National University
Of Health Sciences

JAMES F. WINTERSTEIN LIBRARY

Orientation Handbook

We have the James F. Winterstein Library Orientation Handbook online for your convenience. It has useful information for you about the Winterstein Library and its resources.

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I. FACT SHEET FOR STUDENTS

JAMES F. WINTERSTEIN LIBRARY HOURS

7:30 a.m. to 9:00 p.m.	Monday-Thursday
7:30 a.m. to 6:00 p.m.	Friday
11 a.m. to 5 p.m.	Saturday
11 a.m. to 5 p.m.	Sunday

***Watch signs posted on the entrance doors** for expansion or reduction in library hours. Hours vary during the first week of each trimester and during breaks. Variations occur during certain exams, special events, and holidays.

CIRCULATION (CHECK-OUT)

Type of Material	Loan Period	Renewal	Fines
Books, CDs	2 weeks	Yes	25 ₵ /day
*Reserve Collection material (2-hour)	2 hours in library use	Yes	$2.00/hour or any part
Journals and **Reference Collection material	In library use	N/A	N/A
***Special Collection material (request in advance)	In library use	N/A	N/A

*The reserve collection includes reserve books, anatomical models, bone boxes, etc. Information on chiropractic, naturopathic, acupuncture and oriental medicine board exams is on reserve.
**The reference collection includes reference books, yearbooks, and maps.
***The Special Collection includes material of historical significance and is located off site.

Loan periods, renewals, and fines are based on recommendations from students to promote equal access.

You must have a student I.D. to check out Winterstein Library materials.

GENERAL INFORMATION

Eating and drinking are allowed in common areas and study rooms. Beverages in spill-proof containers are advised. If a mess is made, you are responsible for cleaning up. No food or drink near computers or electronic equipment!

We have a designated "quiet side" for quiet study. Please be considerate of your fellow students and keep your volume low on this side. Use the designated "casual side" and/or study rooms for discussions and other group academic activities. Please report any disturbances to the Circulation Desk.

Return all material that you checked out to the Circulation Desk or leave in the outdoor drop box to the west of the building. Leave all other material on shelving carts or tables. Please do not return items to shelves.

Vandalism and theft of material or equipment are grounds for legal action and loss of scholarships, loans, and grants. They also cause tuition and fee increases for all students. Please report or deter these criminal acts!

GROUP STUDY ROOMS

At the Circulation Desk you can check out study rooms for 2 hours. Reservations are made in person at the Circulation Desk the day the room is needed.

PLACING HOLDS

Can't find one of our books on the shelves? You may ask at the Circulation Desk or access your account online and place a hold. When the book has been returned you will be contacted.

FINDING JOURNALS IN THE WINTERSTEIN LIBRARY

The Winterstein Library online catalog lists the journals received in PRINT format and gives their locations. Journal locations include the current shelves and remote storage. If we do not have the journal article or book that you need, ask the staff for assistance. Interlibrary loan service (borrowing from other libraries) is available as well as directions to nearby libraries that have the material that you need.

REFERENCE & INTERLIBRARY LOAN SERVICES

The Winterstein Library faculty and staff can help you find full-text articles. Contact the Reference Librarian if you wish to schedule in-depth instruction for yourself or a group on how to search a database, how to find online journals, etc. Contact the Interlibrary Loan Assistant if you wish to receive more information on how to request free and quick access to full-text articles from other collaborating libraries.

RECOMMENDATIONS

Do you know a good book or resource that the Winterstein Library doesn't own? Recommend it for purchase by filling out a recommendation form at the Circulation Desk or online via our webpage. We will notify you when the book is ready for circulation.

II. GOLDEN RULES

DO ASK when you need help!

DO PRESENT a valid NUHS student identification card to check out all library materials and to reserve study rooms, etc.

DO NOTIFY Circulation Staff of any address or telephone number changes so your record is kept up-to-date in the James F. Winterstein Library database.

