LIBRARY HOURS

Monday - Thursday 7:30 am - 11:00 pm
Friday 7:30 am - 7:00 pm
Saturday 9:00 am - 10:00 pm

(Closed for Chapel, Fall Revival, Missions Conference and Holiness Conference)

Library Web Page:
http://www.asbury.edu/library/

LIBRARY FACULTY

Director of Library Services ................... Douglas Butler
Head of Public Services ......................... Jennifer Walz
Head of Instructional & Archival Services ...... Suzanne Gehring

LIBRARY STAFF

Circulation Supervisor .. ........................... Susan Stevenson
Evening Circulation Supervisor ................. Jeff Rudy
Media Circulation Supervisor .................. Beth Bricken
Periodical Supervisor ............................. Melissa King
Archives Assistant ............................... Matt Kinnell
Technical Services Assistant ................... Jackie Neal
Staff Assistant / InterLibrary Loan .......... Bonnie Temple
**PHONE NUMBERS**

Douglas Butler - 2126  
Beth Bricken - 2513  
Suzanne Gehring - 2270  
Melissa King - 2268  
Matt Kinnell - 2514  
Jackie Neal - 2425  
Jeff Rudy - 2265  
Susan Stevenson - 2510 or 2265  
Bonnie Temple - 2143  
Jennifer Walz - 2269

**Departments:**
- Circulation Desk - 2265  
- Media Center - 2513  
- Reference Desk - 2257  
- InterLibrary Loan - 2143  
- Archives - 2143

**EMAIL ADDRESSES**

<table>
<thead>
<tr>
<th>Library</th>
<th><a href="mailto:library@asbury.edu">library@asbury.edu</a></th>
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<tr>
<td>Archives</td>
<td><a href="mailto:archives@asbury.edu">archives@asbury.edu</a></td>
</tr>
<tr>
<td>Douglas Butler</td>
<td><a href="mailto:doug.butler@asbury.edu">doug.butler@asbury.edu</a></td>
</tr>
<tr>
<td>Beth Bricken</td>
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<tr>
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<tr>
<td>Jennifer Walz</td>
<td><a href="mailto:jlwaltz@asbury.edu">jlwaltz@asbury.edu</a></td>
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LIBRARY MISSION STATEMENT

The goal of the Kinlaw Library is to provide resources, services, and facilities designed to meet the educational, curricular and research needs of students, faculty, and staff. At the heart of Asbury College is the teaching and learning process. The Library’s role is to enhance that process through acquiring, organizing, preserving, and providing access to resources. The Library also contributes to that process by providing a learner-centered environment, instruction, and services to foster the development of information skills that are critical to independent intellectual inquiry and lifelong learning. The Library encourages the student to be committed to truth, to regard the pursuit of knowledge as a life-long process, to respect sound scholarship and the wisdom that
THE LIBRARY BUILDING

The Kinlaw Library was completed in 2001 and is comprised of three floors. The lower level, named the Kirkland Learning Resources Center, contains computers labs, Information Services, the College Archives, the Media Center, Media Services, and the Education Curriculum Lab. The remaining two floors contain all of the library offices, book collections, and study areas.

The library houses more than 150,000 items in several collections of material, including about 530 current periodical subscriptions, microforms, and many non-print resources. There are network connections at all study tables, carrels, and study rooms. Study space makes up the largest portion of the 72,000 total square feet in the building. Eighteen study carrels, 13 group study rooms, 41 study tables, and more than 30 individual comfortable chairs provide over 250 seating options.
LOCATING MATERIALS

To locate materials use the Online Catalog which is simply a computerized card catalog. All of the materials - books, periodicals, audio-visuals - located in this library can be found by using the Online Catalog. There are 8 stations in the library, located near the Reference Desk, plus two on the upper level. The opening screen of the Online Catalog will list a variety of ways to search for materials. To begin the Online Catalog click on the following icon at any catalog station.

The online catalog is always available through the web at: http://ipac.asbury.edu

See a Reference Librarian for more information about the Online Catalog. If you are having trouble finding items in the Kinlaw Library, please see a Reference Librarian.
LIBRARY CODES

Some books are not shelved in the regular stacks, but in special areas. Included with the call numbers for such books are codes or locations which refer you to these collections, e.g., REF (Reference Section, Main Level) or JUV (Juvenile Section, Upper Level), etc. Identifying codes are listed below. See maps on previous pages for locations of various collections. See a Reference Librarian if you have difficulty in locating materials.

