness, and sense of service, that ultimately generate professional, church, career, and community outcomes.
5. To evaluate learning outcomes in personal and professional contexts by demonstrating ethical practices and community engagement rooted in biblical teaching.

LIBRARY PURPOSE STATEMENT

The mission of the Rochester University Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of men and women in Christian higher education to fulfill the mission of the school. Rochester University has developed collections, catalogs, services, policies, and facilities with a professional staff to support this task.

This mission is supported by the following goals:

Bibliographic Resources
- To provide a well-organized collection of references which effectively supports the curriculum and course offerings of the institution.

1

- To provide and develop a collection that is comparable to similar accredited colleges and the fulfillment of course, programmatic, and institutional learning goals.

Technology and Electronic Resources
- To provide technological tools, software, and hardware that facilitate research and easy access to relevant information.
- To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources.

Research Guides and Information Literacy Instruction
- To provide reference and research assistance to support student learning and faculty instruction.
- To provide training in information literacy and research skills such as academic style, citation, plagiarism, copyright, fair use, and information retrieval.
- To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students.

Network and Inter-Library Loan
- To provide access to additional resources from other collections such as through cooperative agreements, inter-library loan, or resource sharing programs
- To partner with faculty in developing and implementing possibilities of using library resources to better support the instruction

Facilities
- To provide a comfortable, well-lit, and attractively furnished study space for users to be able to fully use the services and materials within the library
- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection.

Assessment and Plan
- To assess library usage and survey user satisfaction for improvement of library services
- To regularly evaluate library services in order to provide feedback to inform constructive and meaningful changes into the strategic plan.

Accreditation Status
Rochester University has completed the application process for the Transnational Association of Christian Colleges and Schools (TRACS) and has attained Applicant Status, defined as an institution which has an application approved by the Applicant Review Committee (ARC) after hosting a successful staff visit and responding positively to the staff report and recommendations. This is not a formal status nor does it ensure eventual accreditation. Questions about Applicant Status may be directed to the Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Telephone: 434-525-9539; Email: info@tracs.org.

GENERAL INFORMATION

TELEPHONE CONTACT INFORMATION

949-617-2006

LIBRARY HOURS OF OPERATION

Monday through Thursday   9:00 a.m. - 5:00 p.m.
Friday   9:00 a.m. - 5:00 p.m.

CLOSED

Saturday and Sunday
Closed nightly during quarterly and holiday breaks.
**Any change in operating hours will be announced on school website.**

LIBRARY LOCATION

The Rochester University library is located on the ground floor of the main campus. Library operating hours are during weekdays from 9AM to 5PM. Times are posted outside of the Library entrance. The Rochester University library contains a variety of reference materials for student and faculty use in addition to computer stations with Internet access and study tables. The online library contains in excess of 13,000 volumes in addition to other online resources. Through the coursework, students are encouraged to use the provided textbooks, dictionaries, encyclopedias, newspapers, periodicals, and other digital source materials to research topics inside and outside of class and to stay informed of current events and industry trends. We have a professional librarian who is available to assist with the provided learning resources and source acquisition. In addition, Rochester University also provides quiet places to study as part of the on-campus library and to access online and offline content.

ONLINE CATALOG

The Rochester University Library subscribes to the LIRN Portal (Library & Information Resources Network) for its digital library resources and research materials. The following link shows how the screen will appear on the computer.

