



Library

'the place to be and to be seen'

'How To' Guide: Using the Library and its resources

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Welcome to the Laidlaw Library

In this section of this tutorial you will find answers to questions like...

- Where do I find this book?
- How do I know whether our Library has this article?
- So many books on this topic. Where do I begin?
- Who can tell me where this journal might be?
- What's a good reference book to help me answer this assignment?

The Library is a place for you to be comfortable and to be empowered by the services offered. So the purpose of this tutorial is to help you become familiar with the distinctive features of the Laidlaw Library right from the start of your time here. We want to make sure you can use this facility effectively.

Work through this booklet at your own pace in the Library or at your desk. You may already be familiar with some of the topics covered, while you might need to spend more time on other sections. Take time to explore the different sections of the Library as you answer the questions, so that you find your way around early in your time here. Ask the Library staff for help if you need it.

***Acknowledgement:** Much of the material in this tutorial has been drawn from Murdoch University (Perth, Australia) Library resources. We are grateful for their willingness to allow us to adapt them for our purposes.*

1. Recognising References

Before you try to locate an item in the Library, it is important to identify the type of reference being referred to. References will be either *books*, *articles* or *web addresses*. Articles will most often be in journals (sometimes known as periodicals, magazines or serials), but they may also be in books (e.g. in edited collections of articles/essays on a particular topic).

i) Book References

References to books are easy to recognize. They will have an author (one or more), a title, a place of publication, a publisher, and a year of publication e.g.

Author	Title	Place	Publisher	Date
↕	↕	↕	↕	↕
Kraft, Charles H	Worldview for Christian witness	Pasadena, CA	William Carey Library	2008

Hint A quick way to find a particular book in the catalogue is to enter key words (i.e. main words) from the title plus the author's surname. E.g. Kraft Worldview.

ii) References to Journal Articles

References to journal articles are a bit more complicated because they have two titles: the title of the article and the title of the journal. They will also include the author(s) of the article and the publication details. E.g.

Author	Title of Article	Title of Journal	Volume and Issue
↕	↕	↕	↕
S. Mark Heim	No more scapegoats	Christian Century	Vol.123, no. 18
Year	Pages		
↕	↕		
September 5 2006	22-29		

Hint To find journal articles in the Library's Journals Collection, you need either to locate the title of the journal in the catalogue* (*not* the title of the author of the article.) Or, you can select the journal title from the Serials List option.

iii) References to Articles in Books

References to articles in books are even more complicated, because as well as two titles (the title of the article and the title of the book) there will be two authors: the author of the article and the author (or editor) of the book.

Author of Article	Title of Article
⇕	⇕
Kent, John	Enlightenment

Editor	Place	Publisher	Year	Pages
⇕	⇕	⇕	⇕	⇕
Leslie Houlden	London	Continuum	2005	pp.240-243.

Hint To find references to articles in books, you can enter in the catalogue (if analytics have been entered) key words from the title of the book and/or the surname(s) of the author(s)/editor(s) of the book. The important thing to remember is that you do *not* enter the author of the article, and you do *not* enter the title of the article.

Question 1:

McClymond, Michael J. Recovering the fullness of the American evangelical experience. *Crux*: Winter 2005 vol.41, no4. Pp: 28-38.

Is this a reference to:

- A book
- An article in a journal
- An article in a book

Question 2:

Volf, Miroslav. *Exclusion and Embrace : a theological exploration of identity, otherness and reconciliation*. Nashville, TN: Abingdon Press 1996.

Is this a reference to:

- A book
- An article in a journal
- An article in a book

Question 3:

Piper, John. Let the nations be glad! In Ralph D. Winter and Steven C. Hawthorne (eds.) *Perspectives on the world Christian movement: a reader* (3rd ed), Pasadena, Calif.: William Carey Library, 1999. Pp.49-54.

Is this a reference to:

- a. A book
- b. An article in a journal
- c. An article in a book

Question 4:

Volf, Miroslav. *Exclusion and Embrace : a theological exploration of identity, otherness and reconciliation*. Nashville, TN: Abingdon Press 1996.

To find this item in the library catalogue, what could you enter? (You can select more than one)

- a. Exclusion embrace
- b. Exclusion embrace volf
- c. Abingdon volf miroslav
- d. Volf, Miroslav

Question 5:

Piper, John. Let the nations be glad! In Ralph D. Winter and Steven C. Hawthorne (eds.) *Perspectives on the world Christian movement: a reader* (3rd ed.), Pasadena, Calif.: William Carey Library, 1999. pp. 49-54.

If you wanted to find this item, what would you enter in the catalogue?

- a. Let the nations be glad
- b. Piper
- c. Perspectives world Christian movement

2. Identifying Key Words and Concepts

An important skill to help you effectively search for information in library catalogues, research databases, and even the Internet is being able to identify the keywords and concepts of a topic.

A good place to begin any search for information on a topic is to define the topic, and list as many synonyms or key words you can think of to describe each aspect of the topic. When you consider alternative terms, it will be easier to find relevant information on the topic.

Hint If you are unsure of the meanings of any of the terms in your topic, check them in a dictionary before proceeding. Note that there may be alternative ways of spelling key words (e.g. *worshiping* and *worshipping*; *behaviour* and *behavior*). A thesaurus may also help you find alternative terms. Also avoid the use of phrases.

Example: Topic: *The impact of media on young people*

The keywords or concepts in this topic are: *media* and *young people*

Possible alternative terms could include:

Media: television, internet, video, newspapers,...

Young people: children, teenagers, adolescents, youth...

3. Using theological reference books

If a topic is unfamiliar to you, a good starting point will often be to look for introductory material in some of the specialized reference resource books found in our Library.

In our Library there are general dictionaries (e.g. Shorter Oxford English Dictionary) and general encyclopaedias (e.g. Encyclopaedia Britannica – both written and online versions are available). But there is also a wide range of specialist reference books for theological study. These will help you understand terms and concepts, and therefore better comprehend the topic you are researching. Some of these books are single volumes; others are multi-volume works.

The main range of reference books includes the following:

- *Bible/theological dictionaries and encyclopaedias* are useful for clarifying the meaning of key words and concepts, and for providing an overview or background of a topic, e.g.

New Bible Dictionary
 Evangelical Dictionary of world missions
 Evangelical Dictionary of Christian education
 Oxford Dictionary of the Christian Church
 The Encyclopedia of Christianity

- *Concordances* list the words used in the Bible, and the places where those words appear. These are useful for helping you locate verses, or to discover the Greek/Hebrew word used to translate the word in your particular Bible version, e.g.
 NRSV Concordance

Eerdmans Analytical Concordance to the Revised Standard Version of the Bible

- *Theological wordbooks* give insights into particular words as they are used in the biblical literature, e.g.

New International Dictionary of New Testament Theology
 Theological Dictionary of the Old Testament

- *Language Dictionaries* enable translation of Bibles and texts from other languages to help the reader in understanding the different terms used by Bible and their respective meanings

A Greek-English lexicon of the New Testament & other early literature

Dictionary of basic Biblical Hebrew

The NIV theological *dictionary* of New Testament words

A reader's Hebrew-English lexicon of the Old Testament : Genesis-Deuteronomy

Many of these books are found in the **Reference collection** of the Library

Commentaries are shelved in the General collection according to the book of the Bible they refer to.

- ❖ *Take a few minutes to walk slowly through the Reference Section of the Library. Identify the different sorts of books, as mentioned above.*

Question 6:

You want to discover the range of interpretations given to Genesis chapters 1-2. Which reference book would give you the most detailed points of view?

If you wanted to find this item, what would you enter in the catalogue?

- a. A Bible encyclopaedia
- b. A commentary on Genesis
- c. A concordance

4. Searching for Books and Journals in the Library

The **catalogue** is at the heart of any library collection. It is the key tool to help you locate resources. You will save time if you use the catalogue well. You are also less likely to miss important material relevant to your research.

In our Library, the catalogue gives access to books, journals, e-books and dvd's.

- ❖ *For this next section, go and sit at one of the computer terminals in the Library, or if you are working from a computer off site, access the Laidlaw website (<http://www.laidlaw.ac.nz>), then select **Library** to access the **Library Homepage**.*

i) Catalogue Search Methods

You can access the **Library Catalogue online** from all computer terminals **in the Library** from the Library Homepage, simply click on the link to the catalogue at the top of the page.

Library Locations

Please click a location the map to find out more information.

Then click the Auckland link on the map...