<table>
<thead>
<tr>
<th>Code</th>
<th>Items</th>
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<tr>
<td>A</td>
<td>Atlas</td>
<td>J, Juv</td>
<td>Juvenile</td>
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<td>Q</td>
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<td>Media KT</td>
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<td>YA</td>
<td>Adolescent Literature</td>
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<td>Reference</td>
<td>Media VC</td>
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<td>I</td>
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<td>M, Media Music</td>
<td>Music (Scores)</td>
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# DEWEY DECIMAL CLASSIFICATION SYSTEM

<table>
<thead>
<tr>
<th>001-099</th>
<th>General Works</th>
<th>500-599</th>
<th>Pure Sciences</th>
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<tr>
<td>100-199</td>
<td>Philosophy/Psychology</td>
<td>600-699</td>
<td>Applied Sciences</td>
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<td>610</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>200-299</td>
<td>Religion</td>
<td>650</td>
<td>Business Management</td>
</tr>
<tr>
<td>220</td>
<td>Bible Study</td>
<td></td>
<td></td>
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<tr>
<td>230</td>
<td>Christian Theology</td>
<td>700-799</td>
<td>Fine Arts</td>
</tr>
<tr>
<td>250</td>
<td>Local Church</td>
<td>740</td>
<td>Drawing</td>
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<td>266</td>
<td>Missions</td>
<td>780</td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>790</td>
<td>Physical Education</td>
</tr>
<tr>
<td>300-399</td>
<td>Social Sciences</td>
<td>800-899</td>
<td>Literature</td>
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<td>320</td>
<td>Political Science</td>
<td>810</td>
<td>American Literature</td>
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<td>330</td>
<td>Economics</td>
<td>820</td>
<td>English Literature</td>
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<td>360</td>
<td>Social Work</td>
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<td>Education</td>
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<td>400-499</td>
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<td>900-999</td>
<td>History</td>
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<td>973</td>
<td>United States History</td>
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## Book Locations

| 000 - 369 | Main Level |
| 370 - 999 | Upper Level |
| Juvenile | Left Balcony (front) |
| Reference | Main Level |
| Periodicals | Main Level |
| Media | Lower Level |
PHOTOCOPY MACHINES

Kinlaw Library has photocopiers that are available for student use in the copy room to the right of the Circulation Desk. The copiers are operated with key codes (see directions near each copier) and payment of 5¢ per copy is paid at the Circulation Desk. One color copier is also available at 20¢ per page. Cardstock, 11 x 17 paper, colored paper and transparencies are available. Ask a member of the Circulation Desk staff for assistance as needed. The observance of the copyright law is the sole responsibility of the patron. Notices are posted in the Copy Room.

NEW BOOK DISPLAY

New books are placed on the display shelf in front of the Circulation Desk each Monday and are there to peruse for two weeks. Anyone desiring to borrow one of these titles may have a hold placed on the item at the Circulation Desk. When the book is ready for circulation, you will be notified via CPO. Books must be picked up at the Circulation Desk within one week.
CIRCULATION

All materials taken from the library are to be checked out at the Circulation Desk on the Main Level. Media items can be checked out at the Media Center. See page 15 - Media Collection for more information. Present your student picture ID card at the Circulation Desk, along with the materials you wish to check out. The date due will be stamped on each item. Initial check-out period is three weeks. Items may be renewed by phone, twice during a semester. The renewal period is two weeks. There is a limit of 30 items per student to have out at any time.

Periodicals, Indexes and most Reference books do not circulate. Some Reference books may circulate overnight. See page 14 - Reference Books.

Certain books have been placed in restricted circulation because of unusual demand due to classroom requirements. See below about

RESERVES

Particular materials necessary for specific assignments in various courses have been designated by the faculty as "reserves". These materials have been placed in restricted circulation so that they will be available to whole classes within a limited period of time.

A list of items on reserve can be found at the Circulation Desk. The Student Assistant at the Circulation Desk will get the material from the shelf behind the Desk for you. Only one reserve item may be checked out at a time (some exceptions apply).

The person signing for the material is always responsible for its return to the Circulation Desk.