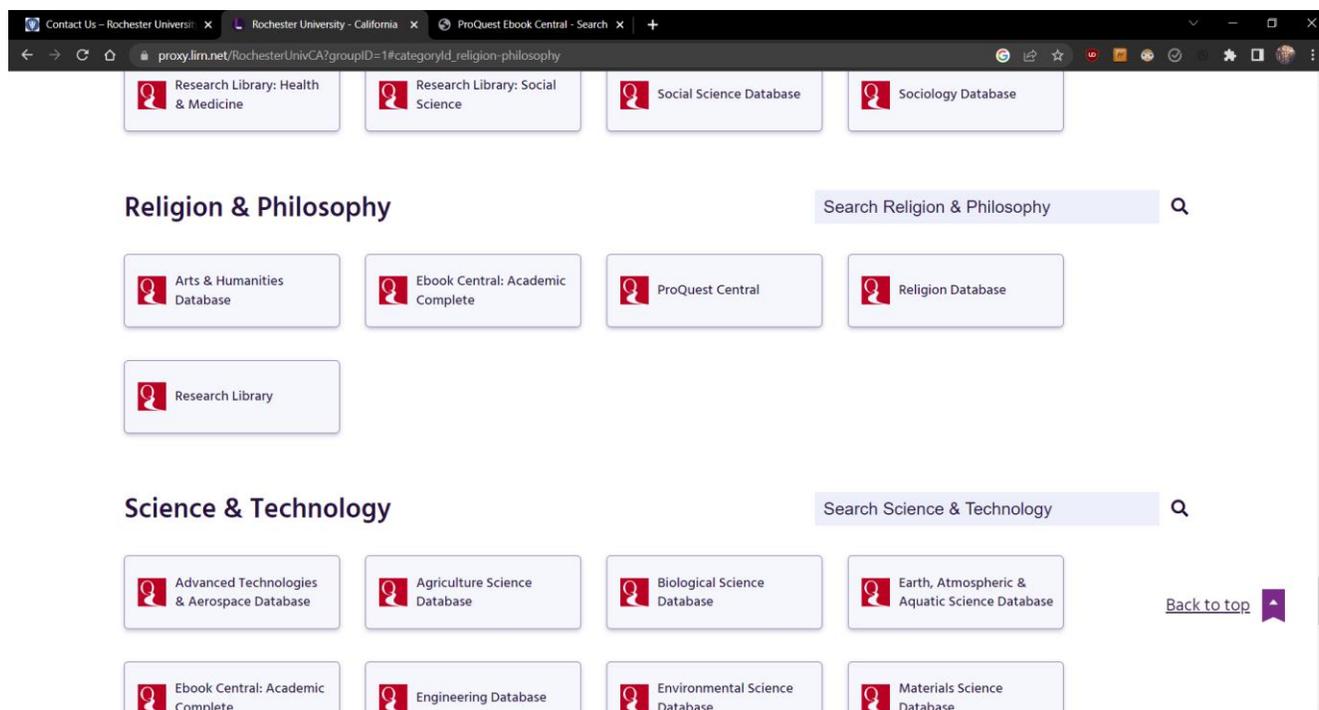https://proxy.lirn.net/RochesterUnivCA?groupID=1
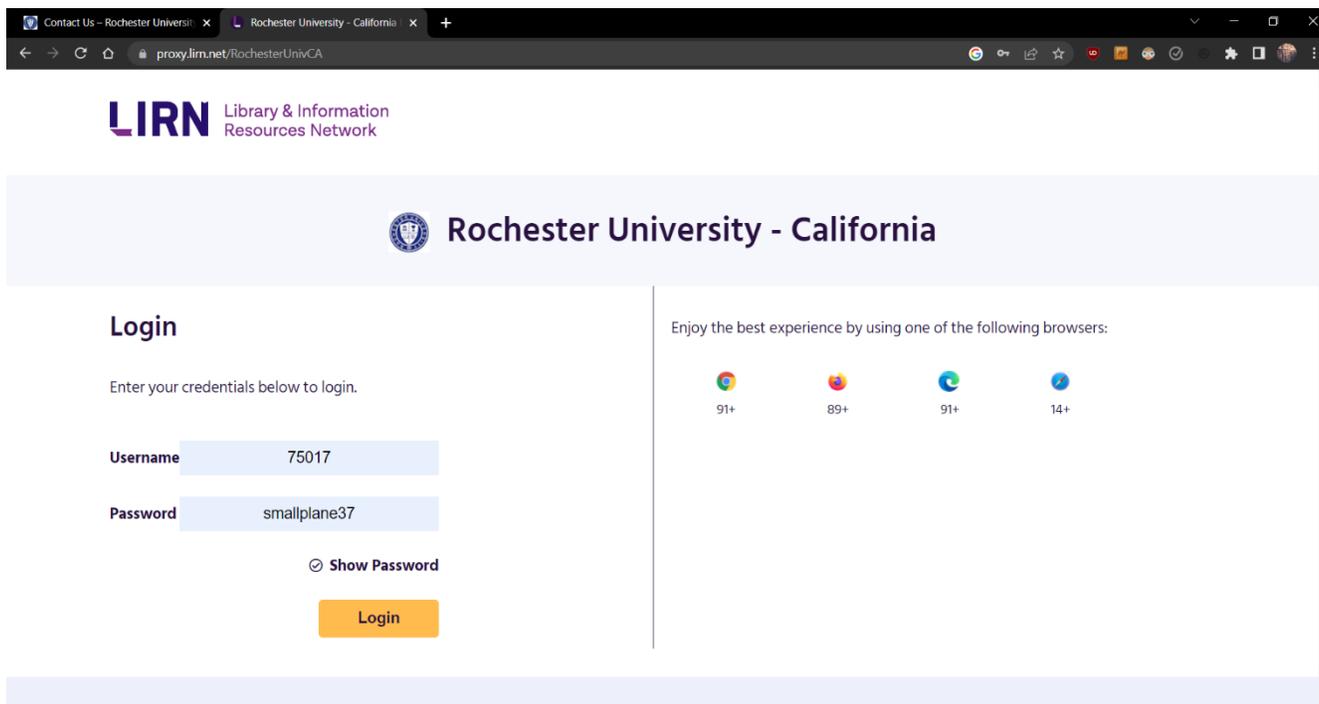
The login username for Rochester University is