AUCKLAND LIBRARY

CHRISTCHURCH LIBRARY

2011 Prospectus

2011 Academic Calendar

Night Classes

Update Your Details

Distance Learning

Contact us

Apply Now

Join Our Mailing List

Send us Feedback

e-Store Cart

Follow us on Facebook

Follow us on Twitter

Apply Now

Want to study in 2011?

Library Homepage:

Auckland Library

Search the Laidlaw Library Catalogue

Search

Search directly on the library catalogue from here

Databases

Access databases such as EBSCO, ProQuest, Gale and Encyclopaedia Britannica.

View More information

Access the online Journal Databases here...

E-Journals

Access to E-Journals such as Africanus Journal, Christian Spirituality & Science and others.

View More information

Information Skills

Access information guides that help you use the Library, and the EBSCO and ProQuest databases.

View More information

...and the training guides in PDF format here.

New Zealand Libraries / INNZ

Search through the and INNZ.

General information about the library and the Laidlaw Library Blog can be found here

View More information

About the Library

Information about the Deane Memorial Library, our Collections, Circulation policies, Hours and Staff.

View More information

Home

Schools & Centres

Campuses

Library

News & Events

Applications

College Information

Staff

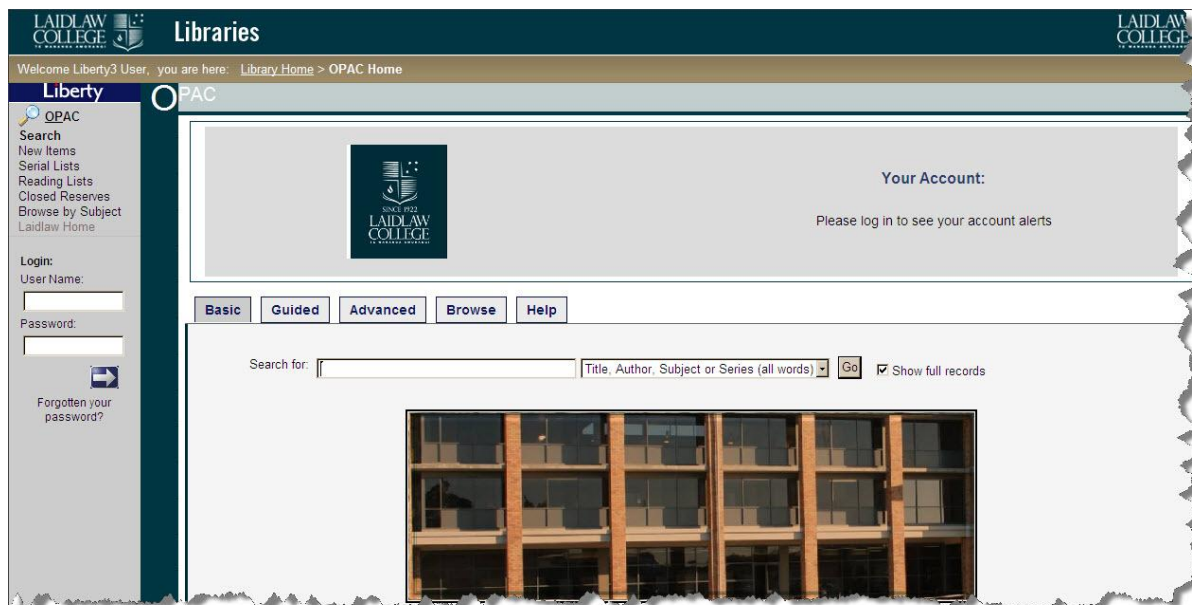
Current Students

DVDs & Merchandise

Latest News

- Twos & Threes Atrium Cafe Grand Opening
- Missional Church Leadership with Tim Keel in Semester 1
- New course!
- Compass Summer Conference
- Christmas and New Year break

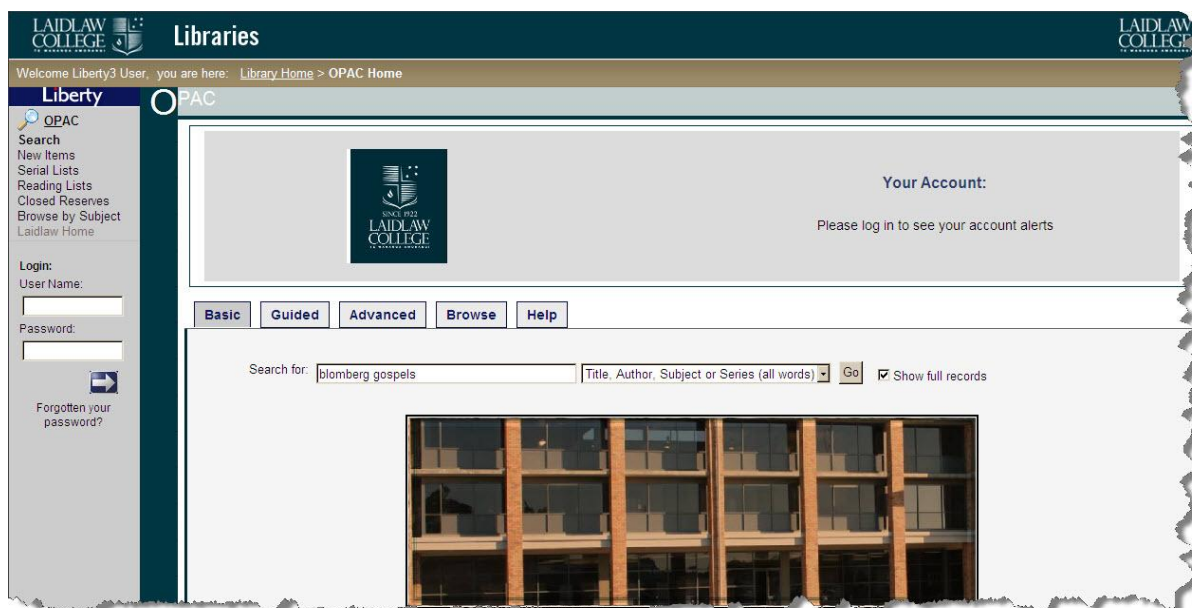
You can access the catalogue by searching directly from the search function at the top of the screen or clicking the search button at the top of the Library Home page which will display all records in the catalogue. From there you can click the Search option at the top of the OPAC menu on the left to conduct further searches:



Basic Search:

In the **Search for** box you can type one or more words from a title, a topic and an author's surname or a combination of these:

Eg: "blomberg gospels"...



...will return the following result:

Welcome Jeremy Adams, you are here: [Library Home](#) > [OPAC](#) > [OPAC Results](#)

Liberty **OPAC**

Select All Sort Suggested Search Results 1-4 of 4 Na

View

Number of allowable reservations remaining: Unlimited

The historical reliability of the Gospels / Blomberg, Craig (1987)

1 of 4 Authors: [Blomberg, Craig](#) (23)
 Imprint: Downers Grove Ill USA: Inter-Varsity, 1987
 Physical Desc: xx 26 p : ill : 2 cm
 Subjects: [Bible, N.T. Gospels - Evidences, Authority, Etc](#) (10) [Bible, N.T. Gospels - Criticism, Interpretation, Etc](#) (193) [Jesus Christ - History](#) (158)
 Notes: Includes bibliographical references and indexes
 Classification: BS2555 2 BLO
 Holdings: [Auckland - General](#) BS2555 2 BLO 2 of 2 copies on shelf Available
[Christchurch - General](#) BS2555 2 BLO 1 of 1 copy on shelf Available
[Christchurch - Latimer](#) BS2555 2 BLO 1 of 1 copy on shelf Available

The historical reliability of the gospels / Blomberg, Craig (2007)

2 of 4 Authors: [Blomberg, Craig](#) (23)
 Imprint: Downers Grove, MI; Nottingham: InterVarsity; Apollos, 2007
 Edition: 2nd
 Physical Desc: 416 p : ill : 23 cm
 Subjects: [Jesus Christ - History](#) (158) [Bible, N.T. Gospels - Criticism, interpretation, etc.](#) (3) ; [Bible, N.T. Gospels - Evidences, authority, etc.](#)
 Notes: Includes bibliographical references and indexes.
 Classification: BS2555 52 BLO
 Holdings: [Auckland - General](#) BS2555 52 BLO 2 of 2 copies on shelf Available
[Christchurch - General](#) BS2555 52 BLO 1 of 1 copy on shelf Available

Jesus and the gospels : an introduction and survey / Blomberg, Craig (1997)

3 of 4 Authors: [Blomberg, Craig](#) (23)