Most reserve materials are checked out for a 2 hour period and may be used in or out of the library. Some materials may be designated for in-library use only.
LIBRARY LOAN PERIODS

Student Loans:

- Books may be checked out for three weeks.
- A book may be renewed for a two week period in person or over the phone unless there are fines due, the item is overdue, or a hold has been placed on it.
- Materials must be returned to the circulation desk or deposited in the outside book drop on or before the due date.

Faculty and Staff Loans:

- A faculty member is given an extended loan up to one semester on all books in general circulation but is urged to return the book as soon as possible.
- Faculty members are expected to return all books at the end of each semester.
- Faculty members may be asked at any time to return books which are in demand.
- Asbury College staff members have regular (3 week) loan privileges.

Community Loans:

- Immediate family of college and/or seminary faculty, staff and students are granted regular (not extended) loan privileges.
- Alumni of the College may obtain regular (not extended) loan privileges with an Alumni ID card.
- Unreturned materials and unpaid fines will result in loss of check-out privileges.
LIBRARY OVERDUE FINES

Fines will be charged at the following rates:

25¢ per day for each non-reserve item  
(each day Library is open)

50¢ per hour for each reserve or reference item

$1.00 per hour for each media reserve item

Bills must be paid promptly!!

Borrowers are responsible for any loss or damage to loaned materials checked out in their name. Borrowers are expected to keep the materials checked out in their name and NOT to let anyone else use them. Students cannot check out items FOR another student. All student library accounts must be cleared at the end of each semester. The computerized circulation system will keep a record of fines for all books overdue from the College. When the accumulated fines reach $5.00, the student will no longer be able to check out materials until the fines are paid and the materials are returned. Long overdue materials (more than two weeks overdue) are charged as if they were lost by the student, $40.00 per item. All unpaid fines and charges will be sent to Student Accounts. The Business Office adds a handling fee of $5.00 to the charge. Transcripts cannot be issued until all library charges are paid.

Bills must be paid promptly!!
REFERENCE BOOKS

Some reference books may be checked out the last hour that the library is open (10:00 p.m. M-Th, 4:00 p.m. Fr, or 8:00 p.m. Sa). This must be approved by a Reference Librarian or Circulation Supervisor. They are due by 9:00 a.m. the next day (except those checked out on Saturday are due Monday at 9:00 a.m.). A rate of 50¢ per hour is charged for overdue reference books - up to $5.00 per day.

Commentaries may NEVER be checked out of the Library.

SECURITY SYSTEM VIOLATIONS

In an attempt to assure that materials are being circulated properly, a security system is installed at the doors of the Library. This system is designed to detect items being removed from library premises without proper checkout. All first-time infringements are considered mistakes unless there is an obvious and provable attempt to remove materials without authorization. Students attempting to deliberately take out materials without authorization can be immediately assessed a $20.00 fine. They will then have ten days to file an appeal to the Vice President of Student Development, whose decision will be binding on the library. The VP’s decision may be appealed by the student to the President, whose decision is final. This appeal must be made within ten days from the date of the VP’s decision. Subsequent repeated violations are reviewed by the Reference Librarian for a fine of $20.00 and referral for counseling to the Student's RA or to the Vice President.
MEDIA COLLECTION

Media materials are located in the Lower Level of the library in the Media Center. The Media Collection consists of non-print material including audio tapes, slides, records, video tapes, DVDs, and compact discs as well as musical scores. All non-print material may be checked out by students and faculty. Viewing or listening equipment is available in the listening area near the collection and in two group viewing rooms in the Media Center.

MEDIA LOAN PERIODS

Student Loans:

- Records, scores, and cassettes may be checked out for three weeks.
- Videos/DVDs may be checked out by students.
- Most Media Reserve items may not be checked out. There are facilities in the Media Center for viewing or listening to items on Reserve.

Faculty Loans:

- Records, scores, and cassettes may be checked out for the duration of the semester.
- Faculty may check out video tapes for classroom use or for classroom preparation. Loan period for faculty is one semester.
REFERENCE ASSISTANCE

Reference Librarians are information specialists with the primary responsibility of aiding students in all aspects of library use. A Reference Librarian is available at the desk in the Reference Area on the Main Level.

You are encouraged to ask for help with any problem of library use such as: narrowing research topics, indentifying appropriate information sources, compiling term paper bibliographies, locating microfilm, or finding elusive books, journals or facts. In the absence of a librarian at the Reference Desk, go to the Circulation Desk for assistance. The members of the library staff regard helping you as their most important function.

