# Library Help Sheet
Introduction to the Library for Students
Using the Catalogue, reserving, borrowing and renewing items
Databases and online journals

How to log in to the Catalogue

Library catalogue homepage can be accessed via the Morling College website > Library page or the following link: https://morling.softlinkhosting.com.au/liberty/libraryHome.do

1. Click Login (top right-hand side).
2. Enter your username and password. Your username is your barcode or student number (Note that 0 is zero). Your default password is also your student number.
3. Select "My Portal" from the menu at the left side of the screen.
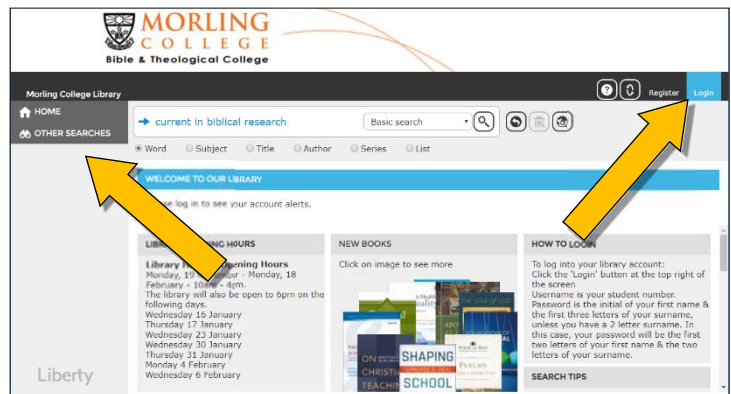
Once logged in you can:

- Look at your current loans & reservations
- Renew your books
- Look at your loan history
- Look at your overdues
- Change your password
- Email the library with change of contact details
- Reserve books

4. Click on LOGOUT to exit your account.

Library membership

You can choose to have your student/library card posted to you (you supply the photo of yourself or have your photo taken on-campus at Reception.) The card has your membership number on it as a barcode. If you visit the campus, your card can be used to borrow books through the Library's self-circulation (self-serve) borrowing desk, store cash for photocopying and meals, and open the boom gate for parking. For online students, having a photo ID card is optional.

Borrowing

You can borrow up to 20 books at a time and, if you are a distance student, the Library staff will post the items to you. Most books are issued for 4 weeks but some high-demand items are issued as a 1-week loan. (NB: 1-week loan items are not sent interstate due to postage times.) You can renew your books four times unless another student has placed a reservation on a book: in this case, the book will be recalled, and it must be returned within a week or by the due date whichever is sooner.

For distance students, the College pays the postage costs to send you the books. You are responsible for the returning the item/s without damage or markings by the due date.

How to renew your loans

Renewals are completed by logging into the Library Catalogue.
1. Login to the Catalogue.
2. Click on Current Loans.
3. Click the curly arrow beside the items you want to renew.
4. If your renewal has been successful, the new date for the item/s will be shown.
   · You can also renew by phone, (02) 9878 0201, or email, libraryhelpdesk@morling.edu.au, if you have problems renewing online.
   · Items may be renewed four times before they must be returned to the Library.

Please note that items that are overdue, have reached maximum renewals, or are reserved by another borrower, are unable to be renewed.

How to reserve an item

1. Login to the Catalogue.
2. Search for the item you want to reserve; click in the box on the left side of the record.
3. Click on the **Reserve** button.
4. Select **First available** in copy being reserved.
5. Click **Save.**
6. Confirmation of your reservation will appear.
7. **Logout** when you have finished.

When the item is returned to the Library you will be notified by email. The item will be issued to you and held for 3 days for one-week loan items, or 1 week for general items. Please contact the library if you have a problem getting to the library in time to collect the item/s.

If you find you no longer require the book, please delete your reservation, the steps are as follows:

1. Login and go to **Requests — Reservations**
2. Click the red cross beside the item to cancel the reservation.

Closed Reserve

Each semester, books in high demand for the units being run are moved to Closed Reserve (CR). Closed Reserve is a small collection housed in a room in the Library. Books in Closed Reserve cannot be borrowed, they are for use within the Library only and must be returned to the Closed Reserve returns trolley after 2 hours to be available for the next student to borrow. Books on Closed Reserve are not posted to online students.