Alternatively you can select from a number of drop down box options from the 'Search for' box, including 'the phrase' – e.g. People of God, or "any of the words" – e.g. salvation soteriology:

Welcome Jeremy Adams, you are here: [Library Home](#) > [OPAC Home](#) [Circulation Desk](#)

Liberty **OPAC**

Jeremy Adams - Your Account:

- You have [9 items on loan](#).
- You do not have any items reserved.
- Interests have been flagged!**

Basic

Search for: Show full records

Hint Search Tips:

- Enter the words you want to search in the text box and click on “Go” or press “enter”.
- As an alternative to the drop down box search options, you can use the words AND, OR, NOT between terms to better define a search. E.g. Martin Luther NOT King, salvation OR soteriology, John AND epistles.
- Phrases do not need to be enclosed in quotes.
- Searching is not case sensitive.
- The more key words you use, the more accurate your search will be. If you get too many results, add more search terms – if you get too few results try removing less important terms.
- Add the asterisk truncation character* to the end of your search terms to match similar words. E.g. mission* will find the terms mission, missions, missionary, missionaries, missional. If you are not certain of the correct spelling of an author’s name, key in the first few letters then * (e.g. Bonh* for Dietrich Bonhoeffer).
- In many cases you can link to other items on a particular author, subject or series if it displays as a blue hyperlink on a catalogue record. If the subject or name of interest is not hyperlinked, do another search using key words.

Question 7:

Search the catalogue to find answers to these questions:

- a. How many items involving Darrell Bock does our Library hold?
(Hint: count items only, not the number of *copies* held).
- b. What is the classification number for his book *Jesus according to scripture*?
- c. Is this book held in a collection that makes it available to be borrowed?

a. _____

B. _____

c. Yes/No

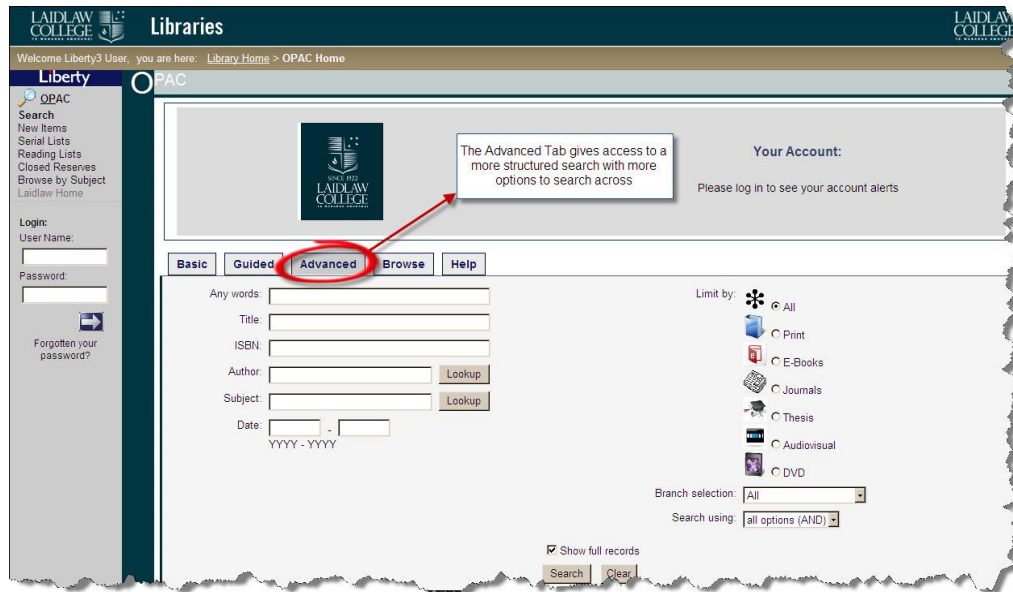
Guided Search:

- This allows you some more options to search across multiple fields at the same time.
- Search operators (AND, OR, NOT) can be used.
- Date ranges can be set.
- Searching can be collection specific.

The screenshot shows the Laidlaw College Libraries OPAC search interface. The page is titled "Libraries" and "OPAC". The navigation menu includes "Liberty", "Search", "New Items", "Serials Lists", "Reading Lists", "Closed Reserves", "Browse by Subject", and "Browse by Type". The "Login" section has fields for "User Name:" and "Password:" with a "Forgot your password?" link. The main search area has tabs for "Basic", "Guided", "Advanced", "Browse", and "Help". The "Guided" tab is selected, showing three search rows. Each row has a "Find:" input field, a dropdown menu for "all of these words", and a dropdown menu for "in: Title". Below the search rows, there is a "Limit collection to:" dropdown menu with options "Blacklock", "CLOSED RESERVE", and "Desk Copy". There is also a "When published:" dropdown menu set to "Any Year" and a "Show full records" checkbox. "Search" and "Clear" buttons are at the bottom.

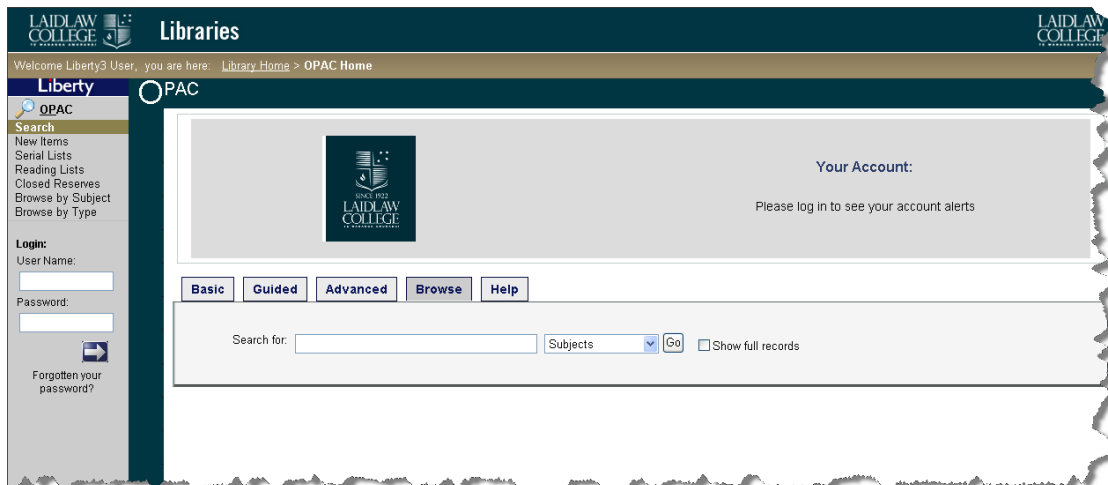
Advanced Searching:

- This is a basic Boolean search, offering similar search options as the Guided search.
- Allows a person to search across multiple fields at once.
- Can search/limit by different types of material (NB. Online content is not available).



Browse:

- Browsing allows you to search Subject, Author, Series, Publishers or Corporate Authors.
- You can click on any of the links that come up.
- The numbers in brackets signify the number of items by that author, or about that subject (e.g. Luke commentaries) etc.



ii) Availability of an item in the Library

Search Results:

Notice the information your search gives you:

- The icon on the left tells you what medium the item is e.g. book, video etc. Book covers are displayed if there is a match on the ISBN.

The screenshot shows an OPAC search results page with the following details for the three records:

- Record 1:** "Celebration of discipline: the path to spiritual growth" by Foster, Richard J. (1999). 2 of 11. Authors: Foster, Richard J. (19). Imprint: London: Hodder & Stoughton, 1999. Edition: Study Guide ed. Physical Desc: xii, 276 p. ; 20 cm. Subjects: Spiritual Life - Christianity (177). Notes: Previous ed. : 1989. Classification: BV4501.2 FOS. Holdings: Auckland - Desk Copy, BV4501.2 FOS, 0 of 1 copy on shelf, Desk Copy.
- Record 2:** "Christ plays in ten thousand places: a conversation in spiritual theology" by Peterson, Eugene H. (2005). 3 of 11. Authors: Peterson, Eugene H. 1932: (37). Imprint: Grand Rapids, MI; London: Eerdmans; Hodder & Stoughton, 2005. Physical Desc: xii, 368 p. ; 24 cm. Series: Eugene Peterson's spiritual theology v. 1. Subjects: Spiritual life (189). Notes: HNEW. Includes bibliographical references (p. 343-353) and indexes. Classification: BV4501.3 PET. Holdings: Auckland - Desk Copy, BV4501.3 PET, 0 of 1 copy on shelf, Desk Copy; Auckland - Study Loan, BV4501.3 PET, 1 of 2 copies on shelf, Available; Christchurch - General, BV4501.3 PET, 1 of 1 copy on shelf, Available.
- Record 3:** "The lost art of meditation" by Pritchard, Sheila Mary (2003). 4 of 11. Authors: Pritchard, Sheila Mary (5). Imprint: London: Scripture Union, 2003. Physical Desc: 120 p. ; ill. ; 20 cm. Subjects: Meditation - Christianity (20) Prayer (336). Notes: HNEW. Classification: BV215.001.