DO RETURN all checked-out materials directly to the Circulation Desk and place other materials on the shelving carts or tables. **Please do not reshelve items.**

DO RETURN immediately to the Circulation Desk if the security alarm sounds in case you have materials that were not properly checked out. Library staff may inspect all packages, backpacks, or other containers brought into the library.

DO LEARN AND OBSERVE all posted regulations and limitations pertaining to the use of the Winterstein Library. Preserve its resources for yourself and future students.

DO HANDLE COMPUTERS and other EQUIPMENT carefully. NOTIFY staff immediately if you experience any problems with any Winterstein Library equipment. **Do not attempt to repair equipment yourself.**

DO AVOID cups that spill easily. Spills can be costly to our materials, our building, and you. **Eating and drinking by the computers and electronic equipment are prohibited.**

DO AVOID creating distracting noises or aromas while eating in the Winterstein Library. Noisy wrappers and strong smelling food may disturb your fellow students trying to concentrate.

DO KEEP the Winterstein Library clean. Use the bins and wastebaskets to dispose of all trash.

DO CLEAN any mess you may have made while eating, drinking, or using communal spaces.

DO NOTIFY staff if others persist in distracting you from your work.

DO LEAVE the thermostats alone. Report heating/cooling problems to staff.

DO LEAVE the study rooms as clean as you found them. This includes tables, whiteboards, windows, walls, and carpet.

DO LEAVE the washrooms as you would like to find them. To minimize damage, please report plumbing problems immediately to the Circulation Desk.

III. TIPS AND TECHNIQUES

GENERAL INFORMATION

Starting with the **James F. Winterstein Library webpage** you can find print materials and links to online resources on acupuncture, biomedicine, botanicals, chiropractic, naturopathy, nutrition, oriental medicine, and more. It also contains information about the Winterstein Library. Our home page is available at https://www.nuhs.edu/student-services/winterstein-library.

FINDING INFORMATION USING DATABASES/WEBSITES

The online *Catalog* is an index used to find books, journals, and resources in the James F. Winterstein Library collection. It is linked from the Winterstein Library home page. Our library uses a combination of the Library of Congress classification scheme, the National Library of Medicine classification scheme, and *Medical Subject Headings (MESH)* for indexing.

Back of the book indexes help you locate information within a book. The terminology used will vary widely between indexes, so if you don't find your subject by using one term, try using synonyms or related words.

Databases/websites can help you find journal articles on a specific subject or by a particular author. To use a database efficiently, first check its thesaurus, which is a list of subject terms used for indexing. The most important thesaurus in a health sciences library is *Medical Subject Headings (MeSH)*, which is used by many databases as well as in the NUHS catalog.

The Winterstein Library offers major English language biomedical journals needed to support the NUHS curricula and other interests. Many journals are available in electronic format. Although the Winterstein Library cannot provide every journal indexed in every database, you will usually find more than sufficient information on campus to complete your assignments. If you do need an article that NUHS doesn't have, you may request it by filling out an interlibrary loan request form on paper (available at the Circulation Desk) or electronic.

On our ***eResources*** page is a list of reliable databases, such as EBSCOhost's AltHealthWatch and ERIC, Index to Chiropractic Literature, PubMed, Natural Medicines, and OCLC's WorldCat Discovery available at NUHS.

DESCRIPTIONS OF USEFUL, ONLINE PROFESSIONAL INDEXES

Available through our Databases and Journals subscriptions:

Alt HealthWatch **contains** the full text of periodicals on complementary, alternative, and integrated approaches to health care and wellness, including chiropractic.

Cumulative Index to Nursing & Allied Health Literature (CINAHL Complete) is an excellent source for physical therapy, rehabilitation, and nursing articles. *CINAHL Complete* began indexing chiropractic journals in 1996 and now includes information on alternative medicine and consumer health.

Index to Chiropractic Literature is useful for chiropractic articles and relevant resources available through the headline menu options.

MEDLINE is the major index to medical information accessible through the preferred free **National Library of Medicine/NCBI *PubMed*** link.

Natural Medicines (***NatMed***) contains the most authoritative resource on dietary supplements, natural medicines and complementary alternative and integrative therapies.

