

Regent University Library

Handbook for Faculty



REGENT UNIVERSITY LIBRARY
1000 REGENT UNIVERSITY DRIVE
VIRGINIA BEACH, VIRGINIA 23464
www.regent.edu/lib
(757) 226-4159 Reference
Fall 2003

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MISSION STATEMENT

The Regent University Library provides information resources and services to support the curricular and research needs of the university community. The Regent University Library supports the mission of the university "to provide exemplary graduate education from biblical perspectives to aspiring servant leaders in pivotal professions and to be a leading center of Christian thought and action."

GOALS:

- To model Christian leadership in a caring and dynamic organization that values its individuals as its most prized resource.
- To create a learning environment that promotes Christian thought as its center for study, research, scholarly, and cultural interaction among the diverse members of the university community.
- To acquire, maintain, and promote print and electronic resources that support the curriculum and research needs of the university community.
- To provide accurate information to all users in a professional and courteous manner.
- To provide equal and easy access to resources and services for all members of the university community.
- To educate students in information literacy to enhance their opportunities for success and develop lifelong learning habits.
- To be a leader in technology used to develop, maintain, and provide access to resources and services.

Updated and approved by the library faculty, January 2001.

LIBRARY STAFF DIRECTORY

ADMINISTRATION

		<u>EXT.</u>	<u>E-MAIL</u>	<u>LIB</u>
Albert Liu	Dean	4185	albeliu	119
Arlene Talbot	Assistant to Dean	4185	arletal	119
Ellen Cox	Facility Coordinator/Bookkeeper	4170	ellecox	112
Mark Zillges	Systems Manager	4169	markzil	112

UNIVERSITY LIBRARIANS

Audrey Amerski	Volunteer Librarian			112
Georgi Bordner	Assoc. Librarian (Technical Services)	4183	georbor	112
Steven Kenneally	Ass't. Librarian (Digital Srvcs/SLS)	4856	stevken	112
Fotini Kontos	Ass't. Librarian (Psyc & Couns/CPS)	4187	fotikon	112
Marta Lee	Ass't. Librarian (Gov't/Washington)	4174	martlee	112
Karen Robinson	Librarian (Communication/Copyright)	4457	karerob	112
Robert J. Sivigny	Assoc. Librarian (Divinity/SpecColl)	4184	robesiv	112
Leanne Strum	Librarian (Business/Systems)	4172	leangar	112
Sandra Yaegle	Assoc. Librarian (Educ/Instruction)	4165	sandyae	112

TECHNICAL SERVICES

Gabriele Bibee	Cataloging Specialist	4161	gabrbib	109
Pearl Combs	Periodicals Assistant	4164	pearcom	109
Corina Kojack	Cataloging Assistant	4173	corikoj	109
Rebecca Lucas	Acquisitions Assistant	4158	rebeluc	109
Angela Masden	Acquisitions/Receiving Supervisor	4178	amasden	109
Paulette Thompson	Periodicals/Bindery Supervisor	4163	paultho	109
Kathleen Watson	Cataloging Assistant	4177	kathwat	109

ACCESS SERVICES

Dorothy Hargett	Circulation Supervisor	4156	dorohar	132
Leslie Christianson	Asst. Circulation Supervisor	4152	leslchr	132
Harold Henkel	Asst. Circulation Supervisor	4198	harohen	132
Patty Hughson	ILL/Document Delivery Supervisor	4424	patrhug	109
Susie Freeman	ILL/DD Assistant	4171	sueboot	109

SPECIAL COLLECTIONS

Don Gantz	Special Collections Asst. Supervisor	4154	donagan	112
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LIBRARY DESKS

Circulation/Reserve Desks	4150	Interlibrary Loan	4424
Library Conference Room	4157	Library Administration	4185
Film Research Center	4460	Reference Desk	4159
Information (hours only)	4155	Staff Lounge	4197
Technology Room	4166	Library Instruction Lab 213	4067

(Updated August, 2003)

LIBRARY SERVICES TO FACULTY

LIBRARY LIAISONS

Library faculty are assigned to each school or center to assist the teaching faculty in providing resources that support the curriculum. The library faculty have the basic responsibility of building the library's collections and are eager to assist with and promote academic research. Please see the Library Staff Directory on page three to locate the liaison for your school.

LIBRARY HOURS

Regular Hours

Monday - Thursday	8:00 a.m. - 12:00 midnight
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 12:00 midnight
Sunday	6:00 p.m. - 12:00 p.m.

Summer Hours

Monday - Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 6:00 p.m.
Saturday	9:00 a.m. - 10:00 p.m.
Sunday	Closed

Reference Desk

Regular Hours

Monday - Thursday	8:30 a.m. - 10:00 p.m.
Friday	8:30 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 4:00 p.m.
Sunday	6:00 p.m. - 10:00 p.m. (Reference GA; no Librarian)

Summer Hours

Monday - Friday	9:00 a.m. - 9:00 p.m. (5-9pm Reference GA; no Librarian)
Saturday	10:00 a.m. - 4:00 p.m. (Reference GA; no Librarian)

Virtual Reference Desk Hours As posted at www.regent.edu/lib/reference/

CIRCULATION DEPARTMENT

- Faculty may check out books for the academic year using their Regent ID.
- No limit to the number of items borrowed.
- After three weeks, materials are subject to recall if a hold has been placed on it by another patron.
 - All materials must be returned or renewed by May 1st of each year.
 - Your G.A. may check out materials in your name by obtaining a permission form from the library Circulation Desk.
 - With the exception of ILL materials, there are no overdue fines charged to faculty. However, for lost materials, replacement costs will be charged, plus \$10 for processing.
 - Faculty spouses:
 - If using their own ID cards, may borrow up to 15 books or 2 AV items for one week, with one renewal.
 - Overdue fines include 10 cents per day for books, 25 cents per day for AV.
 - For detailed policies and procedures see the Circulation homepage – www.regent.edu/lib/circulation or contact the Circulation Supervisor, Dorothy Hargett at (757) 226-4156.
 - Faculty should not allow others to use their ID to check out library materials.

