Robert L. Powell Library
Services to Summer Session Students
www.masters.edu/library

I. Library Staff: Whom to see about what

Mr. John Stone – Library Director: (661-362-2271; jstone@masters.edu)
Mr. Stone provides oversight, management and direction for The Robert L. Powell Library, its staff and services. He is particularly knowledgeable of Bible and theology related books and authors especially in the area of the Puritans.

Miss Janet Tillman (aka Miss T.)– Reference Librarian; Institutional Copyright Specialist, Electronic Resources Administrator: (661-362-2201; jtillman@masters.edu)
Miss T. is available for assistance with any research need and can help in selecting and searching online databases. She should also be consulted for questions regarding copyright and problems accessing the library’s online resources.

Miss Chloe Gustke – Circulation Manager: (661-362-2272; cgustke@masters.edu)
Miss Gustke will help with information about loan periods, fines/fees, renewals, Reserve materials or any other issues related to resources a patron has or wants to check in/out.

II. General Library Information and Services

Information about the Robert L. Powell Library and its services can be found on the library Web site: www.masters.edu/library by selecting “About”. Never-the-less, here a few items of particular importance.

A. ID cards

1. **TAKE CARE OF THIS WHILE YOU ARE ON CAMPUS.**
2. Every student must have a Master’s University ID card. It is necessary for checking materials out of the library. It is also useful for getting student discounts from retailers, movie theaters, etc.
3. To get yours come to the library, have your picture taken and we will make the card.
4. The first card is free. After that there is a $10 replacement fee.
5. Your ID card contains a barcode that is your institutional ID number. You will need this number to check your patron account, create your own Personal Lists and Save Searches. See “Sign in” below for additional important information.

B. Patron Registration Form

1. **TAKE CARE OF THIS WHILE YOU ARE ON CAMPUS.**
2. A patron registration form needs to be filled out by each student and submitted to the Circulation Desk. This will enable the library to create your patron account, allow you to check materials out of the library and for residents of LA County, utilize our InterLibrary Loan services (ILL).
3. If you have not already received a Patron Registration Form (PRF) and submitted it to the library, please do so right now. The form can be found below or on the library Web site (http://www.masters.edu/library) under the “About” menu option: select the “Patron Registration Form” tab then submit the completed form to the Circulation Desk in the library as soon as possible.
4. One important piece of information needed on this form is your unique institutional ID number. The institutional ID number is NOT the same as your MasterNet Username and Password. See ID cards above and visit these Research Guides for more details.
   i. **Sign In – Library Account** [http://masters.libguides.com/welcome/signin](http://masters.libguides.com/welcome/signin)

5. If you are unable to fill out the Patron Registration form online, call Miss Chloe Gustke at 661-362-2272 or email her at cgustke@masters.edu for assistance.


You may check your account via the Internet. From the library’s Web site <http://www.masters.edu/library> select “Advanced Search” then “Sign In” (top right). Type your Institution ID number from your student ID card and the password you create. (See Fig. 1)

![Sign in](image1)

**Fig. 1**

**NOTE:** The very first time you do this you **must first** create your own password.

a. Select “Set/Reset password”. See Fig. 1.

b. Input your student ID number found on your student ID card. See Fig. 2.

c. Select “Request new password”.

d. An email message will be sent to you with instructions for creating your Patron Account password.

1. Once you’ve signed in, you may select “My Account” for details on items you have checked out, fines, fees, etc.

2. You may also utilize “Import My Lists” and “My Personal Lists”, options for creating folders for your own bibliographies.

3. You may also use “My Saved Searches” for saving searches that will run automatically at scheduled times to provide you with updated results.
D. Renewing Materials Online

1. Renewals must be made prior to the item’s due date; not after the due date.
2. Renewals may be made twice, after which the material must be returned so that others may have access.
3. Renewals may be made via the Internet with the use of your institutional ID number and the password you created (see “Sign in” above) – Sign in, select “My Account”. They can also be made over the phone or by bringing the items into the library.