FINDING PRINT JOURNALS

See the ***NUHS online catalog*** to find a specific print journal by title or by subject available in the James F. Winterstein Library.

FINDING ELECTRONIC RESOURCES

A-to-Z (Full Text Finder) is an electronic resource management tool that provides users with a single, comprehensive online list of over 90,000 electronic journals, e-books, databases, and streaming videos which are accessible at NUHS. Search by keyword or browse alphabetical listings by title or subject. You can find the ***A-to-Z (Full Text Finder)*** on our Databases and Journals webpage.

USING INTERNET SEARCH ENGINES

Search engine links are included on the *Help and FAQs* webpage for the Winterstein Library. Select *Guide to Internet Research*.

Internet **search engines** (such as Bing or Google Scholar) search the Web for the keywords that you type in. Search engines are best used when you have a complex search with several concepts. However, no search site is comprehensive. If you have difficulty finding what you want, try several different search engines.

Remember to evaluate your information source for currency, sponsorship (possible bias), credentials of the authors, etc.

IV. TYPES OF LITERATURE AND THEIR USES

NOTE: To help you browse the collection for your program, note that **NLM Classification Guides are available at the Circulation Desk** for AOM, Basic Sciences, DC, Nutrition, and ND.

TYPES OF LITERATURE

Reference books are used for checking facts and looking up short answers. For example:

The American Herbal Products Association Botanical Safety Handbook. It includes accurate, evidence-based and clinically relevant information.

ROMPP Encyclopedia Natural Products. It is an encyclopedia presenting the biology, biochemistry, and pharmacology of important compounds from a myriad of organisms.

PDR (Physician's Desk Reference). It contains drug information, including dosage, pharmacology, adverse reactions, and precautions. See also PDR titles for herbs and supplements.

Nutritional Medicine. It includes the use of dietary modifications, nutritional supplements, and other natural substances for prevention and treatment.

Dictionaries are a specific kind of reference book used for checking the definition and spelling of a word, finding synonyms, and getting a brief overview of a subject. Check a specialized dictionary for technical subjects. For example, *Dorland's Illustrated Medical Dictionary* and *Stedman's Medical Dictionary* are useful medical dictionaries.

Books help to understand a subject. The presentation may be basic or detailed, depending on the purpose and scope of the book. Most books take a year or more to be published, so they generally contain older information than journals and magazines. Use the catalog to locate specific books or to identify the appropriate subject areas in the collection (e.g., biochemistry, pathology, physiology, pharmacology, etc.). Many books have indexes in the back, which can help you find specific information in the book.

National Library of Medicine Classification schedules to help you find specific subject areas are available at the end of circulating book stacks.

Periodicals are sources of current information. Periodicals are published at least once a year and include newspapers, magazines, journals, newsletters, etc. Check the *online catalog* to find out which periodicals are in the Winterstein Library. Specific kinds of periodicals include:

- **Journals.** These are for current scientific information. Most reputable scientific journals have a peer-review system. Before an article is published, it is reviewed by experts in the field. Example: *Journal of Manipulative and Physiological Therapeutics*. Note that "magazines" are similar in size and format, but target consumers instead of professionals.

- **Newsletters**. These are for current information.

- **Trade magazines**. These are for news about a trade or profession, advertisements, editorials, practice management information, etc.

Websites. You can likely find a website for any topic. Their ease of updating can make them especially valuable for current information. However, because websites are so easily posted by anyone, you must carefully evaluate each site for its credibility, accuracy, and currency. See the *Guide to Internet Research* under *Help and FAQs* on the James F. Winterstein Library webpage for tips on evaluating websites.

UNDERSTANDING A BIBLIOGRAPHIC CITATION

There are many styles for citing bibliographic references. However, most citations contain the same elements, although their order and appearance may differ. If you're familiar with one style, you can understand other styles with little difficulty.

Model your paper after an article in a scientific journal. Most journals include a section on information for authors. Consult a style guide such as *The Chicago Manual of Style*, *NLM Recommended Formats for Bibliographic Citation*, *Scientific Style and Format*, *AMA Manual of Style*, or *Electronic Styles*. These are

located in the Reference section under WZ or Z.