INTERLIBRARY LOAN/DOCUMENT DELIVERY SERVICES

- Books and journal articles not available at Regent University Library may be borrowed through ILL.
- Up to five books and ten photocopies may be requested per week.
- Request forms for books and journal articles are located on the ILL/DocDelivery homepage along with policies and procedures – www.regent.edu/lib/docdelivery/interlibrary_loan_policies.html
- Material may take up to two weeks to arrive.
- Books can usually be held for two to three weeks without renewal.
- When interlibrary loan material arrives, it is placed at the Circulation Desk and the requester is notified by email.
- Copyright law limits the number of photocopies of journal articles an institution can request; therefore, if a desired journal is held by a library in the Tidewater area, faculty and students are encouraged to visit that library for these materials.
- For assistance, contact Patty Hughson, Interlibrary Loan/Document Delivery Supervisor, at (757) 226-4424.

OFF CAMPUS SERVICES

- Regent University Library proactively supports Regent University off-campus programs and students with a full complement of resources and services.
- Off-campus students may request that books from the Library collection be sent to them for a six-week loan period, through the ILL homepage.
- Students and faculty may access the databases that the Library subscribes to via remote access *by using their Regent email login and password*.
- Students can print full-text journal articles at home from databases via the Databases and Online Indexes web page. Over ninety percent of the databases are available by remote access.
- Articles not available through the library databases can be requested through interlibrary loan.
- Access to Regent University theses and dissertations are available through the Digital Dissertations program via the Library's Databases & Online Indexes web page – www.regent.edu/lib/databases.
- Regent University off campus students may either call or use email. The Reference Desk maintains a toll-free number for off campus student & faculty support.
- Virtual Reference Service offers live assistance online with a librarian. Go to the Reference web page for additional information and posted hours of the service – www.regent.edu/lib/reference/.
- For a full description of resources and services available, see the Regent University Library Off Campus Services web page – www.regent.edu/lib/de/disted.html.
- For further assistance, contact the subject specialist for your school, or the Washington Campus librarian, Marta Lee at (757) 226-4174, martlee@regent.edu.

TIDEWATER CONSORTIUM

- To borrow books from any of the fifteen libraries in the Tidewater Consortium, faculty must first obtain a Tidewater Consortium Identification card from the Regent University Library Circulation Desk.
- The card is free and is valid for one semester.
- Upon presenting the card at any consortium library, you will be issued your own card.
- For a listing and more information about each of the libraries in the Tidewater Consortium see the Virginia Tidewater Consortium for Higher Education homepage - www.vtc.odu.edu.
- To determine which libraries hold a particular title use either the *WorldCat* database found on the Databases and Online Indexes page, or the Hampton Roads Union List of Serials spiral-bound volumes located at the Library Reference Desk.

ADJUNCT FACULTY

- Adjunct faculty currently teaching in one of the schools or colleges at Regent University should confirm with their respective school's administrative assistant that they are connected to the LAN through Computer Services.
- The school or college's administrative assistant is responsible for forwarding the adjunct faculty's status to Library Circulation with full name, address, phone number, email and social security number.
- When writing syllabi, faculty are advised to check Regent's online library catalog for course-related materials that students are expected to find in the library. Go to the Library homepage at www.regent.edu/lib and click on Library Catalog.

REFERENCE SERVICES

- Faculty are encouraged to utilize Regent University Library resources and services and should encourage students to do the same.
- The following specialized services are available to all faculty:
 - Extended conferences with a librarian to discuss research, a class assignment, or collection development matters. See list of library liaisons, or contact Library Administration at (757) 226-4185.
 - Specific information research and resources instruction by appointment on an individualized basis, or in the classroom.
 - Special tours, e.g. for a class, for people with disabilities, etc.
 - **Virtual Reference Service** – Live online reference assistance with a librarian during posted hours – www.regent.edu/lib/reference/
- Contact the Reference Desk at (757) 226-4159, or through email – reference@regent.edu.

DATABASES AND ONLINE INDEXES

- The Library maintains access to 120 electronic indexes and full-text databases covering subjects across the Regent University curriculum.
- Databases include LexisNexis Academic, Factiva, Science Direct, WorldCat, ATLA Religion Database, LexisNexis Congressional, International Index to the Performing Arts, among others. These databases and others are located on the *Databases and Online Indexes* homepage – www.regent.edu/lib/databases/home.html
- Access is *limited to current* Regent University students, faculty and staff. Remote access to electronic resources is available from the *Databases and Online Indexes* page – www.regent.edu/lib/databases - using your Regent University email login ID and password when prompted.

LIBRARY RESOURCE DEVELOPMENT POLICIES

- The Regent University Library *Resource Development Policies* manual outlines general library policies and procedures for acquiring library resources for all disciplines represented at Regent.
- Library liaisons have written Resource Development Policy guidelines pertaining to each school and their curriculum. Ask your library liaison for copies of these documents or contact Library Administration at (757) 226-4185.
- For a brief description of the Regent University Library collections see the Regent Library Collections homepage - www.regent.edu/lib/collections/

REQUEST NEW LIBRARY MATERIALS

- Faculty are encouraged to recommend materials for the library in their subject disciplines.
- The library requests that faculty communicate with the library liaisons regarding any materials that are required for their courses.
- Allow at least two months for the library to order and process material required for a forthcoming course.
- Consult your library liaison for special or urgent resource needs.
- When ordering materials, please provide as much bibliographic information as possible to help identify the requested item accurately such as:
 - Exact title
 - Author (s)
 - Publisher and date
- Include any supporting documentation such as publisher's catalog, ISBN, sales flyer or footnote citation.
- Requests for books, journals or electronic resources may be emailed directly to your library liaison, or sent through campus mail to LIB 112. *Faculty are requested not to purchase materials independently and expect reimbursement from the library.*
- Note regarding journals: *Ulrichsweb.com* provides necessary periodicals information, and may be accessed from the Library's *Databases & Online Indexes* page. Faculty may indicate whether back issues of requested titles are desired.
- Generally, textbooks and multiple copies of the same title are not purchased except in the case of faculty publications or required doctoral study readings.
- The library maintains lists of purchases for future consideration depending on priorities and monies available.
- Gifts are always appreciated.