Reference Desk Hours:

Monday - Thursday  11 am - 9 pm
Friday        11 am - 5 pm
Saturday     1 pm - 10 pm

No one is available during lunch and dinner hours.

LIBRARY WEB PAGES

The Kinlaw Library Web Pages are designed to provide information across the campus about our various services and resources.

This information is available at any time!

Go to: http://www.asbury.edu/library/
to see the web pages and explore. ALL of our databases and electronic resources are available through the library web page.
LOCATING PERIODICALS AND NEWSPAPERS

Current magazines and journals are in the periodical section near the Circulation Desk on the Main Level. Bound volumes, unbound back issues, and microfilm are located in the same area. They are all arranged alphabetically by title. Please see the Periodicals Supervisor or a Reference Librarian if you have trouble locating a title.

Newspapers, local and national, are kept on wooden rods on the last row of the current magazine area. Issues of most newspapers are kept only two weeks. The New York Times is on microfilm from 1966 to date and is located in the microfilm section.

The titles of all periodicals and newspapers held by the College are searchable in the Online Catalog.

Some periodicals are on microfilm. Microfilm and microfiche readers, including two reader/printers, are available in the copier room neat to the Circulation Desk. If you are unfamiliar with these machines
PERIODICAL INDEXES

To locate specific information in articles from periodicals and newspapers use an index. Information in the index is organized by subject. Some are quite general in nature, such as the Reader's Guide to Periodical Literature, while others are much more specific, such as the Art Index. Usually one index does not include periodicals covered by another one; therefore, you may need to consult several indexes when working on a topic. All indexes are located in the Reference Area on the Main Level.

Some of the more important indexes to periodicals and newspapers in the Kinlaw Library are the following:

♦ Reader's Guide to Periodical Literature
  This is an index to news magazines and popular journals of a general nature.

♦ Humanities Index
  This is an index to scholarly periodicals in the humanities.

♦ Social Sciences Index
  This is an index to scholarly periodicals in the social sciences.

♦ General Science Index
  Indexes a selected list of scholarly science journals.

♦ Education Index
  A cumulative subject index to a selected list of educational periodicals, proceedings and yearbooks.

♦ Physical Education Index
A cumulative index to a selected list of physical education journals.

♦ Art Index
A cumulative subject index to a selected list of art journals.

♦ Business Periodicals Index
A cumulative subject index to a selected list of business journals.

♦ Public Affairs Information Service, International
Referred to as P.A.I.S., this publication indexes by subject current books, pamphlets, periodical articles, government documents and other useful library material in the field of economics, politics, and public affairs.

♦ Christian Periodical Index
A cumulative subject index to a selected list of Christian magazines and journals.

♦ New York Times Index
This index gives exact reference to date, page and column for the New York Times. We have this index and the newspaper from 1966 to the present.

These indexes are fairly easy to use, but if assistance is needed in using these indexes, please feel free to ask for help at the Reference
EBSCO HOST

EBSCOhost provides access to 19 different databases:

**Academic Search Premier**
Provides full text for over 3,430 scholarly publications. In addition to the full text, this database offers indexing and abstracting for over 4,400 journal titles covering the social sciences, humanities, general science, multicultural studies, education, and much more.

**MasterFILE Premier**
Provides full text for over 1,900 general and popular periodicals covering nearly all subjects including general reference, business, health, and much more. Includes indexing and abstracting for over 2,500 titles.

**Business Source Premier**
Provides full text for over 2,700 scholarly business journals covering management, economics, finance, accounting, international business, and much more.

**Newspaper Source**
Provides selected full text articles from 245 regional U.S. newspapers, 18 international newspapers, 6 newswires, and 9 newspaper columns.

**ERIC**
Provides citation and abstract information from over 980 educational journals and related documents from the Educational Resource Information Center and educational symposium report literature dating back to 1967.

**PsycINFO**
Provides indexing and abstracts for over one million articles in 1,700 journals from nearly 50 countries. This database, provided by the American Psychological Association, also includes abstracts for dissertations, books, and book chapters. Coverage dates back to 1887.

**Psychology & Behavioral Sciences Collection**
A comprehensive database with more than 510 full text titles covering topics in the field of psychology.