E. Reference Services – Work Smarter; not harder.

1. Miss T. is very willing and able to help with any research need. Please avail yourself of her expertise, knowledge and experience.
2. Contact information:
   - July Hours: Mon. – Thur. 12:00 p.m. – 9:00 p.m.; Fri. 12:00 p.m. – 7:00 p.m.
   - Normal Semester Hours: Mon-Thurs – 10:00 p.m. to 6:00 p.m.; Fri. 10:00 a.m. – 5:00 p.m.
   - Work: 661-362-2201
   - Cell: 661-433-9119
   - Email: jtillman@masters.edu

F. Interlibrary Loan (ILL)

3. ILL is a resource sharing service between libraries.
4. The TMU Powell Library will provide ILL services to students within the Greater Los Angeles area.
5. For residence of the United States outside of LA County, use a local library for ILL.
6. ILL requests can be made via the library catalog or use the “InterLibrary Loan” link on the Library Web site. For instructions see <https://masters.libguides.com/illdiscovery>

7. International Students and ILL

   For students who do not reside within the contiguous United States, contact Miss T. if you need books or articles that you cannot get locally or through ILL. jtillman@masters.edu; w: 661-362-2201; c: 661-433-9119.

G. Alternatives to ILL

1. Questia.com <http://www.questia.com/>
   a. When ILL is not available, buying needed resources is not an option, or otherwise obtaining needed books and articles, you may want to try this online library of resources.
   b. Questia provides 24/7 access to the full text of an online scholarly collection of books and journal articles in the humanities and social sciences, plus magazine and newspaper articles.
   c. You can search each and every word of all of the books and journal articles in the collection.
d. As a subscriber you will have unlimited use of the books and articles in the collection no matter how many others are reading the same materials.

e. Tools are provided to enable you to write notes in the margins and highlight passages as if you were working with actual physical books.

f. It also has tools to create footnotes and bibliographies.

g. To enhance your research efforts Questia even provides a kind of citation searching through the hyperlinking of footnotes and bibliographies across titles for instant access to other related titles.

h. You can subscribe to Questia by the month, by the quarter or for a year at a time. Your subscription automatically renews. You may cancel at any time.

2. Open Access

a. Another alternative to ILL that is frequently free of charge is Open Access Web sites.

b. Use this link <http://masters.libguides.com/az.php?t=23367> to go directly to the list of Open Access resources Miss T. has provided. It can also be accessed using “Find Databases” on the Powell library Web site and from “All Database Types” select “Open Access”

c. Examples of totally free full-text content include Directory of Open Access Books (DOAB), Directory of Open Access Journals (DOAJ), Hathi Trust and College Open Textbooks

d. Free downloadable dissertations can be had through EThOS.bl.uk (e-these online service). E-Theses Online Service provides access to the full text of all UK doctoral theses, either via download or digitization-on-demand.

H. Copier/Scanner

1. A Digital Copier/Scanner is available in the library.

2. Scanning is free however, the cost to copy is $0.05 per B&W copy (double sided = 2 copies); $0.15 color.

3. We do not take I.O.U.’s or credit cards. You must pay at the time services are rendered by cash or check.

I. Printers

1. There is a B&W printer available in the library for patron use. The digital copier mentioned above serves as an additional printer (B&W or color).

2. SIP students who pay the technology fee will be given 125 print pages free through PaperCut. Additional printing credits may be purchased through the library or the student finance office at $2 or $5 increments. To add funds to PaperCut, select “Printers” under “Students” on The Master's University Web site.

J. Study Carrel Reservations

1. If you so desire, you may reserve a study carrel for several days for your exclusive use. Doing so will allow you to keep your books without them being reshelved by the library staff.

2. To reserve a study carrel, get a reserve slip from the circulation desk and tape it to the carrel. Be sure to check out to yourself any library resources you will be keeping in the carrel. Reference materials and periodicals may NOT be kept in the study carrel overnight.
III. Help with Research

A. Library Catalog - Discovery

1. The library catalog contains bibliographic records for all the resources in the library (e.g. books, cd’s, dvd’s, etc.). [Bibliographic = the systematic description and history of books, their authorship, printing, publication, editions, etc.]

2. The library catalog is searchable by anyone in the world with an Internet connection and allows for a multitude of searching options and configurations. However, access to the online resources is restricted to authorized users only – that is currently enrolled students, faculty and staff.