- **Holdings** information tells what Collection the item is in (e.g. General, Reference), and whether the item is currently on the shelf “Available”.
- If the book is already borrowed, you will see the words “On loan” instead of “Available”- and the date it is due back.

Hint You can reserve a book that is out on loan (See Section F) and it will be recalled for you straight away if the current borrower has had the item for 3 weeks or more.

- Clicking on the blue underlined text expands the record – e.g. LIBRARY – GENERAL. This also applies (as mentioned previously) to a particular Subject, Author or Series which, when selected, links to other records sharing that same subject, author or series.
- On the left of the OPAC search screen is a list of predetermined search options. Those currently activated and available are:
 - **New items** – this link displays all resources added to the catalogue in the last 30 days.
 - **Serial Lists** – displays an A-Z menu of journal and magazine titles. Clicking on the letter will display all journal titles that start with that letter.
 - **Reading Lists** – links to books recommended for courses currently being taught.

iii) Locating a book on the shelves

Library of Congress Classification System

This classification scheme was developed for use in the Library of Congress in the United States. The Library of Congress Classification System (LC), although not widely used by New Zealand Public Libraries, is used by a number of academic libraries.

The LC system organises material according to 21 branches of knowledge. The 21 categories (see table 1) are subdivided by adding 1 or 2 additional letters and a set of numbers.

Table 1: Branches of knowledge in LC

A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History
D	History: General & Outside the Americas
E	History: United States
F	History: United States Local & America
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Library Science & Information Resources

So how do you read the classification?

Reading

The following examples have been designed to help users understand how to 'read' call numbers/classification.¹ Following is an example of a call number:

BS2675.6.L42 HIL

Call numbers: these can have one, two, or three letters.

- The first letter of the number represents one of the 21 divisions of the LC system. "B" is Philosophy, psychology, religion.
- The second letter represents a subdivision of the division Philosophy, psychology & religion – the Bible. Therefore all books with BS are primarily about the Bible.
 - Some books have 1 letter such as 'B' for Philosophy (general)
 - Some books such as books about law 'K' have 3 letters, 'KMB' for Jewish law.

Numbers after letters

- The first set of numbers in a call number helps define the book's subject.
- In our example, "2675" – Corinthians (1 and 2).
- The decimal after the whole number is a further subdivision of the subject, in our example "0.6" represents the theology of Corinthians.
- The next subdivision in our example, "L42" refines the subject as Theology of Leadership in Corinthians

So in our example, BS2675.6.L42 – means that the book is a book about leadership in the Epistle to the Corinthians.

Cutter

- The cutter is a coded representation of the author/organisation's name or the title of the work
- Charles Cutter developed a system of numbers to represent an author, but in this library we use either the first three letters of an authors/organisations name or the first three letters of the title of the work. So in our example, "HIL" relates to the author's name, Hilgel.

It is important to realise that works by the same author and in the same subject area may have the same classification or call number.

So works by Richard J. Foster in the general subject area of Christian Life - BV4501.2 FOS:

- Brings together several works at the same call number but with varying titles and are shelved alphabetically.

¹ This material has been adapted from a tutorial online. Accessed 31 January 2004:
<http://geography.miningco.com/library/congress/blc.htm>

Locating items

Items in this library are shelved by their call number or classification. This involves both alphabetical and numerical order. The 1-3 letters at the beginning of the call number are shelved alphabetically. So the following would be shelved in order from (L) to (R):



BS	BS	BS	BT	BT
2665	2675	2775	23	230
FOR	GOU	ALE	McG	KRA

← Letters shelved alphabetically

← Numbers under same letters shelved in numerical order

Subdivisions after the whole number

- If there is a letter with number subdivision the letter is sorted first and then the number as a decimal:

BF	BF	BF	BF	BF
637	637	637	637	637
.C4	.C45	.C6	.F6	.F67
FER	AUG	PER	McG	DIM

← Subdivision letter sorted first and then number

- If the subdivision is a number only, it is sorted as a decimal:

BS	BS	BS	BS	BS
2675	2675	2675	2675	2675
.2	.3	.5	.53	.6
CAL	BAR	DUN	TAL	DEM

← Treated as a decimal and sorted numerically

- If there is more than one subdivision after the whole number or more than one type of subdivision after the same whole number. The first subdivision is sorted first; letter with number come first then decimals. The second subdivision is then sorted by the same rules:

BR	BR	BR	BR	BR	
1644	1644	1644	1644	1644	← First subdivision sorted 1 st
.P7	.5	.5	.5	.7	← Second subdivision sorted next
		.G7	.U6		
SIG	NEI	HOC	SYN	PAY	

- The Cutter is sorted alphabetically unless it is a date, which comes before letters:

BS	BS	BS	BS	
715	715	715	715	
1951	1977	1984	NIV	← Cutter – date sorted before letters

Putting this all together the following items would be shelved (from left to right in order) like this:

BS	BS	BS	BS	BS	← Read 1 st in alphabetical order
191	191	191	191	191	← Whole number sorted next
	.A1	.A1	.5	.5	← If more than one subdivision, sort first subdivision first, then second
			.A1	.A5	
ALL	1973	1990	OLD	MET	← Finally sort by cutter date/letters

Question 8:

Rank these books in the order in which they would appear on the Library shelf:

a. BV 4051.3 McD b. LB 1525.34 CUT c. BT 98 ENG

d. BS 2535.3 BUR e. BS 1520.53 SMI

Rank: 1st _____ 2nd _____ 3rd _____ 4th _____ 5th _____

iv) Locating a journal in the Library

If you have the details of a journal article, you can check the library's catalogue to see if the journal is held in the Library.

Remember, a reference to a journal article has two titles: the title of the article and the title of the journal. Generally, you will be searching for *journal titles* in a library catalogue.

For example, you want to know whether the Library has the article by Mark Sampson, "Faith in modernity : reflections from Charles Taylor's A Secular age" which is in *Crux*, vol. 46, no. 1, Spring 2010, pp.28-39:

- Type in 'crux'.
- Alternatively, select *Crux* from Quick Clicks, Serial Lists.

NB: The Journals Collection in the Library is made up of display shelves showing current or latest received issues. The collection is a mix of scholarly/academic journals and current magazines and newsletters from various organizations and institutions. There is a selection of back issues of journals situated behind the reference shelves. However, if you can't find certain back issues, consult a Librarian for assistance.



Journal issues cannot be taken out of the Library, but journal articles can be photocopied.

The screenshot shows the Laidlaw College Libraries OPAC search results page. The page header includes the Laidlaw College logo and the text 'Libraries'. Below the header, there is a navigation bar with 'Welcome Liberty3 User, you are here: Library Home > OPAC > OPAC Results'. The main content area displays search results for 'Christianity in Japan' and 'Christianity Today'. Each result includes a checkbox, a book icon, the title, author, imprint, physical description, and subjects. The 'Christianity Today' result also includes an abstract and a classification. The page footer shows the total number of results: 'Results 1-20 of 143'.

- The Imprint, Source and Authors are listed.
- There is also an abstract or brief summary given of this particular publication.

Journals found in different locations in our Library:

- Some journals with holdings going back a number of years have had their older issues stored rather than being housed in the main Journals Collection. These are still available for use on request. Ask Library staff who will access issues for you from the Stack area.

Question 9:

Where in our Library would you find the following journal issues?

1. On the journal display shelves
2. On the Journals Collection shelves
2. In the Library Office/Stack
 - a. The most recent copy of a journal
 - b. *Christianity today*, August 2004, vol 48, no.8
 - c. *Crux*, Vol. 46, No. 1, Spring 2010

Searching for journal articles in research databases

Another important aspect of the Library is the online research databases. These are valuable to help you locate journal articles on specific topics you may be investigating.

These databases are found on the Laidlaw Library Homepage.

- Select the Laidlaw website: <http://www.laidlaw.ac.nz>. Click on Library to go to the Library Homepage.
- Links to EBSCO and Proquest are located under the heading “Databases.” Simply click “View More Information” to access these.

