Intro to the OU Library System

Getting to all the good stuff – first log in…

You can access LORA without logging in, but many of the databases require users to be logged in to use the OU libraries link.

1. My Library
   From here you can select what you want to show up on the main page
   For example on my page:
   • Catalogue (so I can search right from log-in)
   • Databases (to save time going through LORA):
     o ERIC
     o PsycINFO
     o FirstSearch Collection
   • My account (so I can quickly check what I have out and what’s due)

2. ILL
   Make sure that we don’t have something before requesting it. Many items are available on Microform in Current Periodicals. To double check the availability go through FirstSearch. If you are sure we don’t have something and you want to request it you can go straight to ILL and fill out the appropriate form but it’s much easier if you find it first in FirstSearch. You will then be given the option to select “Request via interlibrary loan” which will automatically fill out all the details including hard to find information like the ISBN and OCLC numbers that make processing the request much quicker for ILL.

3. Sooner Xpress
   Sooner Xpress is a free service by which you can request a book in the OU Library system and have them mailed to a campus address, an off-campus address or held for pick up at any branch of the OU library. You can also have articles and chapters photocopied and held for you or mailed to you for a charge of $4 for up to 20 pages.
   **What if you take the time to go to the library in person but can’t find the book you want?**
   Sooner Xpress it!
   You can go to the main desk and fill out a “book not on shelf form” however this takes time and library staff will most likely tell you to go to a computer and request the book via Sooner Xpress. What this does is send a search assistant into the library to try to find it. They will perform the same search of OU libraries as if you had filled out the form but if they can’t find the book the form will automatically be passed to ILL. Because all the details are already electronically filed it will be much quicker to get the ILL. Also note that you cannot directly request an ILL of a book that is in the library catalogue until an unsuccessful search has been performed.

4. Mark
   If you’ve performed an search of the library catalogue but don’t have a pen and pencil and your printer’s not working, click the MARK button. Before you log out and end your session go to “Marked Items” and you can either print the list as a single document or email them to yourself.
Finding Known Articles

LIBRARIES.OU.EDU

CATALOGUE

Search: Periodical Title (exact)

Results

LORA

FirstSearch

Search

Try: Author Date Keyword Title Journal

Results

INTERNET

Microfilm/fiche

Copies available at ...

Internet

Use Call # to find vol. on shelf

Follow link to journal

Use serial # to locate item in C.P.

Locate by date/volume/issue

 OU University

Request Via ILL

Sometimes articles don’t come up for one of these search types so try different terms. FirstSearch is very extensive and what you’re looking for is likely to be there somewhere.

 OU Article Linker

Article Link

Journal Link

ILL

E-Journal

Hard Copy

(Get call-number and retrieve from shelf)

Article delivered to ILL online

Hard copy held at Bizzell

Occasionally you will discover that we don’t have the volume you need online or on the shelves. Locate the article in FirstSearch and request via ILL.

Sometimes FirstSearch doesn’t offer this direct link, but gives the OU Article Linker. If this is the case just click on this and then on the ILL link in the new window.
Refining Searches:

1. **Boolean**

   - **AND**
     - Each result contains **all** search terms.

   - **OR**
     - Each result contains **at least one** search term.

   - **NOT**
     - Results **do not contain** the specified terms.

2. **Phrase searching**
   Use double quotation marks to search for an exact phrase “…”
   Note that some words will not be searched as part of the phrase even if it is within double quotation marks.
   E.g. And, Been, However, So…

3. **Plural vs. Singular**
   - **Singular**: Both plural and possessive forms of word are be searched
   - **Plural**: Does not automatically search for singular version of term