**GANGWISH LIBRARY HANDOUT FOR THE OU STUDENTS ACROSS THE DISCIPLINES**

**LIBRARY CONTACT INFORMATION:**

**Library Director & Professor of Library Science: Gloria Creed-Dikeogu, Ph.D**

**Email Address:** **gloria.creeddikeogu@ottawa.edu**

**Office Phone #: 785-248-2536**

**ACCESSING OU LIBRARY WEBSITES**

* **There are two Ottawa University Library websites:**
* **To find the library website go to the OU Portal at** [**https://myottawa.ottawa.edu/ICS**](https://myottawa.ottawa.edu/ICS)

**and click on the Gangwish Library Online Page at** [**https://myottawa.ottawa.edu/ics/Resources/Myers\_Library\_Online**](https://myottawa.ottawa.edu/ics/Resources/Myers_Library_Online) **OR**

* **You can go to the ottawa.edu page, open the “Academics” tab and scroll down to the Gangwish Library Resources Page**

**NAVIGATING THE GANGWISH LIBRARY PAGE ON THE OU PORTAL**

* **To locate the library’s books go to the Gangwish Library Catalog which is located on the Gangwish Online Page at** [**https://o90007.eos-intl.net/O90007/OPAC/Index.aspx**](https://o90007.eos-intl.net/O90007/OPAC/Index.aspx)
* **The Library Catalog can be searched by Title, Author, Subject or Selected Field. All books in the stacks and on the library-floor are organized using the Dewey Classification System and can be located by checking the number of the book you are searching for.**

**OTTAWA UNIVERSITY VIRTUAL ARCIVES READING ROOM**

* **This is the Ottawa University Archives Reading Room which provides users with access to Ottawa University archives/historical resources, the OU Campus Newspapers and OU Yearbooks.**

**At** [**https://www.ottawa.edu/academics/gangwish-library/university-archives/historical-yearbooks-newspapers**](https://www.ottawa.edu/academics/gangwish-library/university-archives/historical-yearbooks-newspapers) **or on the OU Portal through The Virtual Archives Room is located at**

[**https://myottawa.ottawa.edu/ICS/Resources/Myers\_Library\_Online/Archives\_and\_Collections/Ottawa\_University\_Scrapbooks.jnz**](https://myottawa.ottawa.edu/ICS/Resources/Myers_Library_Online/Archives_and_Collections/Ottawa_University_Scrapbooks.jnz)

**LIBRARY ONLINE SEARCHES FOR FINDING FULL-TEXT ARTICLES, EBOOKS AND BOOKS**

* **The library has THREE search engines located on the Gangwish Library Online Page that can be used to locate full-text periodical articles that are available in the library databases online. These searches are:**
* **THE EBSCO DISCOVERY LAYER: This search allows users to search across all Ottawa University’s online databases. It also includes ProQuest and WorldCat;**
* **WORLDCAT DISCOVERY: This is a book search connecting you to library catalogs in the US and the World. If you find books using this search, you can request an interlibrary loan from the library**
* **PROQUEST PQP SEARCH: This search is specific to the ProQuest Databases and searches SIX databases.**
* **If you go to ottawa.edu you can find all the searches on the “Resource Search” tab**

**INTERLIBRARY LOAN SERVICES**

* **If you are unable to find a book when searching the catalog, ask to make an interlibrary loan request by contacting** **ill@ottawa.edu** **and request the book you need. We DO NOT order textbooks for classes. Those you will need to purchase. We do order books needed to write papers. It can take two days to a week to order and ILL from other libraries that you are requesting. It is therefore, important to make your requests early. Interlibrary loans are usually not renewable, but on occasion this is possible.**

**OTTAWA UNIVERSITY LIBGUIDES**

* **The Ottawa University Library’s Libguides are located at** [**https://ottawa.libguides.com/**](https://ottawa.libguides.com/)
* **There are 74 subject specific Libguides that offer many resources in key disciplines**
* **If you are looking for APA 7 resources, that libguide can be found at** [**https://ottawa.libguides.com/apa**](https://ottawa.libguides.com/apa) **Other popular libguides include guides on Database Searching, MLA Style, Chicago Style, Writing the Research Paper and Writing an Annotated Bibliography**

**INFORMATION LITERACY TUTORIALS AND REFERENCE SERVICES**

* **The Gangwish Library has a Youtube Channel where the library’s library instruction tutorials are located at** [**https://www.youtube.com/channel/UCJ7fl5ZXGhncKes5eBehH7w**](https://www.youtube.com/channel/UCJ7fl5ZXGhncKes5eBehH7w)
* **There are also library tutorials available at** [**https://myottawa.ottawa.edu/ICS/Resources/Myers\_Library\_Online/Gangwish\_Library\_Instructional\_Video\_Tutorials.jnz**](https://myottawa.ottawa.edu/ICS/Resources/Myers_Library_Online/Gangwish_Library_Instructional_Video_Tutorials.jnz)

**FULL-TEXT FINDER**

* **This search is located on the right-hand side of the Gangwish Library Online Page under the “Search for Journals” Tab**
* **This search provides users with a direct access into the online library databases**
* **If you are not logged into the OU Portal, you will be prompted to login in with your OUID and password**
* **To search full-text finder you can enter the title of a journal in the search box. You can also search the journals in the databases by subject if you go to “Browse by Disciplines” below the search box. If the title you entered is not found, then that means we do not current own it and you need to request an interlibrary loan.**

**ONLINE LIBRARY DATABASES**

* **You can go to the online library databases at ottawa.edu by going to the “Resource Search” tab or to the OU Portal Gangwish Library Page where they are located under the “Seach for Journals” tab. You will be required to login to the OU Portal to use the databases. The library databases are located at** [**https://myottawa.ottawa.edu/ICS/Resources/Myers\_Library\_Online/Online\_Library\_Databases.jnz**](https://myottawa.ottawa.edu/ICS/Resources/Myers_Library_Online/Online_Library_Databases.jnz)

**REFWORKS DATABASE**

* **This database is located on the online library database page under “R”. This database is a citation builder in different citation styles connected directly to the databases. When they login to use this database, students must create their own login so that they can save their searches and connect to the databases.**

**ASK-A-LIBRARIAN AND VIRTUAL LIBRARIAN**

* **Users may use Ask=A librarian to ask reference questions via text and email**
* **Reference Question are added to the Virtual Librarian database so students can view the answers to previously asked questions**