Auckland Library

Search the Laidlaw Library Catalogue Search results will open in a new window

Search directly on the library catalogue from here

Databases
Access databases such as EBSCO, ProQuest, Gale and Encyclopaedia Britannica.
[View More information](#)

E-Journals
Access to E-Journals such as Africana Journal, Christian Spirituality & Science and others.

Information Skills
Access information guides that help you use the Library, and the EBSCO and ProQuest databases.
[View More information](#)

E-Resources
Access to e-books, e-audiobooks, e-podcasts, DOAJ, INNZ, and more.
[View More information](#)

New Zealand Libraries / INNZ
Search through the INNZ.
[View More information](#)

About the Library
Information about the Deane Memorial Library, our Collections, Circulation policies, Hours and Staff.
[View More information](#)

Latest News

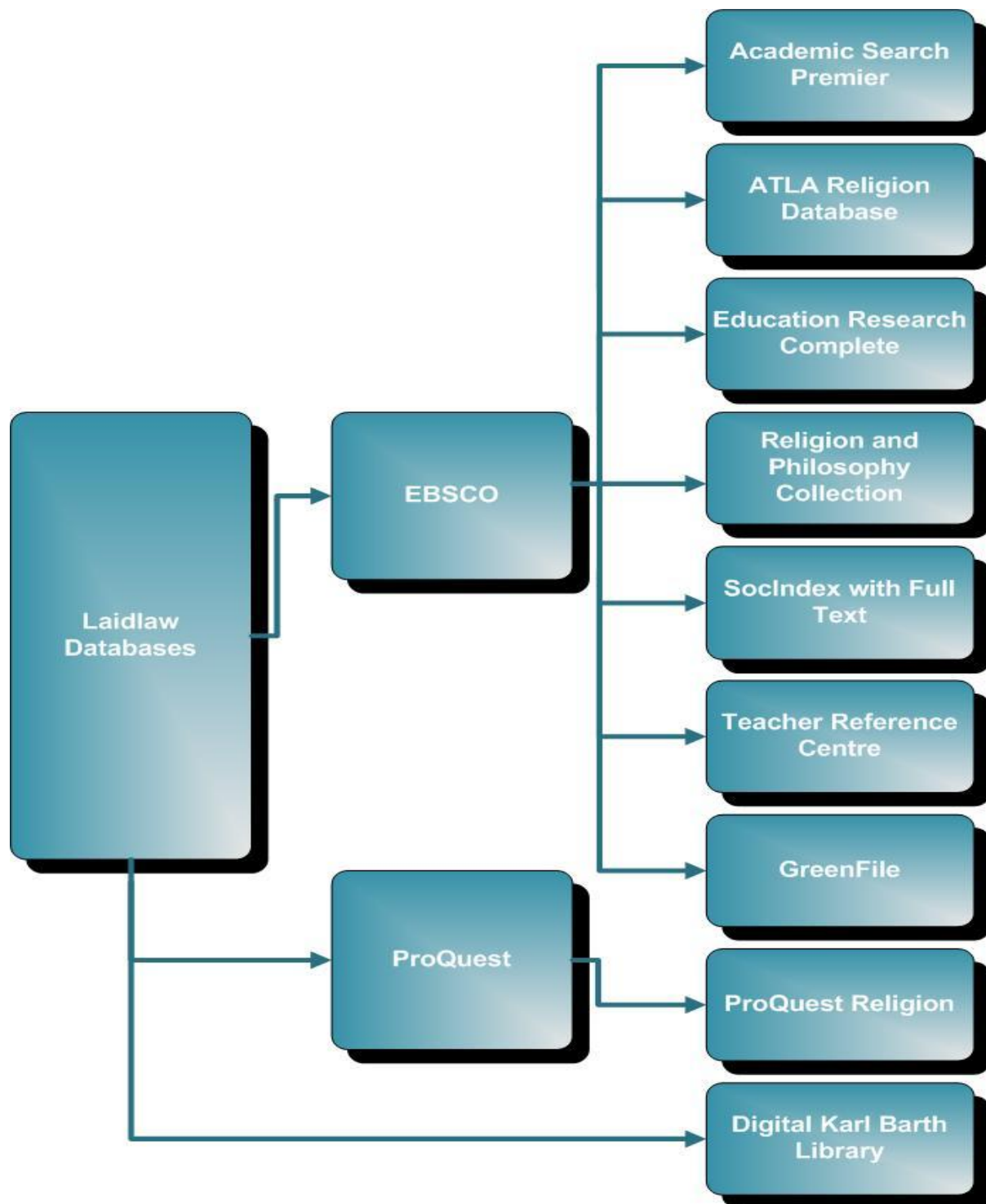
- Twos & Threes Atrium Cafe Grand Opening
- Missional Church Leadership with Tim Keel in Semester 1
- New course!
- Compass Summer Conference
- Christmas and New Year break

General information about the library and the Laidlaw Library Blog can be found here

Access the online Journal Databases here...

...and the training guides in PDF format here.

Flowchart of Online Journal Databases available at Laidlaw



- On these databases you can search for journal articles on a topic and then access/print them in full text from your desktop.

EBSCO Database Searching

Searching: ATLA Religion Database with ATLASerials/Religion and Philosophy

The screenshot shows the EBSCO search interface. At the top, there are navigation links for 'New Search', 'Publications', 'Scriptures', and 'Indexes'. The search bar contains the text 'Justice and mercy' and a dropdown menu set to 'TI Title'. Below the search bar, there are options for 'and' and 'or' to combine search terms, and a dropdown menu for 'Select a Field (optional)'. The search button is labeled 'Search' and there is a 'Clear' button.

The 'Search Options' section is highlighted in green. It includes the following options:

- Search modes:**
 - Boolean/Phrase
 - Find all my search terms
 - Find any of my search terms
 - SmartText Searching [Hint](#)
- Limit your results:**
 - Full Text
 - Scholarly (Peer Reviewed) Journals
- Publication Type:**
 - All
 - Article
 - Book
 - Essay
- Exclude In-Process Records
- Apply related words
- Also search within the full text of the articles
- Abstract Available
- Year Published from [] to []
- Journal Title
- Language: All, Afar, Afrikaans, Arabic

Red circles and arrows highlight specific options: 'Full Text' and 'Scholarly (Peer Reviewed) Journals' are circled with an arrow pointing to the text 'Limit your results to Full Text and Peer Reviewed articles'. 'Also search within the full text of the articles' is circled with an arrow pointing to the text 'Choosing this option allows you to search within the Full Text of articles'. 'Journal Title' is circled with an arrow pointing to the text 'Search within a specified journal title'. A 'Search' button is located at the bottom left of the interface.

- To search for articles on the topic Justice and Mercy: simply type in the search terms and select, in the drop down menu, to search across the Abstract (a brief summary), Author or in this instance the Title field.
- Limit your results by ticking the Full Text and Peer Reviewed boxes.
- Limit the results again by choosing the required text type, for example Article, Book or Essay.
- To search across a specific Journal: type in the title in the Journal Title Field.
- Once you have narrowed down your search options, select the search button.

Results Page:

Searching: **ATLA Religion Database with ATLASerials** | Choose Databases > **Deane Memorial Library**

justice and mercy in TI Title

and in Select a Field (optional)

Basic Search | Advanced Search | Visual Search | Search History/Alerts | Preferences >

Narrow Results by

- Source Types
 - All Results
 - Journal Articles
 - Reviews
- Subject
 - God-Righteousness
 - God-Mercy
 - Sex and religion
 - Philosophical anthropology
 - Brueggemann, Walter
 - Social systems
 - More >
- Publication

Results: 1-10 of 11 Page: 1 2 Next Sort by: Date Descending

Results for: **TI justice and mercy** Options set [Alert / Save / Share >](#)

Search Mode: Boolean/Phrase

- Doing justice to mercy: religion, law, and criminal justice**

By: Skotnicki, Andrew. Source: Theological Studies, 69 no 4 D 2008, p 947-948. Publication Type: Review
Database: ATLA Religion Database with ATLASerials
- Lord, have mercy: praying for justice with conviction and humility**

By: Hamilton-Poore, Samuel. Source: Interpretation, 62 no 2 Ap 2008, p 218. Publication Type: Review
Database: ATLA Religion Database with ATLASerials
- Crying for justice: what the psalms teach us about mercy and vengeance in an age of terrorism**

By: Ingram, Doug. Source: Evangelical Quarterly, 79 no 2 Ap 2007, p 185-187. Publication Type: Review
Database: ATLA Religion Database with ATLASerials

Limit your results

- Full Text
- Abstract Available
- Scholarly (Peer Reviewed) Journals

Filter by Publication Date: 1975 2008

<< Search Options Options set

- Since the results have been limited to Full Text – for each title there is an option to download the PDF version.
- The results can be limited further by choosing a date range.
- The left side of the screen also shows a list of related topics which the user can search across.