3. The library catalog simultaneously searches many (but not all) of the library’s online indexes and databases. For a short introduction to using Discovery, select “Research Guides”, then “Help with Research”, then “Be an EER”. From here select the blue tab “Find Books, Articles and more” or go here <http://masters.libguides.com/getstarted/findbooks>.

B. Online Database Access – Find Databases

1. All of the online databases and indexes from the library are accessible to you anytime anywhere with your MasterNet id/password and an Internet connection. **BEFORE YOU LEAVE CAMPUS MAKE SURE YOUR MASTERNET USERNAME AND PASSWORD WORKS.** When you get home, check it again. If for some reason your password will not work either on campus or from home, contact the IT Service Desk at 661-362 2876 or servicedesk@masters.edu.

2. As indicated above many of the online databases and indexes are automatically searched through the library’s catalog. However, those that are and those that are not may be searched directly.
   a. From the library Web site select “Find Databases” then select from the “All Subjects” drop down menu, or the A to Z list or type the name of the database in the “Search for Databases” box.
   b. Find Databases” can also be found by selecting Library Links (top right corner) from “Advanced Search” as well as the results page after a search in the catalog has been completed.

3. If you encounter difficulties with any of the library’s databases, please contact Miss T. immediately so she can investigate it for you.

C. Research Guides

1. Numerous Research Guides are available on the library Web site. These are designed to assist you in developing your research skills so that you may become a more efficient and effective scholarly researcher. For example:
   a. Help with Research for basic and advanced research skills
   b. Research for Course Assignments containing instructions for specific course related assignments. Most of these are imbedded in Canvas
   c. Research Instructions by Major with instructions for research unique to the related field.
      i. Finding MABC Theses instructions can be found on the Biblical Counseling research guide <http://masters.libguides.com/biblicalcounselingrg/mabctheses>
      ii. Additional sources for finding Theses and Dissertations can be found here: <http://masters.libguides.com/c.php?g=598474&p=5968010>
IV. Additional Helpful Resources


G. Also note the library has a subscription to the Chicago Manual of Style Online (the basis for the Turabian Manual). It can be accessed here http://masters.libguides.com/cmos or via Find Databases on the Library Web site.

H. There are a few free software programs that purport to format the whole paper into APA, MLA or Chicago/Turabian for you and there are some that will create the citations and bibliographies after the paper is written. Miss T. has not yet tried them to see how successful they are in fulfilling their claims. Here are just a few:

1. Zotero http://www.zotero.org/ is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. Several TMU professors use this one.

2. Eazy paper http://www.eazypaper.com/ will also format the whole paper for you.

3. OttoBib http://ottobib.com/ will automatically create a citation in APA, MLA, or Chicago just by entering an ISBN. Of course, it only works for books and then only those books that have ISBN’s and then it only provides a bibliography citation not a footnote or in-text cite. Still, if one is in a hurry ….

**PATRON REGISTRATION FORM**

(Please print legibly)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
<th>How long do you plan on attending TMU? (please round up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First: ___________ Middle: ___________ Last: ___________</td>
<td>Mr. ___ Mrs. ___ Miss ___ Dr. ___</td>
<td>________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>People ID: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patron group - select one</td>
</tr>
<tr>
<td>__ Online</td>
</tr>
<tr>
<td>__ Staff</td>
</tr>
<tr>
<td>__ Faculty</td>
</tr>
</tbody>
</table>

**Permanent Home Address:**

Street: _________________________________ Apt # ______

City: __________________ State: ______ Zip Code: ______

**Permanent Phone Number:** (____) ___-_____

**E-Mail Address:** ________________________________

Please enter an e-mail address where we can contract you with Overdue, Fines and Fees, and other matters concerning your Library account. If you have a student account, please use student accounts.

**Temporary School Address** (if different than permanent):

Street: _________________________________ Apt # ______

City: __________________ State: ______ Zip Code: ______

**Temporary Phone Number:** (____) ___-_____

I acknowledge that the information given above is true and correct to the best of my knowledge

Signed________________________  Dated__/__/__