75017

The password for Rochester University is

smallplane37

The next screen is the screen shows all of the different subjects included in the subscription. For example, if a student finds Religion and Philosophy, they can they select Ebook Central: Academic Complete for a catalog of full text resources.

Ebook Central: Academic Complete
- Select Browse Subjects
  - Example: Select "Religion"

Enter the word or search term you wish to find. A **KEYWORD** search is the default search mechanism and may be faster if you do not have specific information. If you wish to search by **AUTHOR**, **TITLE**, or **SUBJECT**, click the appropriate button to refine your search. An **AUTHOR**, **TITLE**, or **SUBJECT** search is good to use when you know such specific information. Feel free to ask the librarian for specific subject headings. In the case of authors, the last name should be given first.

- The search system is sensitive to spelling, so if you do obtain results when you execute your search, please check your spelling.
- Once you've made your selections, click "search" to begin your search.
- You will then see a list of your search results. From here, you may look at the details of each item.
- By selecting one of the titles from the results list, you will see more detail regarding the item. The author and title information are given, as is other bibliographical information.

From this screen, you can also copy and share links to resources, create citations, print pages or chapters, and download resources to read offline (provided you have downloaded and installed Adobe Digital Editions which the instructions for doing so can be found in the LIRN instructional videos).

If you cannot find the materials you are looking for, please ask Library staff member for assistance.

PLAGIARISM

Plagiarism is the act of presenting the words or ideas of someone else as your own without proper acknowledgment of the source. The term source includes not only books, periodicals and websites, but also lecture notes, drawings, films and other formats of information, such as computer programs, music and graphics. If you do not credit the author, you are committing theft. Be aware that plagiarism includes much more than just copying someone's work. Though it may be unintentional, quoting, paraphrasing or adapting material, and presenting someone else's idea, opinion, or theory as your own, are all examples of plagiarism. Remember that ethical scholarship demands that you acknowledge the original author.

Tips for Avoiding Plagiarism

• Use your own ideas — they should be the focus of your paper.
• Rely on the ideas of others sparingly, only to support or reinforce your own
 argument; be certain to document the sources.
• Take careful notes when doing research and include complete citation information
 for each item you use.
• Use quotation marks when directly stating another person's words and give credit in
 the text or footnote.
• Credit the original author, even if paraphrasing.
• Cite Internet based works, whether in the public domain or part of the invisible Web.