Specific Result:

1 of 11 [Return to Result List](#) | [Refine Search](#)

Title: *Doing justice to mercy: religion, law, and criminal justice*

Author(s): [Skotnicki, Andrew](#)

Source: [Theological Studies](#) 69 no 4 D 2008, p 947-948.

ISSN: 0040-5639

Publication Year: 2008

Language: English

Subjects: [Peer reviewed](#) Results limited to Peer Reviewed material

Related Books/Electronic Resources: *Doing justice to mercy* xi, 280 p. **Publisher:** Charlottesville : University of Virginia, 2007. [ATLA0001689977](#)

Publication Type: Review

Issued by ATLA: 20090415

Accession Number: ATLA0001691512

Persistent link to this record (Permalink): <http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001691512&>

Database: ATLA Religion Database with ATLASerials

Related Information

Similar Results

Allows the user to find similar articles on this topic

- Once an article has been chosen, there are further options.
- The record shows that this item has been Peer Reviewed.
- Once in the record there is an option to print, save or email the record.

EBSCO Advanced Tips:

Citations.

A citation is a reference to a published or unpublished source (not always the original source). More precisely, a citation is an abbreviated alphanumeric expression embedded in the body of an intellectual work that denotes an entry in the bibliographic references section for the purpose of acknowledging the relevance of the works of others to the topic of discussion at the point where the citation appears. Generally the combination of both the in-body citation and the bibliographic entry constitutes what is commonly thought of as a citation (whereas bibliographic entries by themselves are not).

A prime purpose of a citation is intellectual honesty: to attribute prior or unoriginal work and ideas to the correct source(s), and to allow the reader to determine independently whether the referenced material supports the author's argument in the claimed way.

The forms of citations generally subscribe to one of the generally accepted citations systems, such as the Chicago/Turabian, Harvard, MLA, American Sociological Association (ASA), American Psychological Association (APA), and other citations systems, as their syntactic conventions are widely known and easily interpreted by readers.

Citation Function:

Ebsco provides a Citation option, which lists various common forms of citations for the record currently selected:

The screenshot displays a record page for the article "Doing justice to mercy: religion, law, and criminal justice" by Andrew Skotnicki. The page includes a navigation bar at the top with "1 of 11", "Return to Result List", and "Refine Search". Below the navigation bar, there are icons for "Citation" and "PDF Full Text (235K)". A red circle highlights the "Citation" icon, with an arrow pointing to a "Citation option" label. Another red circle highlights the "Find Similar Results" link in the "Related Information" sidebar, with an arrow pointing to a text box that says "Allows the user to find similar articles on this topic". The main content area shows the article's title, author, source, ISSN, publication year, language, and subjects. A red circle highlights the "Peer reviewed" subject, with an arrow pointing to a text box that says "Results limited to Peer Reviewed material". The "Related Books/Electronic Resources" section lists the book "Doing justice to mercy xi, 280 p." by the University of Virginia, 2007, with the ATLA0001689977 link. The "Publication Type" is "Review" and the "Issued by ATLA" is "20090415". The "Accession Number" is "ATLA0001691512" and the "Persistent link to this record (Permalink)" is "http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA0001691512&d...".

- Once in the record there is an option to use the Citation function.
- Once this option is selected, as the record shows below, the correct citation format for APA or Turabian is given.

Citation Format:

Citation Format
✕

NOTE: Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

<p>AMA (American Medical Assoc.)</p>	<p>Reference List Skotnicki A. Doing justice to mercy: religion, law, and criminal justice. <i>Theological Studies</i> [serial online]. December 2008;69(4):947-948. Available from: ATLA Religion Database with ATLASerials, Ipswich, MA. Accessed August 27, 2009.</p>
<p>APA (American Psychological Assoc.)</p>	<p>References Skotnicki, A. (2008, December). Doing justice to mercy: religion, law, and criminal justice. <i>Theological Studies</i>, 69(4), 947-948. Retrieved August 27, 2009, from ATLA Religion Database with ATLASerials database.</p>
<p>Chicago/Turabian: Author-Date</p>	<p>Reference List Skotnicki, Andrew. 2008. "Doing justice to mercy: religion, law, and criminal justice." <i>Theological Studies</i> 69, no. 4: 947-948. <i>ATLA Religion Database with ATLASerials, EBSCOhost</i> (accessed August 27, 2009).</p>
<p>Chicago/Turabian: Humanities</p>	<p>Bibliography Skotnicki, Andrew. "Doing justice to mercy: religion, law, and criminal justice." <i>Theological Studies</i> 69, no. 4 (December 2008): 947-948. <i>ATLA Religion Database with ATLASerials, EBSCOhost</i> (accessed August 27, 2009).</p>

Searching Across a Publication (Journal):

The screenshot shows the EBSCOhost search interface. At the top, the 'Publications' tab is selected. The search box contains 'ATLA Religion Database with ATLASerials'. A dropdown menu is open, showing 'Select a Field (optional)'. A red arrow points to the 'Publications' tab, and a callout box says 'Select this to search for a title or author from a specific publication'. Below the search box are search options and filters.

Search Options

Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type

- All
- Article
- Book
- Essay

Exclude In-Process Records

Abstract Available

Year Published from to


Journal Title

Language

- All
- Afar
- Afrikaans
- Arabic

- Select the Publication option to search across a particular journal.

New Search | Publications | Scriptures | Indexes Sign In to My EBSCOhost

 Database: ATLA Religion Database with ATLASerials -- Publications

Publications

Browsing: ATLA Religion Database with ATLASerials -- Publications

Alphabetical Relevancy Rank

Page: [Previous](#) | [Next](#)

Select one or more items and click

[Theology Today](#)

[Theosophical History](#)


[Thesis Theological Cassettes](#)

Note: A red circle highlights the search input field, and a red arrow points to the text "Browse for the specific publication to search across".

- Browse for a specific publication title.

New Search | Publications | Scriptures | Citation Matcher | More Sign In | Folder | Preferences | Languages | New Features! | Help | Exit

Database: ATLA Religion Database with ATLASerials -- Publications Deane Memorial Lib

 [Back](#)

Publications Alert / Save / Share

[Previous Record](#) | [Next Record](#)

Publication Details For "Theology Today"

Title:	Theology Today
Abbreviated Title:	Th Today
ISSN:	0040-5736
ISSN-L:	0040-5736
Publisher:	Princeton Theological Seminary
Place of Publication:	Princeton
Date of Publication:	1944-
Current Publication Frequency:	Quarterly
Bibliographic Coverage Begins:	01/01/1944

Note: A red circle highlights the "Search within this publication" button, and a red arrow points to the text "Choose this option to search specifically across 'Theology Today'".

All Issues

- + 2010
- + 2009
- + 2008
- + 2007
- + 2006
- + 2005
- + 2004
- + 2003
- + 2002

- Once the journal record is found, there is the option to search across that particular journal.

New Search | Publications | **Scriptures** | Indexes | Sign In to My EBSCOhost | Folder | New Features

Searching: **ATLA Religion Database with ATLASerials** | Choose Databases >

JN "Theology Today" in Select a Field (optional) Search Clear

and AU Author in AU Author ? Search for a particular author or title in a specific publication

and TI Title in TI Title Add Row

Basic Search | Advanced Search | Visual Search | Search History/Alerts | Preferences >

Search History/Alerts

Print Search History | Retrieve Searches | Retrieve Alerts | Save Searches / Alerts

Select / deselect all Search with AND Search with OR Delete Searches

Search ID#	Search Terms	Search Options
<input type="checkbox"/> S1	JN "Theology Today"	Search modes - Boolean/Phrase

Narrow Results by

- Source Types
 - All Results
 - Journal Articles
 - Reviews
- Subject
 - Peer reviewed

Results: 1-10 of 7205 Page: 1 2 3 4 5 Next Sort by: Date Descending Add (1-10)

Results for: JN "Theology Today" Alert / Save / Share >

Search Mode: Boolean/Phrase

- [Theology Today 66 no 1 Ap 2009. Other matter](#)

Source: *Theology Today*, 66 no 1 Ap 2009.. Publication Type: Other Matter

Database: ATLA Religion Database with ATLASerials

Add to folder

PDF Full Text (3358K)

- For example a search could be conducted in “Theology Today” for a specific author or article title by selecting these from the drop down menu.