For examples and links to resources on citation formatting, please refer to *Citing References* under *Help and FAQs* on the Winterstein Library webpage.

V. FINDING FULL-TEXT

The James F. Winterstein Library has most resources relevant to your coursework and research. With more information becoming OPEN ACCESS (OA), i.e. freely available, your options have increased. However, a word of caution: you still need to give full attribution to your source! Please follow copyright guidelines.

Although the Winterstein Library doesn't have subscriptions to everything you'll find, many are available. You can find our current subscriptions to databases and journals here: Databases and Journals.

Depending on your starting point: are you using a database and have found a citation and need the full-text? You shouldn't have to search in multiple places and should be able to click through following the tips below.

- One of the most efficient routes is to use the A-to-Z (Full Text Finder) from the Databases and Journals webpage. Search by the Journal Title and the available issues will be displayed providing a table of contents to access the article.
- When utilizing databases, e.g. PubMed, there are hyperlinks/icons to full text, including the journals to which the Winterstein Library subscribes. Some initial authorization or configuration of a MY NCBI account is required, specifically if you are trying to access off-campus. Ask us for assistance.
- Search the Catalog by **Periodical Title** to determine if the journal is available as a print holding and retrieve it from the designated location.
- Consider alternative proprietary electronic resources, e.g. publisher websites.
- Don't forget to try DOAJ (Directory of Open Access Journals) and Google Scholar! Some sources, e.g. ResearchGate, might provide the option to contact the author for a copy of their work.
- Please do not buy or rent an article without trying Interlibrary Loan / Document Delivery services. Through collaborations with other libraries, often your request is freely and quickly available. You'll just need to ask! We can provide your requests after the form has been submitted. To expedite your service, please prioritize multiple requests submitting no more than five at one time and plan ahead. Allow ten to fourteen day if possible. Your request may need to be routed to several of our collaborating libraries before we receive it.

If not freely available, you will be contacted regarding placing an order through the Winterstein Library. Our costs per article are $12.00 or more.

Speaking of other libraries, perhaps your local public library or community college has access privileges for local cardholders.

FOR HELP LOCATING BOOKS OR JOURNALS AT OTHER LIBRARIES

Try using worldcat.org.

Contact our Interlibrary Loan Assistant (630-889-6613), our Reference Librarian (630-889-6617), or our Circulation Department (630-889-6612).

Complete the Interlibrary Loan online request form or the paper forms available at the Circulation Desk in the Winterstein Library.

VI. COMPUTERS, PRINTERS, AND OTHER EQUIPMENT

COMPUTERS AND PRINTERS

Computers and printers are available in the James F. Winterstein Library.

Troubleshooting and maintenance of the computers is the responsibility of the Computer Services Department. Please report any problems to staff at the Circulation Desk so they can be handled or referred ASAP. We appreciate your assistance.

Please save your work to the cloud or flash drives! Put your name on your flash drives so they can be returned to you if you leave them in the library.

To keep the printers operating smoothly, please handle them carefully. If the equipment malfunctions, ask for help at the Circulation Desk.

Double-sided printing is available from all computers. Select from the Preference menu.

iPADS:

Pre-loaded with apps appropriate for the curriculum are available for check out and in-library use only. Suggestions are welcome for additional apps for your programs.

AUDIOVISUAL EQUIPMENT: SLIDE PROJECTORS

Students, faculty, and others may move equipment to the Winterstein Library small group rooms as needed. Most DVDs are located in the General Collection. Please report any equipment problems to the Circulation Desk. Do not attempt to repair equipment yourself.

VII. NOISE POLICY

Any persons considered to be the source of excessive noise in the James F. Winterstein Library will be reminded to be quiet and/or to move to a more appropriate area.

If the persons continue to be noisy after being reminded, a supervisor will ask them to leave.

If the persons do not leave in a timely manner or become belligerent, the supervisor will call Security and have the offenders removed. With the assistance of Security, photocopies of the offenders' IDs will be made given to the Library Director along with a written description of the incident.