Plagiarism Detector
https://www.duplichecker.com/
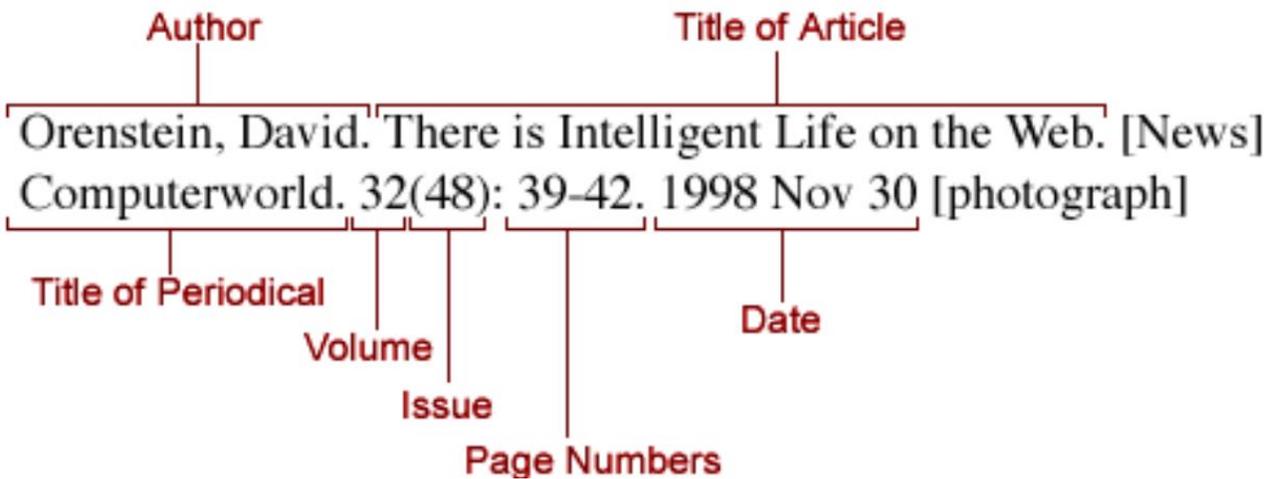https://www.hongkiat.com/blog/chatgpt-plagiarism-detection-tools/

Citations and Style Guides

As you create your list of cited sources, it is helpful to know what type of information you need to write down. Here is a citation from a periodical index with each of its important parts labeled.

Author   Title of Article

Orenstein, David. There is Intelligent Life on the Web. [News]
Computerworld. 32(48): 39-42. 1998 Nov 30 [photograph]

Title of Periodical

Volume

Issue

Page Numbers

Date

Formats for citing need to be consistent so that other researchers may quickly identify the sources you used and easily locate them. To find the guidelines for a particular format, you will need to look in a style manual.

Style Guides

Each style guide, or style manual, includes the same basic parts of a citation, but may organize them slightly differently. Your instructor may recommend a particular style but here are the most common:

- The Publication Manual of the American Psychological Association (APA)

The APA style is often used by students in the social sciences.

- MLA Handbook for Writers of Research Papers

The MLA (Modern Language Association) style is often used by students studying English Literature or Languages.

- A Manual for Writers of Term Papers, Theses, and Dissertations

This commonly-used style by Kate Turabian is a student version of a longer guide, The Chicago Manual of Style

APA & MLA

While entire books are written to help you in citing specific resources in the proper style, following are some basic examples of the same resource cited in APA and MLA style. Notice, for example, that APA only includes the first initial of the author's name, and the placement of the date published differs. There are numerous online resources to help you with this formatting and you should consult with your professor about preferred styles.

Example 1 - Book

- APA (7th)

Jennings, C. (2000). *The hundredth window: protecting your privacy and security in the age of the Internet.* Free Press.

- MLA

Jennings, Charles. *The Hundredth Window: Protecting your Privacy and \Security in the Age of the Internet*. Free Press, 2000.

Example 2 - Article

- APA (7th)

Higgins, M. (1999). High tech, low privacy. *ABA Journal 85*, 52-58.

- MLA

Higgins, Michael. "High tech, low privacy." *ABA Journal,* 85, 1999, pp. 52-58.

Example 3 - Web Page

- APA

New Privacy Laws Mean More Information and More Choices for Consumers. (n.d.). Retrieved August 9, 2004, from California Department of Consumer Affairs, Office of Privacy Protection Website: http://www.privacyprotection.ca.gov.