For questions or assistance, contact the library liaison assigned to your school.

ELECTRONIC RESERVE

CONTACTS

Circulation

Ereserve@regent.edu
(757) 226-4152
After Hours: (757) 226-4150

Reserves (Library) Representative
Leslie Christenson
Email: leslchr@regent.edu
Phone: (757) 226.4152

LINKS

Instructor Guidelines
www.regent.edu/lib/circulation/instructor_guidelines.html
Reserve Form
www.regent.edu/lib/circulation/form.doc
Electronic Reserve System
<http://reserve.regent.edu>

ERes, Electronic Reserve System at Regent University Tuesday, August 29 2000

Regent University
Electronic Reserve

Welcome to ERes at Regent University

[Electronic Reserves and Course Materials](#)
Course homepages. Bulletin board, chat, etc. Find documents on electronic reserve here.

[Important information for all ERes Users!](#)
Information to help you get started using ERes v4 and DocuLib.

[Guidelines for Electronic Reserve](#)
Instructor guidelines for submitting material for electronic reserve.

[Copyright Basics](#)
Guidelines concerning copyright basics, infringement, obtaining permissions, etc.

ERes version 4. Copyright © 2000 [Docutek Information Systems, Inc.](#)
ERes and Docutek.com are trademarks of Docutek Information Systems, Inc.

ERes
Learning Network
[Click Here](#)

Search the web:

ERes Links

- [Local ERes Info](#)
- [Create a Course Page](#)
- [Admin Functions](#)
- [Contact Local ERes Manager](#)

Regent Links

- [Regent University Homepage](#)
- [Regent University Library](#)
- [Library Catalog](#)
- [Electronic Reference Center](#)

INSTRUCTOR GUIDELINES: RESERVE SERVICES

1. HOW DO I SUBMIT MATERIALS?

Faculty may submit photocopies of materials to be placed on electronic reserve to the staff at the library circulation desk. A signed copy of the "Reserve Form" must accompany the materials along with written copyright permission if needed. The form must be typed and signed by a professor.

2. HOW DO I PREPARE MY MATERIALS FOR SUBMISSION?

Photocopies must be from the original document, not from a photocopy. Photocopies must be single sided, and as clear and clean as possible with no holes, staples, or dark lines. 8 1/2" x 11" pages; minimum of 1/4" margins on all sides.

Photocopies that do not meet this criteria will be returned.

Complete citations, as applicable, must be given for each item to be placed on reserve (both in-house and electronic). All copyrighted material must cite full bibliographic information on the first page.

A copy or handwritten facsimile of the original copyright notice must be included with the material.

Materials that exceed 25 pages will be scanned into the system in two parts. Please specify the page number where the break should occur. Title of article (document title, not source title) on the "Reserve Form" must be the same as listed on the course syllabus in order to help students access the course material. No complete books will be scanned for electronic reserve.

3. WHAT FORMATS WILL BE SUPPORTED?

Material may be submitted in the following formats: - Photocopies (will be converted to PDF documents) - electronic formats:

text: ASCII, RTF, etc.

.pdf (Adobe Acrobat)

.doc (Word)

.xls (Excel)

.ppt (PowerPoint)

Graphic formats: jpeg, tiff, gif

Audio formats: au, wav

Video formats: mov, avi

Note: Electronic formats must be submitted on a disk with the filename indicated on the "Reserve Form" and the disk.

4. WHEN WILL MY STUDENTS BE ABLE TO ACCESS MATERIALS?

Processing for electronic reserve could take up to two weeks. Please submit as early as possible.

Circulation staff will process reserve and electronic reserve material in the order received. The staff will be glad to assist you with any other questions about reserve (both in-house and electronic). Contact us at: (757) 226-4150, or e-mail ereserve@regent.edu

ELECTRONIC RESERVE POLICY

Generally

1. Electronic Reserve access is restricted to Regent University faculty, current students, and staff authorized through the library's Electronic Reserve system.
2. All copyrighted material must cite full bibliographic information on the first page. A copy, or hand-written facsimile, of the original copyright notice must be included with the material.
3. The following warning will be stamped near the citation:

WARNING: CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If electronic transmission of reserve material is used for purposes in excess of what constitutes "fair use", that user may be liable for copyright infringement.

4. Material in Electronic Reserve will be accessed only by course name or instructor's name. The title and author will not be searchable.
5. At the end of each semester, all material in the Electronic Reserve System will be suppressed.
6. Materials can be placed on reserve for one semester while waiting for copyright permission to be granted.
7. Copies of all letters of permission, evidence of fees paid, and evidence of permission granted will be kept on file at the Library Reserve desk.
8. Students will not be assessed any fee beyond the actual cost of photocopying.
9. Regent University Library reserves the right to refuse to place any material on Electronic Reserve which it feels may violate "fair use."

Material Which May Be Placed On Electronic Reserve Without Obtaining Copyright Permission

The following kinds of materials can be placed on Electronic Reserve without obtaining copyright permission:

Non-copyrighted material, such as:

- Course materials owned by the instructor, including exams, lecture notes and syllabi
- Government publications

Copyrighted material limited to:

- One article from a journal issue
- One chapter or less than 10% of the content from a book

Material Which May Be Placed On Electronic Reserve After Obtaining Copyright Permission

Copyright permission must be obtained:

- When an article is needed for more than one semester
- When multiple articles from the same journal are needed
- When one chapter of a book is needed for more than one semester
- When multiple chapters of a book are needed

We will not put an entire book on Electronic Reserve.

CIRCULATION POLICY FOR RESERVE PHOTOCOPYING

The Library agrees with the concept that "fair use" is the legal right to copy without the permission or payment a limited amount of copyrighted material where the use is reasonable and not unduly harmful to the copyright owner.