If Security removes an offender for a second time during the same trimester, the offender will be referred to the Dean of Students by the Library Director. The Student Code of Conduct policy for "Disruptive or Disorderly Conduct" will be used by the Library Director as a referral reference.

VIII. COPYRIGHT LAW

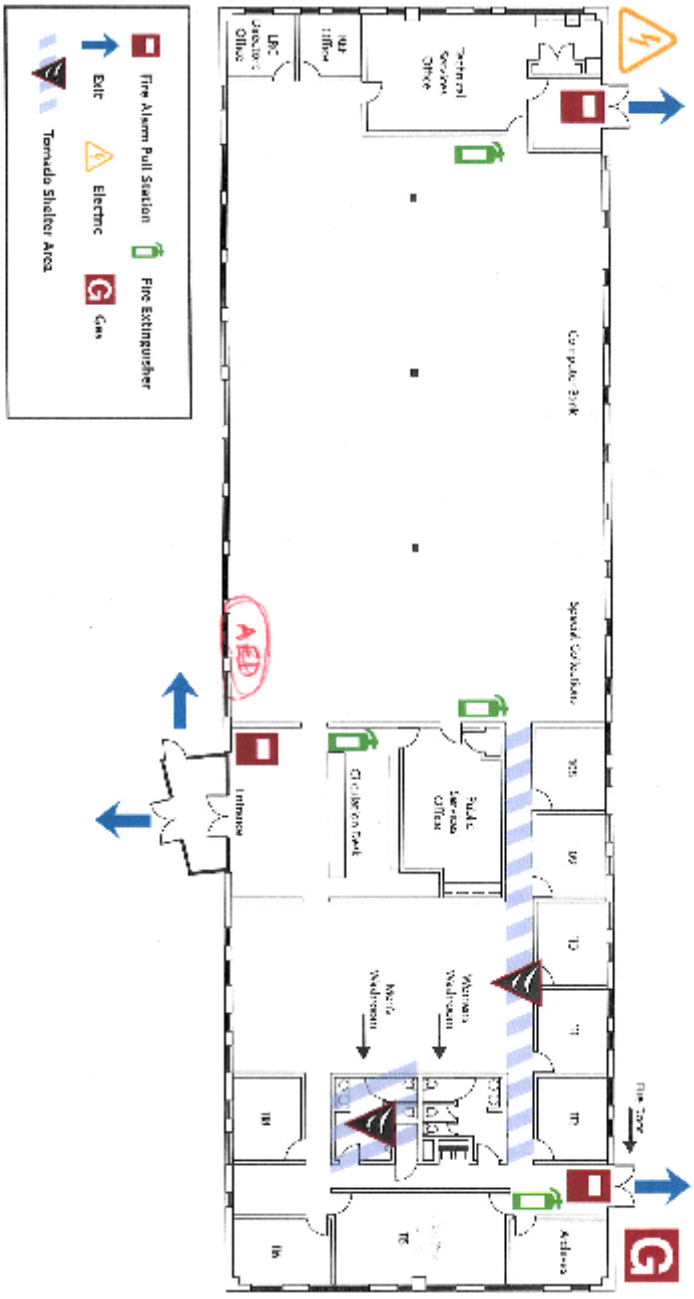
COPYRIGHT LAW OF THE UNITED STATES
TITLE 17 OF THE UNITED STATES CODE
CHAPTER 1: SUBJECT MATTER AND SCOPE OF COPYRIGHT
SECTION 108 : REPRODUCTION BY LIBRARIES AND ARCHIVES

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.
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 reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use" that use may be liable for copyright infringement.

COPYRIGHT AND FAIR USE

You can find the James F. Winterstein Library's collected information on copyright and fair use on the *Help and FAQs* webpage for the Winterstein Library. Select *Copyright and Fair Use.*

IX. FLOOR PLAN



J.F. WINTERSTEIN LIBRARY

FIRST FLOOR PLAN BUILDING C

During an Evacuation:

If weather conditions are acceptable: congregate in the parking area to the south of the building

If weather conditions are unacceptable: proceed to Janse for shelter.