



National
University
Of Health Sciences

LEARNING RESOURCE CENTER

Orientation Handbook

We have the LRC Orientation Handbook online for your convenience with useful information for you about the Library and its resources.

Table of Contents

- Fact Sheet for Students: hours, loan periods, etc.
- LRC Golden Rules
- LRC Tips and Techniques
- Types of Literature and their Uses
- Finding Full Text
- Computers and Other Equipment
- LRC Noise Policy
- Copyright Law

LEARNING RESOURCE CENTER
FACT SHEET FOR STUDENTS

LRC HOURS

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

***Watch signs posted on the entrance doors** for expansion or reduction in LRC 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, and massage therapy board exams is on reserve. **The reference collection includes reference books, yearbooks, and maps.

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 library materials.

Finding Journals in the LRC

The Library online catalog lists the journals received in PRINT format by the library and designates their locations. Journal locations include the current shelves, the bound shelves, and remote storage. Online journals can be accessed through the library databases.

If the library does not have the journal article or book that you need, ask the LRC staff for assistance. Free [Interlibrary loan/Document delivery service](#) (borrowing from other libraries) is available, as well as directions to nearby libraries that have the material that you need.

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 is available you will be notified.

Photocopiers

A photocopier is available. It uses copy cards which are available for sale in the dispenser next to it.

You are responsible for observing Federal copyright law.

Please help maintain the copier by keeping staples away and by closing the lids gently. Report all copier problems to the Circulation desk. All printing should stop 15 minutes before closing.

Recommendations

Do you know a good book or resource that the library doesn't own? Recommend it for purchase by filling out a [recommendation form](#) at the Circulation desk or online from the LRC webpages. We will notify you when the book is ready for circulation.

Reference & Interlibrary Loan Services

The library faculty and staff can help you use the library including finding full-text articles. Contact the [Reference librarian](#) if you wish to schedule in-depth instruction for yourself or a group (e.g., how to search a database, how to find online journals).

General Information:

Notify the library of all address and telephone number changes, so your records can be updated.

Eating is allowed only when it can be done without annoying or causing inconvenience to fellow students. Beverages in spill-proof containers are advised (avoid styrofoam®). No food or drink near computers or electronic equipment!

Use the group study rooms or the casual side for discussions and other group academic activities. Please let others know if they are interfering with your studying.

Return all material that you checked out to the Circulation desk. Leave all other material on shelving carts or tables. Please do not return items to shelves.

Vandalism and theft of LRC 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!

LRC GOLDEN RULES

DO ASK when you need help!

DO PRESENT a current 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 library database.

DO RETURN all checked-out reserve and circulating 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 library materials that were not properly checked out. Library staff may inspect all packages, backpacks, or other containers brought into the LRC.

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

DO HANDLE COMPUTERS and other EQUIPMENT carefully. **DO NOTIFY** library staff immediately if you experience any problems with the copiers, computers, or other equipment. **Do not attempt to repair equipment yourself.**

DO AVOID cups that spill easily (e.g., Styrofoam®). Spills can be costly to the books, to the carpet and to you. **Eating and drinking by the computers and electronic equipment are prohibited.**

DO AVOID creating distracting noises or aromas while eating in the LRC. Noisy wrappers and strong smelling food WILL upset your fellow students trying to concentrate.

DO KEEP the LRC clean. Use the bins and wastebaskets to dispose of all trash. **DO REMOVE** all evidence that you have lunched in the LRC. Leave your place clean for the next student.

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

DO set your phone on “silent” mode when you enter the library. Talk outside or in a secluded, soundproof place.

DO leave the study rooms at least as clean as you found them. This includes the whiteboards, the windows, the paint on the walls and the carpet.

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

DO leave the washrooms as YOU would like to find them. To minimize damage, report plumbing problems promptly to the Circulation desk.

LEARNING RESOURCE CENTER TIPS AND TECHNIQUES

General Information

The LRC webpages are available through the [University website](#) under the [STUDENT SERVICES drop-down menu](#) or via the *Current Students* link as LRC from the headline menu. There you can find information about the library with the side-bar menu for links to the Catalog, eResources, Our Services, and Help & FAQs. The library offers print materials and links to resources on acupuncture, biomedicine, botanicals, chiropractic, massage therapy, naturopathy, nutrition, oriental medicine and more.

The online [Library Catalog](#) is an index used to find books, journals and resources in the library, linked from the Learning Resource Center webpage. The library uses 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.

Finding information using databases/websites

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 NUHS library offers major English language biomedical journals needed to support the curricula and other interests. Many journals are available in electronic format. Although the library cannot provide every journal indexed in every database, you will usually find more than sufficient information available 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 available [electronically](#) or in hard copy/paper available at the Circulation desk.