Guidelines

The Library Reserves will adhere to the following guidelines:

1. Faculty may place on reserve a single photocopy of any of the following from copyrighted works in the collection or from their personal copy:
 - Chapter from a book
 - Article from a journal or newspaper
 - Short story, short essay or short poem
 - Chart, graph, diagram, drawing, cartoon or picture from a book, magazine or newspaper
2. Faculty may place on reserve up to six (6) copies of any of the above if:
 - the total amount of material is reasonable in relation to the total amount of material assigned for one term of a course, taking into account the nature of the course, its subject matter and level.
 - the copying meets the cumulative effect test: the copying is made for only one course in the school where the copies are made and not more than one poem, article, story, etc., or two excerpts may be copied from the same author; nor more than three from the same collective work or periodical volume during one class term.
 - the material copied contains a copy, or handwritten facsimile, of the copyright notice on the first page.
 - the effect of photocopying the material should not be detrimental to the market for the work. In general, the Library should own at least one copy of the work.
3. Faculty may place photocopies of copyrighted material on reserve without permission from the copyrighted owner if time does not permit a response. However:
 - the same copied material cannot be placed on reserve a second quarter unless advance permission has been sought and granted.
 - the permission letter should accompany the materials.
 - the student may make a copy of the reserve copy for his own use.

COPYRIGHT: In accepting copies for reserve, it will be the understanding of the Library that the copy or copies have been made in compliance with Sect. 107 of the U.S. Copyright Law. - www.loc.gov/copyright

LIBRARY INSTRUCTION OFFERED BY LIBRARY

Online Instruction:

The Information Research & Resources Course (IRR) is a *required course* for all new students (except Law). This online course will teach your students how to locate information, develop a search strategy, and perform effective research in the library and online. Your students will learn how to retrieve pertinent information, evaluate it, organize and analyze what has been found, and synthesize the information to meet their research needs. For more information, see the IRR web page at:

www.regent.edu/lib/instruction/irrcourse.html

The IRR course is a non-credit, pass/fail course with a \$39 fee and should be taken during the student's first year. Faculty can view the course by using the *Preview* option on Blackboard.

Course description: In this exploding age of information, it is the objective of the library faculty to prepare Regent graduates to be on the cutting edge of information technology. Information literacy is the ability to effectively access information for problem solving and decision making. Thus, the knowledge and abilities you glean from this course will open doors to lifelong learning. It is imperative for graduate study research.

Library Orientation Sessions:

For larger classes – A librarian will visit your class and provide an introduction to the library, its resources and services, the research process, and some instruction on the mechanics of library research.

Recommended class time: 60 minutes.

Course-Specific Workshops:

For smaller classes – Held in the Library Instruction Lab on the second floor of the Library, you and your students will learn about specialized research tools relevant to your course and your discipline, with hands-on experience.

On-Site Special Topic Sessions:

Offered twice a week, these half-hour sessions will offer the opportunity to visit the Library in order to learn about a special topic, database, or other special resource of interest. In the future, for off-campus students and faculty, selected topical sessions will be offered through the Virtual Reference Service.

Individual Consultation:

Make an appointment with the Library liaison to your school for training in general and specialized research tools available through the University Library. Also learn about resources and collections relevant to your field of study. To contact your subject specialist, visit this web page –

www.regent.edu/lib/reference/librarians.html

Tours:

Guided walking tours of the library located in Virginia Beach are available by appointment. These tours familiarize the students and faculty with the physical facilities, as well as various service points in the library.

LIBRARY WEB SITES

LIBRARY REGENT HOME

New! Featured Lists
University Library Hours

CIRCULATION
COLLECTIONS
DEGREE COMPLETION PROGRAM
DISTANCE ED
INTERLIBRARY LOAN
ELECTRONIC RESERVE
FAQ
INSTRUCTION
LIBRARY INFORMATION
REFERENCE
VIRTUAL LIBRARY TOUR

LIBRARY CATALOGS
Search for books, journals, AV, and other materials. Renew Books online and search for materials on Reserve.

DATABASES
Search for full-text articles, information, and/or citations in journals, newspapers, magazines and other periodicals.

SUBJECT RESOURCES
Links to resources selected by subject bibliographers to supplement your school curriculum.

REFERENCE DESK
Reference resources and services; librarians' contact information.

NET SEARCH TOOLS
Links to search engines, subject directories, meta search engines, and other tools for Internet searching.

LIBRARY NEWS
Winners of the Library Customer Satisfaction Survey! Click on "Library News."

- Library www.regent.edu/lib
- Library Catalog <http://library.regent.edu>
- Online Indexes & Databases www.regent.edu/lib/databases/
- Reference Services www.regent.edu/lib/reference/
- Subject Resources www.regent.edu/lib/subjects
- Virtual Reference Resources www.regent.edu/lib/vrd
- Interlibrary Loan Services www.regent.edu/lib/docdelivery/
- Full-Text Journal List <http://www.regent.edu/lib/journal/findex.html>
- Library Off-Campus Services www.regent.edu/lib/de/disted.html
- Special Collections <http://www.regent.edu/lib/collections/specialcollections.html>
- Electronic Reserves <http://reserves.regent.edu>

COPYRIGHT

There are many issues in academia impacted by the Copyright Law. Please see the web page – <http://www.regent.edu/lib/copyright/home.html> for more information regarding copyright.