**Sociological Collection**
This database provides coverage of more than 500 full text journals, including nearly 500 peer-reviewed titles. It offers information in all areas of sociology, including social behavior, human tendencies, interaction, relationships, community development, culture and social structure.

**MEDLINE**
Provides access to the entire Comprehensive MEDLINE file covering 1966 to present. This database also includes full text for nearly 80 biomedical journals dating as far back as 1990.

**CINAHL (Comprehensive Index to Nursing & Allied Health Literature)**
Designed for nursing and allied health professionals, students, educators and researchers, this database provides full text for 200 journals covering the areas of nursing, biomedicine, health sciences, consumer health and allied health disciplines. Nearly all full text titles included in *Nursing & Allied Health: Expanded Edition* are indexed in *CINAHL*. 
Health Source: Nursing / Academic Edition
Provides full text for over 590 scholarly health journals, focusing on medical disciplines.

Religion & Philosophy Collection
This is a comprehensive database covering topics such as world religions, major denominations, biblical studies, religious history, and more. It contains over 290 full text journals.

Agricola
This contains records from the U.S. Dept. of Agriculture. The material dates back to 1970 and includes more than 3.3 million citations referencing journal articles, monographs, theses, patents, technical reports, and more.

MLA International Bibliography
This is a bibliography of journal articles, books and dissertations. Produced by the Modern Language Association, the electronic version of the Bibliography dates back to 1963 and contains over 1.5 million citations from more than 4,400 journals and series and 1,000 book publishers.

Communication & Mass Media Complete
This database provides the most robust, quality research solution in areas related to communication and mass media. This database originated the merging of two popular databases in the fields of communication and mass media studies -- CommSearch (formerly produced by the National Communication Association (NCA)), and Mass Media Articles Index (formerly produced by Pennsylvania State University). This is an invaluable resource for students, researchers, and educators interested in any and all aspects of communication and mass media.

SPORTDiscus
Provided by the Sport Information Resource Centre, SPORTDiscus offers comprehensive, bibliographic coverage of sport, fitness and related disciplines. This database contains over 650,000 records with journal and monograph coverage going back to 1800.

Professional development Collection
Provides a highly specialized collection of over 500 full text journals, designed for professional educators.

Library, Information Science & Technology Abstracts (LISTA) indexes more than 400 periodicals, plus books, research reports and proceedings. Subject coverage includes librarianship, classification, cataloging, bibliometrics, online information retrieval, information management and more. Coverage in the database extends back as far as the mid-1960s.

Military & Government Collection
Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. The Military & Government Collection provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for nearly 400 titles.

EBSCOhost can be accessed on any campus networked computer using any web browser at http://www.asbury.edu/library/.

See How to Use Guide #2 - EbscoHost for more information.
WilsonWeb provides access to 5 different databases:

**OmniFile Full Text, Mega Edition**
This is a multi-disciplinary database providing the complete content - indexing, abstracts, and full text - from six of Wilson's full-text databases: Education, General Science, Humanities, Readers' Guide, Social Sciences, and Business. Full-text articles from five additional periodical databases are also included when available: Applied Science & Technology, Art, Biological & Agricultural Index, Index to Legal Periodicals & Books, and Library Literature & Information Science. Indexing begins in 1982, abstracts in 1984, and full-text coverage in 1994. Each database has its own start dates for indexing, abstracting, and full text; start dates for full-text rights to individual journals vary within a database.

**Art Museum Image Gallery**
The Art Museum Image Gallery is a rich digital resource of art images and related multimedia gathered from the collections of distinguished museums around the world. It is a rich digital resource of art images, right-cleared for educational use. Cultures and time periods represented range from contemporary art, Native American and Inuit art, to ancient Greek, Roman, and Egyptian works, along with Japanese and Chinese works. The database includes numerous multimedia files.

**Biography Reference Bank**
This database contains biographical information on approximately half a million people, from antiquity to the present, along with thousands of images. It contains the full text of the articles from more than 100 volumes of biographical reference books, including all the articles from all volumes of Current Biography, the World Author Series, Nobel Prize Winners, World Artists, World Film Directors, American Reformers, and numerous biographical books on musicians and composers throughout history. In addition to the full text biographies, Biography Reference Bank contains millions of magazine citations (many of which contain full-text) after 1984, as well as thousands of book reviews excerpts.