Searching for a Scripture Reference:

New Search | Publications | **Scriptures** | Indexes | Sign In to My EBSCOhost | Folder | New Features

Searching: **ATLA Religion Database with ATLASerials** | Choose Databases >

Select this to locate resources on a specific scripture reference

Basic Search | Advanced Search | Visual Search | Search History/Alerts | Preferences >

Search Options

Search modes ?

- Boolean/Phrase
- Find all my search terms
- Find any of my search terms
- SmartText Searching [Hint](#)

Apply related words

Also search within the full text of the articles

Limit your results

Full Text

Scholarly (Peer Reviewed) Journals

Publication Type

- All
- Article
- Book
- Essay

Exclude In-Process Records

Abstract Available

Year Published from to


Journal Title

Language

- All
- Afar
- Afrikaans
- Arabic

- Select the “Scriptures” option to search for a specific scripture reference.

New Search | Publications | **Scriptures** | Indexes Sign In to My EBSCOhost

 Database: ATLA Hierarchical Scripture Authority [?]

Scriptures

Page: Previous | [Next](#)

[Genesis](#) [\[Expand\]](#) Keep on expanding the reference until it reaches the specific chapter and verse

[Exodus](#) [\[Expand\]](#)

[Leviticus](#) [\[Expand\]](#)

[Numbers](#) [\[Expand\]](#)

[Deuteronomy](#) [\[Expand\]](#)


[Joshua](#) [\[Expand\]](#)

[Judges](#) [\[Expand\]](#)

[Ruth](#) [\[Expand\]](#)

- Simply keep on expanding the book and chapter to find articles on a specific scripture reference.

New Search | Publications | **Scriptures** | Citation Matcher | More Sign In Folder Pref

 Database: ATLA Hierarchical Scripture Authority [?]

Scriptures

Page: Previous | [Next](#)

Genesis [Chapter 1](#) [\[Previous Level\]](#)

[Verse 1](#) Choosing this option will lead to articles on ch 1, v1 of Genesis

[Verse 2](#)

[Verse 3](#)

[Verse 4](#)

[Verse 5](#)

[Verse 6](#)

[Verse 7](#)

[Verse 8](#)

[Verse 9](#)

[Verse 10](#)

[Verse 11](#)

The screenshot shows the EBSCO ATLASerials search interface. At the top, the search criteria are 'SR "Genesis 1:1"'. The results page displays three articles, with the first one highlighted. A red circle and arrow point to the search criteria 'SR "Genesis 1:1"' in the results header. The right sidebar contains filters for 'Full Text', 'Abstract Available', and 'Scholarly (Peer Reviewed) Journals', along with a date range filter set to 1906-2008.

Search results for SR "Genesis 1:1" (Results which contain references to Genesis 1:1)

1. [Creation: something from something, something from nothing, or something from hardly anything?](#)
 By: Schrader, Malcolm E.. Source: *Jewish Bible Quarterly*, 34 no 4 J1-S 2008, p 187-195. Publication Type: Article
 Database: ATLA Religion Database with ATLASerials

2. [The Godding process](#)
 By: Cooper, David A.. Source: *Parabola*, 33 no 2 Sum 2008, p 8-15. Publication Type: Article
 Database: ATLA Religion Database with ATLASerials

3. [Reading the Bible with the church](#)
 By: Reno, Russell R.. Source: *Calvin Theological Journal*, 43 no 1 Ap 2008, p 35-47. Publication Type: Article
 Database: ATLA Religion Database with ATLASerials

- The results show articles on “Genesis 1:1”.
- From this screen the results can be further limited by choosing a date range from the time line on the right hand side of the screen.
- Results can be further limited by selecting Full Text or Peer Reviewed.

ProQuest Religion Searching

Advanced Search Screen:

ProQuest

Basic **Advanced** Topics Publications [My Research](#)
0 marked items

[Databases selected:](#) ProQuest Religion

Advanced Search Tools: [Search Tips](#) [Browse Topics](#)


Justice and mercy Abstract

AND Citation and abstract

AND Citation and abstract

[Add a row](#) | [Remove a row](#) **Search** **Clear**

Date range: All dates

Limit results to: Full text documents only  Scholarly journals, including peer-reviewed [About](#)

[More Search Options](#)

Choose to search just the Abstract

Limit the results to a specified Date Range as well as Full Text or Scholarly Journals

- When using ProQuest Religion always go to the Advanced search as this gives more options to refine a search.
- Search for the terms “Justice and Mercy” in the Abstract – select this from the drop down menu.
- Limit the results to a specific Date Range. Results can be further limited by selecting Full Text or Scholarly Journals.
- Select the search button.

Results List:

ProQuest

Interface language: English

Databases selected: ProQuest Religion

Results – powered by ProQuest® Smart Search

Suggested Topics [About](#)

ProQuest gives suggested topics in a similar vein

Justice	Justice AND Christianity
Justice AND Book reviews	Justice AND Ethics
Justice AND Philosophy	Justice AND Catholicism
Justice AND Supreme Court-US (company/org)	Justice AND Peace

< Previous | Next >

10 documents found for: *ABS(Justice and mercy)* >> [Refine Search](#) | [Set Up Alert](#) | [Create RSS Feed](#)

Scholarly Journals

Mark all 0 marked items: Email / Cite / Export [Show all documents](#)

Sort results by: Most recent first

- [In the Name of Mercy: A Meditative Exploration](#)
Terry A Veling. *Pacifica: Journal of the Melbourne College of Divinity*. Parkville: Jun 2009. Vol. 22, Iss. 2; p. 215 (22 pages)
[Abstract](#) | [Full text](#) | [Full Text - PDF \(14 MB\)](#) → [Full Text of Articles](#)
- [The Catholic Worker Movement: Communities of Personal Hospitality and Justice](#)
Helen Deines. *Social Work and Christianity*. Botsford: Winter 2008. Vol. 35, Iss. 4; p. 429 (20 pages)
> [42 references](#)
[Abstract](#) | [Full text](#) | [Full Text - PDF \(557 K\)](#)
- [EMBRACING ACTIVISM IN APARTHEID SOUTH AFRICA: THE SISTERS OF MERCY IN BOPHUTHATSWANA, 1974-94](#)
Catherine Higgs, Jean N Evans. *The Catholic Historical Review*. Washington: Jul 2008. Vol. 94, Iss. 3; p. 500 (22 pages)
[Abstract](#) | [Full text](#) | [Full Text - PDF \(268 K\)](#)
- [Morally Serious Pedagogy](#)
Shawn Floyd. *Christian Scholar's Review*. Holland: Spring 2007. Vol. 36, Iss. 3; p. 245 (17 pages)
[Abstract](#) | [Full text](#) | [Full Text - PDF \(922 K\)](#)

- In the “Suggested Topics” box there are links to topics in a similar vein to the search terms initially chosen.
- Results can be sorted by the most recent first or the most relevant.
- Since Full Text was selected in the initial search all the articles link to the Full Text PDF which can be saved or printed.

Article Record:

ProQuest [Help](#)

Basic **Advanced** Topics Publications My Research
0 marked items

Databases selected: ProQuest Religion Interface language: English [Go](#)

Document View Document 1 of 10 [Next >](#)

[Print](#) | [Email](#) | [Copy link](#) | [Cite this](#) | Mark Document This article cannot be translated due to its length.

In the Name of Mercy: A Meditative Exploration **Full Text available to download**

Terry A. Veiling, *Pacifica: Journal of the Melbourne College of Divinity*, Parkville: Jun 2009, Vol. 22, Iss. 2, pg. 215, 22 pgs

Abstract (Summary) **Other available formats:**

Perhaps this is why we say that the dead rest in peace, because they at last have been freed from the harsher strictures of the world - all the courts and tribunals and laws and wars and administrative systems and policies and plans and statements and codes and penalties - freed from all this travail, across the centuries, in which humans have tried to live justly together. Whoever wants to eliminate love is eliminating...the very thing that the suffering person - every person - needs: namely, loving personal concern. If we could be more aware of the need for social mercy, if we could speak more readily of social mercy, if we could let the language and the sentiments of social mercy hold greater sway in our society and our institutions and our social structures, we would in no way jeopardise our quest for social justice.