SUBJECT DATABASES/RESOURCES: BUSINESS

Subject Specialist: Leanne Strum

e-Mail: leangar@regent.edu

Telephone: 757-226-4172

Subject Home Page: www.regent.edu/lib/mba/

Access: www.regent.edu/lib/databases

Database/Resource	Description
10K Wizard	Provides SEC Edgar filings.
ABI/Inform	Provides full-text coverage from over 1,000 journals on US and International business and management. Includes full-text and graphics for over 500 journals. Coverage from 1971 to present. Use as a first resource for any general business or management topic.
Associations Unlimited	Covers 22,000 US national associations, 20,000 international organizations, 102,000 US, regional, state, and local associations, and 300,000 nonprofit organizations.
Business and Company Resource Center	Integrates General Business file with company profiles, investment reports, company histories, industry rankings, products and brands, industry statistics, comprehensive financial overviews, financial ratios, news and analysis. Covers over 300,000 companies. Use for complete company information or searching by SIC code.
Business Index ASAP & Backfile	Business and management periodicals, trade/industry journals, scholarly journals, local area titles, popular business magazines, and newspapers. Use for general business and management articles.
Business Source Premier	Provides full text for more than 3,000 scholarly business journals, including full text for nearly 1000 peer-reviewed business publications.
CQ Researcher	Provides in-depth coverage of "hot topics." Use for overviews of broad topic areas, such as utility deregulation.
Factiva	Provides in-depth news coverage, journal articles, and company profiles, including financial information. Use Publications Library for news articles or magazine or journal articles relevant to business and management. Use Company and Industry Center for company profiles, especially the financial profiles. Can also do company/industry comparison reports.
Economic Literature	Provides citations for dissertations, articles, books, and working papers in economics.
Electric Library	Indexes magazines, journals, photographs, newspapers, newswires, TV, radio, and government transcripts, reference books, and maps on a variety of subjects. This is a general, not a business-specific database, but does cover some business information, especially good for transcripts and trade journals. Full-text.
Emerald Library	Electronic Management Research Library Database. Top management database from an international perspective. Coverage from over 700 management journals. Provides searching on literature reviews, case studies, theoretical papers, etc. This is one of the best databases to use for scholarly management articles.
JSTOR: Journal Archives	A multi-disciplinary database that covers archival materials.

LexisNexis Academic	Comprehensive resources for business, news, politics and government, medical information, legal information, case law, U.S. and state codes, biographical information, and accounting and tax information. Includes nearly 5,000 publications ranging from newspapers, magazines, wire services, federal and state court opinions, federal and state statutes, federal regulations, and SEC filings. News is updated daily. Especially good for news articles, transcripts, marketing information (country profiles, state profiles), legal information.
netLibrary	A general database featuring full-text of books. While this is a general database, it does cover a lot of business books, especially popular, current, or best-selling titles. If we don't have the book in our library, try this resource.
Plunkett's Research Online	Industry-specific research portals for the most important business sectors, from energy to e-commerce and retailing to financial services.
Project Muse	Scholarly journals in arts and humanities, mathematics, and social sciences. Another general database, but good for interdisciplinary perspective, especially on areas of finance and economics.
RefWorks	Your Online Personal Database and Bibliography Creator.
Science Direct	Scientific, technical & medical peer-reviewed journals (Regent subscription includes Psychology, Social Science, and Business subsets).
Standard and Poors	Company reports, bond ratings, industry trends, and executive biographies from 11 S & P financial/business databases. This is one of the most important databases for business research on companies and industries. Use this database to find information on companies, especially financial reports. Use Industry Surveys for overviews of industry. Use for information on stocks and bonds.
STAT-USA	Developed by the Department of Commerce, this site consists of State of the Nation and GLOBUS/NTDB. Use State of the Nation to find economic information about the United States. Use GLOBUS/NTDB for information on exporting and international trade. See the guide for how to search for product and country information.
ValueLine Research Center Online	Provides access to Value Line's leading publications covering stocks, mutual funds, options and convertible securities as well as special situation stocks.
Worldscope	Provides limited reports on companies worldwide.

SUBJECT DATABASES/RESOURCES: COMMUNICATION & THE ARTS

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Subject Home Page: www.regent.edu/lib/comm/com.html

Access: www.regent.edu/lib/databases

Database/Resource	Description
AH Search	Citation index to journals in the Arts & Humanities.
ATLA Religion Database	Multi-lingual index containing citations for scholarly journal articles, essays and book reviews in the fields of religion and theology from 1946 on. It can be searched by author, title, subject, and keyword. It has over 1,200,000 records and contains full-text articles in selected publications.
CQ Public Affairs	Public policy content organized by 22 key topics, contains historic documents and primary source materials, statistical overviews, directory contact information, and more.
CQ Researcher	In-depth coverage of "hot topics" and overviews of broader topics.
	Information on current legislation and what is happening in Congress.
ComAbstracts	Citations & Abstracts to hundreds of articles in the fields of Communication & the Arts. Hosted by CIOS – Communication Institute for Online Scholarship – www.cios.org
ComIndex	ON CAMPUS ONLY.
CommSearch	ON CAMPUS ONLY. Indexes over 20 scholarly journals in the field of communication studies and journalism.
Digital Dissertations	Includes citations and abstracts to doctoral dissertations and master's theses. Allows a 24-page preview with an option to purchase. You may also view all Regent theses & dissertations.
Electric Library	Full-text. Indexes magazines, journals, photographs, newspapers, newswires, TV, radio, and government transcripts, reference books, and maps on a variety of subjects.
Film Index International	ON CAMPUS ONLY.
Gale Database of Publications & Broadcast Media	Media source directory.
Humanities Index	Indexes articles in the humanities. Includes reviews of books, plays, and radio/TV programs.
International Index to the Performing Arts (IIPA)	Excellent index for film & theatre studies. Majority of records are full-text.
Issues and Controversies	Combines analysis and explanations of opposing points of view. Covers over 250 controversial topics in the news. 1995 to present; includes graphics, maps, tables, bibliographies. Good resource for Journalism students.
JSTOR: Journal Archives	Full-Text. Multi-disciplinary database of archived materials.
LexisNexis Congressional	Access to congressional testimony, bills, laws, members, and committees in full text.
MLA International Bibliography	Indexes articles, books, dissertations, proceedings and more on critical scholarship relating to literature, language, linguistics and folklore. Coverage is 1963 to present.
National Journal & Hotline Weekly	Full-Text. National Journal Group publications on politics, policy, and government. Tracks polls, as well as many other functions.

Original Sources	Full-Text. Electronic library with works from history, the social sciences, philosophy, literature, and religion.
PAIS International	Public affairs Information Service. Chronicles global public policy and social issues.
Project Muse	Scholarly journals in arts and humanities, mathematics, and social sciences.
Social Sciences Citation Index - SSCI/Web of Science	A multidisciplinary index, with searchable author abstracts, covering the journal literature of the social sciences. It indexes more than 1,725 journals spanning 50 disciplines. Search citations "forwards" and "backwards" tracking an author's work or subject matter.