**Essay and General Literature Index**
This is a bibliographic database that cites essays and articles contained in collections of essays and miscellaneous works published in the United States, Great Britain, and Canada. More than 300 volumes are indexed annually. Additionally, more than 20 annuals and serial publications are indexed. This database focuses on the humanities and social sciences, with subject coverage ranging from economics, political science, and history to criticism of literary works, drama, and film.

**Short Story Index**
This is the electronic version of the standard reference work Short Story Index. It is an index to short stories written in or translated into English that have appeared in collections and selected periodicals. The periodicals are those indexed in Readers' Guide to Periodical Literature and Humanities Index.

WilsonWeb can be accessed on any campus networked computer using any web browser at [http://www.asbury.edu/library/](http://www.asbury.edu/library/).

See How to Use Guide #7 - WilsonWeb for more information.
FIRSTSEARCH

FirstSearch provides access to 5 different databases:

**World Catalog (WorldCat)**
Contains all the records cataloged by OCLC member libraries: more than 41 million bibliographic records, representing 400 languages, from before 1,000 BC to the present day. Includes records for books, journals, musical scores, computer data files, magazines, newspapers, manuscripts, sound recordings, films, slides, maps, and videotapes.

**Clase and Periodica (ClasePeriodica)**
This is an index of Latin American journals in the sciences and humanities. CLASE indexes documents published in Latin American journals specializing in the social sciences and humanities. PERIODICA covers journals specializing in science and technology. It offers access to more than 300,000 bibliographic citations from documents published in 2,600 scholarly journals published in the Spanish, Portuguese, French and English languages.

**Article First**
OCLC index of articles from nearly 12,500 journals in science, technology, medicine, social science, business, humanities, and popular culture. 1990 to the present.

**Electronic Collections Online (ECO)**
An index to more than 2,000 journals from all disciplines. Full text articles may be available for journals to which our institution subscribes. 1995 to the present; dates vary by journal.

**Government Printing Office (GPO)**
Index to all U.S. Government publications such as Congressional reports, judiciary materials, and documents issued by all other departments. 1976 to the present.

FirstSearch can be accessed on any campus networked computer using any web browser at [http://www.asbury.edu/library/](http://www.asbury.edu/library/).

See **How to Use Guide #3 - FirstSearch** for more information.
OTHER DATABASES

Christian Periodical Index
The Christian Periodical Index is published four times a year. It is produced by the Association of Christian Librarians. Its purpose is to provide access to English language articles and reviews written from an evangelical perspective. Beginning in 1956 with coverage of 20 titles, CPI currently indexes over 100 selected publications from the broad spectrum of knowledge including science, literature, medicine, music, philosophy, history, sociology, nursing, and education. Coverage is representative of the major doctrinal positions within evangelical Christianity.

ABI/Inform Global
This database is the most scholarly and comprehensive way to search for business research topics. It indexes nearly 1800 worldwide business periodicals for in-depth coverage of economic conditions, business practices, management techniques, marketing, human resources, finance, taxation, computers, and more. Expanded international coverage. 1971 - present.

International Index to Music Periodicals
This is THE database for articles on all forms of music. Search and browse hundreds of music journals covering a broad scope of research from performance, theory and composition to music education, jazz and ethnomusicalogy. It provides indexing, abstracts and selected full text coverage of the most important music journals - all integrated in one site.

America's Newspapers
This database provides full-text articles from the electronic editions of more than 600 U.S. newspapers. Included in this group is the Lexington Herald-Leader and the Louisville Courier-Journal. Dates covered vary with each newspaper title.

Alt-Press Watch
This resource is a full text database of the newspapers, magazines and journals from alternative and independent presses. This interdisciplinary resource provides a valuable source of viewpoints and perspectives to complement and challenge mainstream media coverage.

Proquest Computing
This database contains some full text. Search top computing journals for research on subjects such as database design, software development, web commerce, LANs, WANs, Intranets, and the Internet.

Proquest Research Library
From business and political science to literature and psychology, ProQuest Research Library™ provides one-stop access to a wide range of popular academic subjects. The database includes more than 3,820 titles, over 2,550 in full text. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This combination of volume and scope makes it one of the broadest, most inclusive databases ProQuest has to offer. ProQuest Research Library consists of two components: a core list of periodicals; plus 15 supplemental subject-specific modules. Coverage: 1971 - present.