Linked from the *eResources* sidebar 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 EBSCOhost subscription:

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

Cumulative Index to Nursing & Allied Health Literature (CINAHL) is an excellent source for physical therapy, rehabilitation, and nursing articles. *CINAHL* 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 (campus-wide subscription) 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 LRC.

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 100,000 electronic journals, e-books, databases, and streaming videos which are accessible at NUHS. Search by keyword or browse alphabetical listings by title or subject. For full text for many selections from the LRC Web pages click on *eResources* in the sidebar menu to find *A-to-Z (Full Text Finder)*, the first entry in the list of **Databases and Journals**.

Using Internet Search Engines

Search engine links are included on the LRC Web page. Click on *Help and FAQs* and 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.

TYPES OF LITERATURE AND THEIR USES

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

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 library 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 will help you find specific information in the book.

National Library of Medicine Classification schedules to help you find specific subject areas are available on the ends of circulating book stacks, while topical guides are also available to help you browse the collection for your program: Allied Health, AOM, Basic Sciences, DC, Nutrition, and ND.

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 LRC. 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 probably 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 LRC 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.

LRC Orientation Handbook

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 [*Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers*](#), or *AMA Manual of Style*, *The Chicago Manual of Style*, *Electronic Styles*, and *Scientific Style and Format* which are located on the Reference shelves under WZ or Z.

For examples and links to resources on citation formatting, please refer to [*Citing References*](#) under *Help and FAQs* on the LRC webpage.

FINDING FULL-TEXT

The NUHS 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 library doesn't have subscriptions to everything you'll find, many are available. There is a listing of [Current Journals Subscriptions](#) linked into the sidebar menu options at the Catalog Tab on the [LRC eResources webpage](#).

Depending on your starting point: are you using a database and have found a citation and need the full-text?

CAUTION: Please do not buy or rent an article without trying [NUHS Interlibrary Loan/Document Delivery services](#). Through collaboration with other libraries often your request is freely and quickly available. You'll just need to ask!

You shouldn't have to search in multiple places and should be able to click through following these tips:

- One of the most efficient routes is to use the A-to-Z (Full Text Finder) from the [LRC eResources Database 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 LRC subscribes. Some initial authorization or configuration of a MY NCBI account is required, specifically if you are trying to access remotely, i.e. 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 for photocopying.
- Use the ARTICLE SEARCH feature within the Catalog which also provides full-text for all journals to which the library subscribes. The link is located within the catalog towards the bottom of the search screen underneath "*Looking for?*" and should be searched by **topic** or **Article Title**.
- 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 her/his/their work.
- Don't Despair! NUHS Interlibrary Loan /Document Delivery services can fill your requests when 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 days to 2 weeks if possible. Your request may need to be routed to several of our collaborating libraries before it is filled so sufficient lead time allows for a cost savings. If not freely available, you will be contacted about costs before placing an order through the LRC. 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 libraries that have books or journals you need:

Try using [worldcat.org](#).

Contact the ILL Assistant (630-889-6613), the Reference Librarian (630-889-6617), or the LRC Circulation Dept. (630-889-6612).

Complete the online request form or the forms available at the Circulation desk in the LRC.

LRC COMPUTERS AND OTHER EQUIPMENT

COMPUTERS:

Computers are available in the LRC.

Troubleshooting and maintenance of the computers is the responsibility of the Computer Services Department. Please report any problems to personnel at the library 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.

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

IF YOU MUST PRINT POWER-POINT PRESENTATIONS, PLEASE SELECT GRAYSCALE to save time and reduce cost.

iPADS:

Pre-loaded with apps appropriate for the curriculum are available for use on the technology bar. Suggestions are welcome for additional apps for your programs.

AUDIOVISUAL EQUIPMENT: SLIDE PROJECTORS

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

PHOTOCOPIER and PRINTERS

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

The **card encoder machine** for student use is near the photocopier.

LRC NOISE POLICY

Any persons considered to be the source of excessive noise in the Learning Resource Center (LRC) 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, an LRC supervisor will ask them to leave the LRC.

If the persons do not leave in a timely manner or become belligerent, the LRC supervisor will call Security and have the offenders removed. Photocopies of the offenders' IDs will be made (with the assistance of Security) and given to the LRC 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 LRC Director. The Student Code of Conduct, p.6: "Disruptive or Disorderly Conduct" will be used by the LRC Director as a referral reference.

Do You Know the Copyright Law?

Section 108: UNITED STATES COPYRIGHT LAW

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.



LEARNING RESOURCE CENTER

**200 E. Roosevelt RD
Lombard IL 60148-4583
(630) 889-6612**

<https://www.nuhs.edu/student-services/learning-resource-center/>