SUBJECT DATABASES/RESOURCES: DIVINITY

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Subject Home Page: www.regent.edu/lib/theo/theo.html

Access: www.regent.edu/lib/databases

Database/Resource	Description
Anchor Bible Dictionary	CD-ROM ON CAMPUS ONLY. This CD-ROM program, in the Logos Research System format, comprises the six-volume <i>Anchor Bible Dictionary</i> in print and is searchable by keyword or topic.
ATLA Religion Database	Multi-lingual index containing citations for scholarly journal articles, essays and book reviews in the fields of religion and theology from 1946 on. It can be searched by author, title, subject, and keyword. It has over 1,200,000 records and contains full-text articles in selected publications.
BibleWorks	CD-ROM ON CAMPUS ONLY. This program is designed for Bible research, exegesis, and exposition. It has the Hebrew Bible, the Greek Septuagint, the Latin Vulgate, the Greek New Testament, lexicons, dictionaries, and translations of the Bible in 20 languages.
Catholic Periodical Index	PRINT ONLY. Indexes a selected list of Catholic periodicals and books for adults by Catholic authors, international in scope. Published six times a year. Shelves in the reference area of the library, 1984-.
Christian Periodical Index	Indexes over 100 evangelical publications, journal articles, and book reviews from 1956 to the present. It can be searched by author, title, subject, and keyword.
Current Thoughts & Trends	PRINT ONLY. A monthly compilation offering summaries of important articles and news from over 75 Christian periodicals, key secular magazines, and denominational publications. Regent Library has 1990-. Located in the Reference area – BR1 .C87
Elenchus Bibliographicus Biblicus of Biblica	PRINT ONLY. Published annually, the Elenchus is an extensive bibliography of scholarly international books and journal articles covering the fields of biblical studies, theology, pastoral theology, and canon law. Available in the reference area of the library, 1979-, and bound annually with the <i>Ephemerides Theologicae Lovanienses</i> .
Encyclopedia Judaica	CD-ROM ON CAMPUS ONLY. This CD-Rom program comprises the entire 16 volume edition of the printed <i>Encyclopaedia Judaica</i> , with updates, covering the entire gamut of Jewish scholarship, history, and opinion. The graphics and audio clips are impressive.
Logos Bible Software	CD-ROM ON CAMPUS ONLY. Multi-featured Bible research program contains several Bible versions including the New International Version, Hebrew Old Testament, Greek New Testament, the Abridged edition of Kittel, the New Bible Dictionary, and a host of other Bible research tools.
Missions 20:21 library & Ministry Mapping	ON CAMPUS ONLY. From Global Mapping International, the 20:21 Library includes books, full-text directories, factual reports, papers, bibliographies, maps and graphics for missions research.
New Testament Abstracts	PRINT ONLY. This work indexes over 500 scholarly articles and books in New Testament studies, with an abstract for each item so the researcher has a better idea of the item's usefulness. Indexes, including a scripture index, appear at the end of the year for each volume. Available in the reference area of the library, vol. 1, 1956-.

Old Testament Abstracts	PRINT ONLY. This work indexes scholarly articles and books in Old Testament studies with an abstract for each item so the user has a better idea of its usefulness. Indexes, including an extremely useful scripture index, appear at the end of the year for each volume. Available in the reference area of the library, vol. 1, 1978-.
Religious & Theological Abstracts	Search abstracts of articles in religion and theology online from over 400 scholarly journals by author, title, or keyword. Coverage is from 1958 on. Articles with Christian, Jewish, and other world religions perspectives are included.
Religious Periodicals	Search full-text articles in 100 scholarly and popular publications by keyword(s) or phrase from 1986 to the present.
Research in Ministry (RIM)	Indexes D.Min. projects online from reporting schools of theology accredited by the ATS in the United States and Canada (1981+). Updated 4x a year and searchable by author, title, project advisor, institution or subject.
Sage 4 in 1 Library/Master Christian Library	CD-ROM ON CAMPUS ONLY. This CD-Rom contains over 220 Christian classics including the works of John Calvin, John Wesley, Martin Luther, the early church fathers, Adam Clarke, and others. Search the entire collection by keyword or combine terms to locate relevant material on your topic.
Thesaurus Linguae Graecae (TLG)	The TLG full-text online digital library contains virtually all ancient Greek texts from the period between Homer (8th century B.C.) and A.D. 600, including the Greek New Testament and a large number of texts from between A.D. 600 and 1453. Search by Greek word in an individual work or all the works by a certain author.
TREN	Available directly on the web at www.tren.com or the library list of databases, the Theological Research Exchange Network (TREN) is a library of over 7,800 theological thesis/dissertation titles and conference papers from several academic societies including the Evangelical Theological Society and the Society for Pentecostal Studies. Search by author, title, or subject; then place an order online. Paper copies are .15 cents per page or microfiche copy is available for \$5.00 each.

SUBJECT DATABASES/RESOURCES: EDUCATION

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Subject Home Page: www.regent.edu/lib/educ/