Proquest Religion
Search a comprehensive collection of journals covering religious issues and perspectives, including religious news and information, commentary on topics of general interest from the perspective of a particular religion, and formal theological issues. The database includes nearly 120 titles, with more than 100 available in full text. Designed to meet the needs of both religious studies programs and general library collections, the database is an excellent source of religious news and information. The database provides details on doctrines and philosophies, reports on religious history, and related archeology. 1986 - present.

These can be accessed on any campus networked computer using any web browser at http://www.asbury.edu/library/.
OTHER DATABASE SEARCHING

If information is needed from a database not located in Kinlaw Library, contact a Reference Librarian who will assist you in developing the list of terms to be searched. The Reference Librarian will then conduct an online search and print the results. A major source of online resources is a database of databases called DIALOG. Searches conducted using this service are done at no cost to students.

OTHER LIBRARIES

Students have access to the B.L. Fisher Library of Asbury Theological Seminary across the street, the Jessamine County Public Library in Nicholasville, and the William T. Young Library at the University of Kentucky in Lexington.

Check out privileges are available by showing your Asbury College student I.D. Each student is responsible for materials borrowed from

INTERLIBRARY LOAN

Books and journal articles not found in Kinlaw Library and not readily available from a local source may be borrowed from other libraries across Kentucky and around the world. Through cooperative agreements our Library can borrow materials available at other libraries. To initiate this process students must use the InterLibrary Loan forms available at the Reference Desk. The forms should be given to a Reference Librarian when completed. These forms are also available on the web pages at:

http://www.asbury.edu/library/services/illforms
INTERNET

The Internet is a compelling and useful resource. It is available in the computer labs and in dorm rooms (if you have a personal computer). However, the Library has, in the form of books and other subscription online sources, a larger amount of valuable and useful information than will ever be contained on the Internet. In addition, the Library has friendly and knowledgeable Reference Librarians to point you to high-quality sources in the search for information. Please consult with a Reference Librarian about finding information on the Internet. The Librarians know of many valuable resources, both in print and online, including the Internet. They can give you many pointers to aid your search and SAVE YOUR TIME!

BIBLIOGRAPHIES AND STUDY GUIDES

There are many helpful guides and bibliographies available at the Reference Desk. Using the Library for Research, Finding Articles in Periodicals, Finding Statistics, How to Use the Online Catalog, and Bibliography for Biology are just a few of the guides that are ready to pick up at any time. We have Bibliographies organized by subject for each curricular Department on campus, which highlight resources available in the Library. Please stop by and take as many as you wish. These are also available on the Library Web at:

http://www.asbury.edu/library
STUDY AREAS

Study areas are spaced throughout the library for your use. Individual carrels are open; you do not have to make special arrangements for their use. If you wish to have your own personal space, students may have a carrel reserved for them for a semester by applying at the Circulation Desk.

Thirteen group study rooms are available on the Upper Level. A key is required to access these rooms. Obtain the key at the Circulation Desk. Please make note of the room number to be reserved. An ID will be requested at the Circulation Desk in exchange for the room key. DO NOT leave the building with the room key. Some study rooms have white boards. Markers and an eraser are available at the Circulation Desk. The study room should be clean upon return of the key to the Circulation Desk. Reservations can be made up to one week in advance.

In all study areas, students are urged to be considerate of individuals' right to a quiet place to study and should refrain from talking and making noise as much as possible. Those causing disruption will be asked to leave.
ARCHIVES & SPECIAL COLLECTIONS

Collections of material on or related to the history of Asbury College are housed in the Archives in the Lower Level. These materials may be used for research in the Archives under the direction of the Archivist. These items are designated by "N" with a location of Archives or Special Collections specified in the Online Catalog.

Archives Office Hours:
By Appointment Only
Please contact Suzanne Gehring at x2270

FINAL NOTES

- Students are encouraged to suggest books and other library materials for purchase. Suggestions may be placed in the Suggestion Box at the Circulation Desk.
- **Food and drink are expected to be in closed containers while in the library.**
- A telephone for student use is available in the vestibule of the library.
- The library reserves the right to examine any and all materials taken from the library.
- Backpacks and bookbags **must be** carried through the security gate when leaving the library.
- Computer discs **should not be** affected when passed through the security gate. Ask at the Circulation Desk for them to be passed around the gate if there is a concern about data loss or corruption.