Find more documents like this:

Subjects:

Religion
 Legislation
 Law
 Social justice

[More options ↓](#)

[Jump to indexing \(document details\)](#)

Full Text (9227 words)

Copyright Copyright Agency Limited (Distributor) Jun 2009

[Headnote]

Abstract:
This essay is a meditative exploration of the relationship between justice and mercy. While it recognises the importance of social justice - as a mutual indebtedness - it argues that without social mercy, even justice itself cannot save us. Mercy is not the opposite or complement of justice, but its very condition.

"Go and learn what this means, ? desire mercy, not sacrifice".

(Matthew 9:13)

JUSTICE AND MERCY.

- On the right hand side of the screen there is an option to download the article as a PDF.
- Under “Document View” there is the option to Print, Email, Copy or Cite this link.
- The search terms “Justice and Mercy” are in red in the Abstract (a brief summary) – this is due to choosing to search for the terms in the Abstract only from the Advanced screen.

ProQuest Advanced Tips

Searching Across a Publication:

ProQuest

Basic Advanced Topics **Publications** My Research

Databases selected: ProQuest Religion

Publication Search Tools: [Search Tips](#)

Scottish Journal of Theology Search Clear

[Show all publications](#)

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1-16 of 16

[Africa: Edinburgh](#) Full Text: 1996 - 2010, delayed 1 year(s) [Create RSS Feed](#)

[Aleph: Historical Studies in Science & Judaism: Jerusalem](#) Full Text: 2004 - current [Create RSS Feed](#)

[America: New York](#) Full Text: 1988 - current [Create RSS Feed](#)

[The American Journal of Sociology: Chicago](#) [Create RSS Feed](#)

[American Journal of Theology & Philosophy: West Lafayette](#) Full Text: 1998 - 2006 [Create RSS Feed](#)

[Anales del Seminario de Historia de la Filosofia: Madrid](#) Full Text: 2005 - current [Create RSS Feed](#)

[Analysis and Metaphysics: Woodside](#) Full Text: 2009 - current [Create RSS Feed](#)

[Angelaki: Abingdon](#) [Create RSS Feed](#)

[Anglican and Episcopal History: Austin](#) Full Text: 2000 - current [Create RSS Feed](#)

[Anglican Journal: Toronto](#) Full Text: 1993 - current [Create RSS Feed](#)

[Anglican Theological Review: Evanston](#) Full Text: 1997 - current [Create RSS Feed](#)

[Asian Ethnology: Nagoya](#) Full Text: 1997 - current [Create RSS Feed](#)

[Asian Philosophy: Abingdon](#) Full Text: 1997 - 2000 [Create RSS Feed](#)

[Association for Jewish Studies: AJS Review: Cambridge](#) Full Text: 2002 - current, delayed 1 year(s) [Create RSS Feed](#)

[The Australasian Catholic Record: Stathfield](#) Full Text: 2005 - current [Create RSS Feed](#)

[Australasian Journal of Philosophy: Oxford](#)

- Search across the publication “Scottish Journal of Theology”.

Publication record:

ProQuest

Basic Advanced Topics **Publications** My Research
9 marked items

Databases selected: ProQuest Religion

Publication: **Scottish Journal of Theology**, Edinburgh
Full text coverage: 2002 (Volume 55, Issue 4) present, delayed 1 year(s) [Publication Information](#)
[Set Up Alert](#) | [Create RSS Feed](#)

Search for articles within this publication:
Search within the publication for an author, article title or keywords
 [Search](#) [Clear](#)

Date range:
Look for terms in: [About](#)
Limit results to: Full text documents only

Browse specific issues:
View issues from: To: [Browse Issues](#) [Clear](#)

1-81 of 81

Feb 2011: Vol. 64, Iss. 1	2004: Vol. 57, Iss. 2	1997: Vol. 50, Iss. 3
Nov 2010: Vol. 63, Iss. 4	2004: Vol. 57, Iss. 1	1997: Vol. 50, Iss. 2
Aug 2010: Vol. 63, Iss. 3	2003: Vol. 56, Iss. 4	1997: Vol. 50, Iss. 1
May 2010: Vol. 63, Iss. 2	2003: Vol. 56, Iss. 3	1996: Vol. 49, Iss. 4
Feb 2010: Vol. 63, Iss. 1	2003: Vol. 56, Iss. 2	1996: Vol. 49, Iss. 3
Nov 2009: Vol. 62, Iss. 4	2003: Vol. 56, Iss. 1	1996: Vol. 49, Iss. 2
Aug 2009: Vol. 62, Iss. 3	2002: Vol. 55, Iss. 4	1996: Vol. 49, Iss. 1
May 2009: Vol. 62, Iss. 2	2002: Vol. 55, Iss. 3	1995: Vol. 48, Iss. 4
Feb 2009: Vol. 62, Iss. 1	2002: Vol. 55, Iss. 2	1995: Vol. 48, Iss. 3
Nov 2008: Vol. 61, Iss. 4	2002: Vol. 55, Iss. 1	1995: Vol. 48, Iss. 2
Aug 2008: Vol. 61, Iss. 3	2001: Vol. 54, Iss. 4	1995: Vol. 48, Iss. 1
May 2008: Vol. 61, Iss. 2	2001: Vol. 54, Iss. 3	1994: Vol. 47, Iss. 4

- From the “Scottish Journal of Theology” record it shows that there is Full Text of this publication until 2011.
- The search box allows searching for key words or searching for a particular title or author within the journal.
- The journal record also has links to specific volumes and issues within the publication.

6. How to View, Select and Reserve an item online

- Borrowers may reserve items selected from the Library **catalogue**.
- After doing your search, tick box(es) in the left margin to select item(s) from the search results list for further action.
- At the top of the page are several options:

View: Creates a new list made up of the selected (ticked) items.

Email: To email your selections.

Clear: Cancels any ticked selections.

Print: Prints selected search result.

Reserve: For this you will need to Login your User Name and Password in the boxes on the left of the screen. Use reserve to request items that are currently out on loan. When an item that is on loan becomes available you will be notified by email.

The screenshot shows the Laidlaw College Libraries OPAC interface. The header includes the Laidlaw College logo and the word "Libraries". Below the header, a navigation bar shows "Welcome Liberty3 User, you are here: Library Home > OPAC > OPAC Results". The main content area displays search results for "God of surprises / Hughes, Gerard W (1985)". The results include a book cover, author information, imprint, physical description, subjects, classification, and holdings. The holdings table shows two copies, both available. Red annotations highlight the login fields on the left and the action buttons at the top of the results list.

Choose to View, request, email, reserve, print or clear the current selection

Login with your username and password to reserve items

This item is available for loan in the General Collection

How to check out your personal Library borrower details

The screenshot shows the Laidlaw College Libraries OPAC interface. At the top, it says "Welcome Jane Reader, you are here: Library Home > OPAC Home". The main heading is "Libraries" and "OPAC". On the left, there is a sidebar with a "Logout" button and a list of links: Home, OPAC, Search, New Items, Serial Lists, Reading Lists, Reserves, About Me, Current Loans, My Overdues, My Reserves, Loan History, My Serials, My Alerts, and Change Password. The "Your Account" section is highlighted with a red circle and contains the following information:

- Jane Reader - Your Account:**
 - You have [1 book on loan](#).
 - You do not have any items reserved.

Below this section, there are tabs for "Basic", "Guided", "Advanced", "Browse", and "Help". A search bar is present with a dropdown menu for "Title, Author, Subject or Series (all words)" and a "Go" button. A checkbox for "Show full records" is also visible. A callout box points to the "About Me" link in the sidebar, stating "Alerts you to items you currently have reserved and on loan". Another callout box points to the "Your Account" section, stating "View current loans, overdues, reserves and loan history".

- Once you have logged in, you will be able to access your personal library borrower's details, which are highlighted under the heading, **Your Account**, and can be selected from the list to the left of the page.
- **About Me** – this is the information the Library holds about you. If it requires updating please let the Library know.
- **Current Loans** – this is a list of items you have out on loan and when they are due back. Here you can **renew** books by selecting the Renew box then the Renew selected items button. You will be unable to renew if an item has been reserved by another borrower or it has already been renewed twice before.
- **My Overdues** – list the items you currently have that are overdue.
- **My Reserves** – lists all the items you have reserved. You can also delete reserves from here.
- **Loan History** – lists all the books you have had out of the Library previously.
- **Logout** – clicking on this button will log you out of your personal details – you will still be able to search for items.

7. Conclusion



Congratulations! You have completed this tutorial. Enter your answers as you go through this booklet. An answer sheet is available from Library staff on request.

This is really just the beginning of your friendship with one of your major resources for your study programme here at Laidlaw.

Welcome to the Library!