Access: www.regent.edu/lib/databases

Database/Resource	Description
AskERIC	AskERIC is a personalized Internet-based service providing education information throughout the United States and the world and encompasses the resources of the entire ERIC system and beyond, using the subject expertise of the 16 ERIC Clearinghouses to respond to education information requests. AskERIC includes a Question and Answer Service, a Resource Collection, a Question Archive, Lesson Plans, and a search platform for the AskERIC version of the ERIC database.
Digital Dissertations	Includes citations and abstracts to doctoral dissertations and master's theses.
Education Index	This database is H.W. Wilson's well-known printed index in electronic format. Our subscription only provides citations. Indexing coverage begins in 1983. This is a good companion to ProQuest Education Complete.
ERIC (Education Resources Information Center)	ERIC is a federally funded national information system that was established in 1966. At the heart of ERIC is the largest education database in the world, containing more than 1 million records of journal articles, research reports, curriculum and teaching guides, conference papers, book reviews and more. Excellent training slides available at: www.eric.ed.gov/resources/eric_slides.html .
ERIC Documents Full-Text	From EDRS, this database provides full-text to selected ERIC documents. ERIC document numbers (ED01000 – ED453351) are available for searching. ERIC document numbers (ED348466 – ED452339) are available for downloading and viewing. A growing selection of these newer documents will be available in full-text in .pdf format.
ProQuest Education Complete	This database contains more than 550 titles on education, including primary, secondary and university level topics with nearly 300 in full-text. Includes the indexing and abstracts from H.W. Wilson's highly regarded Education Abstracts, plus many additional titles. It also includes ERIC PLUS TEXT, which provides 250 journal titles from the ERIC database in full-text.
ScienceDirect	Access over 1500 scientific, technical, & medical peer-reviewed journals. Search over 40 million abstracts from scientific articles (including social sciences). Link out to articles from over 120 other publishers. Search across all information in the database. View abstracts of all 2 million articles. View the full-text of articles in titles subscribed to by Regent University Library (Business, Psychology, Social Sciences). A green icon or "subscribed" next to a journal title denotes you have access to the full-text.

SUBJECT DATABASES/RESOURCES: GOVERNMENT

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Subject Home Page: www.regent.edu/lib/government/

Access: www.regent.edu/lib/databases

Database/Resource	Description
America History & Life	Citations on political topics including public policy and public administration and management.
CQ Public Affairs	Full-text. Public policy content organized by 22 key topics, contains historic documents and primary source materials, statistical overviews, directory contact information, and more.
CQ Researcher	Full-text. In-depth coverage of "hot topics" and overviews of brooders topics.
CQ Weekly	Full-text. Information on current legislation and what is happening in Congress.
Columbia International Affairs Online	Full text database that provides access to working papers, conference proceedings, policy briefs, and economic indicators.
Expanded Academic Index and Backfile	Interdisciplinary publications, including core academic titles, area- and issue-specific journals, and news. Good for locating other view points on government issues.
JSTOR: Journal Archives	Multi-disciplinary database of archived materials.
LexisNexis Academic	Comprehensive resource for locating information on politics and government, legal information, case law, U.S. and state codes. Many articles are full text.
LexisNexis Congressional	Access to congressional testimony, bills, laws, members, and committees in full text. Full-text.
LexisNexis History	Covers federal legislation, Supreme Court decisions, primary source material and interpretation for the study of African American history. Access to Presidential papers will be added shortly to History Universe. Full-text.
LexisNexis Statistical	Abstracts and indexes American Statistics Index, Statistical Reference Index, and Index to International Statistics. Provides access to the full text.
National Journal & Hotline Weekly	Full-Text. National Journal Group publications on politics, policy, and government.
Original Sources	Electronic library with works from history, the social sciences, philosophy, literature, and religion. Full-text.
PAISIntl	Public affairs Information Service (International). Chronicles global public policy and social issues.
Statesman's Yearbook	Current and reliable source of political, economic and social information. Full-text.

SUBJECT DATABASES/RESOURCES: PSYCHOLOGY/COUNSELING

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Subject Home Page: www.regent.edu/lib/counsel/counsel.html

Access: www.regent.edu/lib/databases

Database/Resource	Description
ATLA Religion Database	Multi-lingual index containing citations for scholarly journal articles, essays and book reviews in the fields of religion and theology from 1946 on. It can be searched by author, title, subject, and keyword. It has over 1,200,000 records and contains full-text articles in selected publications.
Child Abuse Index	Citations and abstracts of books, journal articles, final reports from federally-funded grants, conference papers, unpublished papers, reports on completed or continuing research, plus much more from the National Clearinghouse on Child Abuse & Neglect Information and the National Adoption Information Clearinghouse.
Digital Dissertations	Citations, abstracts and 24 page previews of dissertations and thesis from universities world-wide; includes Regent University dissertations and theses.
ERIC	More than one million abstracts of documents and journal articles on education research and practice, as well as other disciplines.
ERIC Documents	Full-text ERIC documents, and document delivery.
Expanded Academic Index ASAP	Interdisciplinary publications, including core academic titles, area- and issue-specific journals, and news.
Family Studies Database	Indexes publications (1970- present) from a wide range of social science disciplines including, psychology, health sciences, education, law and social work. Sources include professional journals, websites, conference papers, books, government reports and much more.
JSTOR: Journal Archives	A multi-disciplinary database that covers archival materials.
MedLine Plus	Medline Plus provides health information from the National Library of Medicine. It has extensive information from the National Institute of Health and other trusted sources on over 600 diseases and conditions. There are also lists of hospitals and physicians, a medical encyclopedia and a medical dictionary, extensive info. on prescription and nonprescription drugs, health info. from the media, and links to thousands of clinical trials.
Mental Measurements Yearbook	Full text information about, and reviews of, all English-language standardized tests covering educational skills, personality, vocational aptitude, psychology, and related areas as included in the printed <i>Mental Measurements Yearbooks</i> . This database contains data from Yearbooks 9 through 15.
The Philosopher's Index	Provides indexing and abstracts from books and journals of philosophy and related fields. It covers the areas of ethics, aesthetics, social philosophy, political philosophy, epistemology, and metaphysic logic as well as material on the philosophy of law, religion, science, history, education and language.
Project Muse	Scholarly journals in arts and humanities, mathematics, and social sciences.
PsycINFO & Backfile	Indexes professional and academic literature in psychology and related disciplines, 1887-. Full-text <i>PsycARTICLES</i> is now contained within <i>PsycINFO</i> . (Click on OVID full-text. For help on how to search PsycInfo click on Search Guide for PsycInfo on OVID WEB and PsycInfo: Your Source for Psychological Abstracts).

Science Direct	Offers scientific, technical & medical peer-reviewed journals (Regent subscription includes Psychology, Social Science, and Business subjects)
Web of Science/SSCI	A multidisciplinary index, with searchable author abstracts, covering the journal literature of the social sciences. It indexes more than 1,725 journals spanning 50 disciplines, as well as covering individually selected, relevant items from over 3,300 of the world's leading scientific and technical journals. Can search a topic or author "forwards" and "backwards", tracking the information.