- MLA

"New Privacy Laws Mean More Information and More Choices for Consumers." California Department of Consumer Affairs, Office of Privacy Protection. 9 August 2004. <http://www.privacyprotection.ca.gov>.

Bibliographic Tools

Tools are available that help you create and manage your own database of citations during your research process and then format them as footnotes or in a bibliography in the required style.

Mendeley is a desktop and web program for managing and sharing research papers, disc overing research data and collaborating online. It combines Mendeley Desktop, a PDF and reference management application (available for Windows, Mac and Linux) with Mendeley Web, an online social network for researchers. Mendeley requires the user to store all data on its servers. Upon registration, Mendeley provides the user with 1000 MB of free space, which is upgradeable at a cost.

Copyright

Copyright ensures that the person who created something — whether a book or a piece of music — is reimbursed for his or her intellectual work. If there were no copyright protection, there would be no economic incentive to create these works.

A copyright is a set of legal rights that an author has over his work for a set period of time. Copyright covers everything from photocopying to using images or sound files from the Web.

Most information is protected by copyright. The exception is work that is in the public domain. Some examples of public domain sources include:
- Public Domain Sources Examples:
    - Publications of the U.S. Government - U.S. laws and other publications of the Federal government; the U.S. Constitution

    - Copyright has been waived by the author - Software called freeware
    - Works on which copyright has expired - Works by William Shakespeare; works published in the U.S. prior to 1923

Fair Use

Work that is copyrighted can be used if its use fits within the guidelines of the doctrine of Fair Use, without securing the permission of the copyright holder. Factors considered in determining fair use include the purpose of the use, the type of copyrighted work that is being used, what portion of the work is used and the effect of the use on the market (potential loss of revenue).

Though originally copyright laws were enacted in the print environment to protect the rights of users, authors, publishers and other copyright owners, that same balance of rights needs to also be maintained in the electronic environment. New technologies are creating the need for crafting new laws.

The issue of copyright is immensely complex, particularly in the area of digital resources. There are stiff penalties for the unlawful use of copyrighted material. For more information, take a look at Copyright & Fair Use and the Library Handbook and Faculty Handbook regarding copyright.

REFERENCE SERVICES

REFERENCE COLLECTION

Books in this area contain specific information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by themselves as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source of information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the included in the reference book. It is therefore important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

PERIODICAL COLLECTION

The library currently subscribes to a variety of periodicals, including professional and technical journals, newspapers and popular magazines, which support the college's curricula and assignment. Current periodical issues are able to be found in the LIRN Religion Database and accessed via login. Faculty is encouraged to work with the library to develop assignments that will introduce students to the professional journals in their area of study.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular") and journals ("scholarly"). Such sources will provide more up-to-date information than books.

LIBRARY CATALOG
The Library catalog is available online via LIRN, and will allow you to search for and find many books.

ASK A LIBRARIAN
Have a question? This service is available to all Rochester students. You ask question in person, by phone, or by email.

LIBRARY CARD
Your Student ID Card is your library card to borrow materials from the library. You will need to come by the library to get a barcode added ID Card.

LIBRARY ORIENTATIONS / INFORMATION LITERACY INSTRUCTION
The University Librarians offer Orientation Programs and Information Literacy Instruction for classes and individuals upon request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during these instructional sessions. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

PURCHASE RECOMMENDATIONS

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the Rochester University Library website in the *Personnel Handbook*. All purchases made will be consistent with the college's collection development/management policies.

It is the policy of the Rochester University that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.

Library and Information Resources Network

The LIRN ID for Rochester University is

75017

The LIRN password for Rochester University is

smallplane37

Enter your LIRN ID when prompted. Once you have logged in, the resources you have subscribed to will appear on the LIRN Gateway Menu.

The default view for your subscription is the Subject view. You can change this view during your current session by clicking on one of the other tabs (alphabetical, simple, vendor).

Our Librarian staff has composed a set of YouTube Videos that you might find useful. This can be found on the LIRNotes channel

https://rochesteruniversity.populiweb.com/router/groups/8027/folders/index

If you have any questions, please contact us at librarian@rochesteruniversity.org or call 949-617-2006.