SUBJECT DATABASES/RESOURCES: LEADERSHIP STUDIES

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Subject Home Page: www.regent.edu/lib/cls/

Access: www.regent.edu/lib/databases

Database/Resource	Description
ABI/Inform	U.S. and international articles on business and management.
ATLA Religion Database	Multi-lingual index containing citations for scholarly journal articles, essays and book reviews in the fields of religion and theology from 1946 on. It can be searched by author, title, subject, and keyword. It has over 1,200,000 records and contains full-text articles in selected publications.
Digital Dissertations	Citations and abstracts to doctoral dissertations and master's theses with a 24-page preview. Includes Regent theses and dissertations.
Factiva	Full-text. Provides in-depth news coverage, journal articles, and company profiles, including financial information. Use Publications Library for news articles or magazine or journal articles relevant to business and management. Use Company and Industry Center for company profiles, especially the financial profiles. Can also do company/industry comparison reports.
Emerald Library	Electronic Management Research Library Database. Top management database from an international perspective. Coverage from over 700 management journals. Provides searching on literature reviews, case studies, theoretical papers, etc. This is one of the best databases to use for scholarly management articles.
JSTOR: Journal Archives	A multi-disciplinary database that covers archival materials.
LexisNexis Academic	Comprehensive resources for business, news, politics and government, medical information, legal information, case law, U.S. and state codes, biographical information, and accounting and tax information. Full-text.
Mental Measurements Yearbook	Information about, and reviews of, all English-language standardized tests covering educational skills, personality, vocational aptitude, psychology, and related areas as included in the printed version.
netLibrary	A general database featuring full-text of books. While this is a general database, it does cover a lot of business books, especially popular, current, or best-selling titles. If we don't have the book in our library, try this resource.
Project Muse	Scholarly journals in arts and humanities, mathematics, and social sciences. Full text.
PsycINFO & Backfile	Citations and abstracts to professional and academic literature in psychology and related disciplines including 1400 journals, dissertations in more than 30 languages and book chapters and books in the English language. Full text access to 39 APA journals.
ULRICH's	International Periodicals Dictionary. Locate information necessary to order particular periodical titles.
WorldCat	Books and other materials in libraries worldwide. Includes locations, and ILL option.

IN-CLASS TEACHING BY LIBRARY FACULTY

(A sample listing) Please see also the Instruction page at www.regent.edu/lib/instruction/irrcourse.html for an updated listing of classes and workshops offered by Librarians.

Business: Leanne Strum	Annotated Bibliography and Citations, Business Databases
	STAT-USA and International Business Research Orientation
	RefWorks
	Industry Analysis
	Business Resources
Divinity: Bob Sivigny	D. Min. Library Orientation Workshop
	Online Religious Research
	Divinity Thesis Research and Writing
Communication: Karen Robinson	Journalism Resources
	Communication Resources
	Library Orientation to New Off-Campus and Ph.D. Students
	Introduction to Communication Research
Education: Sandy Yaegle	Education Resources
	Searching ERIC and ProQuest Databases
	Library Orientation to Education Students
Government: Marta Lee	Government Resources: National Journal, LexisNexis Congressional and History Universe
	How to Use General Databases to Find Government Information
	How to Use PAIS International and Columbia International Affairs Online Databases
	Online Bibliographies (print, electronic and web sites) on Public Policy and Public Administration
Leadership Studies: Steven Kenneally	Library Orientation to School of Leadership Studies students during On-Campus Residency
Psychology/Counseling: Fotini Kontos	Psychology Resources

SPECIAL COLLECTIONS & ARCHIVES

Special Collections include the Clark Hymnology Collection, the C.O. Baptista Film Collection & Archive, the Scott Ross Cultural Collection, the Film Research Collection, and the Pentecostal Research Collection.

The University Archives is a repository for official papers and publications of Regent University, including materials produced by the university's faculty and students. Theses, portfolios, dissertations, books, student-produced films, and selected papers relating to the ministry and political activities of Dr. M.G. "Pat" Robertson are among the holdings of the university archives.

Open limited hours throughout the week, contact Special Collections & Archives at (757) 226-4154 or (757) 226-4184, or email Robert Sivigny at robessiv@regent.edu.

LIBRARY INFORMATION SYSTEMS & OTHER ELECTRONIC PROJECTS

MyLibrary (User centered Portals): MyLibrary is a user-driven customizable interface to collections of Internet resources – a portal. Primarily designed for libraries, *the system's purpose is to reduce information overload* by allowing library users to select as little or as much information as they so desire for their personal pages. *Full Implementation Date: Fall 2003.*

Virtual Reference Service: Live online reference assistance with a librarian during posted hours may be accessed at – www.regent.edu/lib/reference/. *24/7 Reference* is the program we are using. *Full Implementation Date: Fall 2003.*

Electronic Databases: The library subscribes to 120 separate online databases for access by our university community. All of these databases are available 24/7 through remote access from the library's "Database" page.

Library Catalog: The university and law libraries use the library system INNOPAC, which includes many features in the public online library catalog: viewing your circulation record, renewing items online, access to enhanced book information (e.g. Table of Contents, excerpts, reviews, etc.), and an author-title search capability in addition to standard search functions. Access the catalog from the Library home page.

ILLiad (Interlibrary Loan system): ILLiad is a paperless web-based Interlibrary Loan service. The system produces email notifications of received requests or cancellations; keeps files on each individual patrons; features viewing of outstanding requests, renewals of outstanding items, request history, resubmitting of cancelled requests and the capability to download articles sent to your PC electronically.

Library Kiosk: Our "9th Librarian," is an in-house automated system that provides information through a touch screen. The kiosk allows virtual tours of the library building and special collections area. Interactive functions allow library users to locate items in the library when the Reference staff is not available. Future plans are to implement the kiosk concept through the library web pages.

Future Projects:

Pirate Source: Pirate Source is an online source for the best resources on a topic. Pirate Source combines the best reference materials, databases and websites on a topic in one place and allows the library user to pick the type of information and format needed. *Projected Full Implementation Date: Fall 2003.*