**If you are having any problems, please contact Library staff.**

Journals

There are three sources of journals:

1. Hard copy (print) journals in the Journal Room—searchable by journal title in the Library Catalogue.
2. Individual electronic journals titles available online—see Help Sheet: *Introduction to Open Athens*.
3. Databases of electronic journals (EBSCO and ProQuest)—see below.

Databases

Access the databases from the Library Catalogue page:

1. Scroll down to the Journals box.
2. Click the EBSCO or ProQuest link.
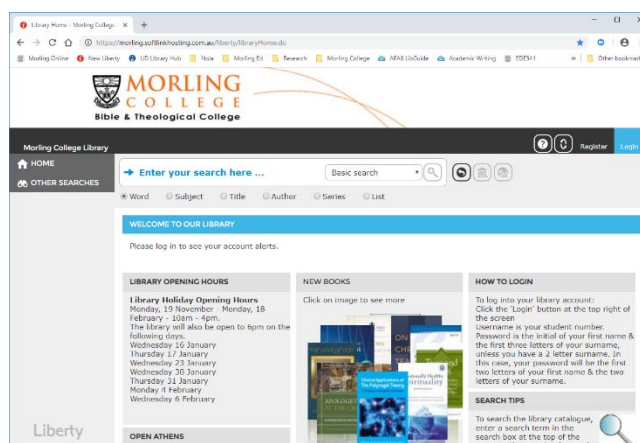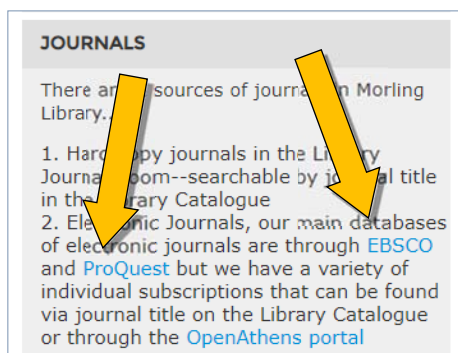
What is a 'library database'?

Online journal databases are an essential academic tool. They contain periodical publications, sometimes known as electronic journals, periodicals or serials. Morling Library has subscriptions to two databases providers (EBSCO and ProQuest), each of which provides access to hundreds of journal titles with thousands of journal articles in subject areas relevant to Morling students and staff, from a range of publishers.

What are the advantages of online journals compared to print journals?

The Library can offer access to more journals through the online database than can be held in hardcopy in the Journal Room. New issues of each journal are continuously added to the databases as they are published. Unlike print journals, online journal content (i.e. journal articles and citations) is searchable. A citation for each article can be exported into *Endnote*.

Why should I use the databases?

Peer-reviewed, academic research journals are usually the first place new research findings are published. Journal articles are immediately available to you online without the waiting time required to borrow resources in person or the wait for resources already on loan to be returned. Each student can download and keep their own copy of a journal article, whereas books and ebooks have a limited borrowing period. Personal alerts can be set so that you are notified by email of any new research articles published in your areas of interest. The databases provide you with access to the cutting edge of research globally.

What subject areas are covered by the Morling database subscriptions?

EBSCO covers biblical studies, world religions, church history, major denominations, religious history, epistemology, philosophy and religion in social issues. It includes many full text articles as well as citations for other articles.

ProQuest provides many full text articles in education, clinical and social psychology, psychiatry, social welfare, theology, major religions, religious and spiritual studies.

Library Help Sheet
## Introduction to Open Athens for Students

Context

Morling Library subscribes to online academic resources on behalf of its students and academics. The online resources consist of two platforms and a number of individual journals.

- *EBSCO* databases
- *ProQuest* databases
- Approximately 40 individual journals

A library database is a collection of research journals, periodicals and academic publications not publicly available. These journals are often the first place that research is published and are an essential academic resource.

In addition, there are some journals required for units taught at Morling that are not available via the *EBSCO* or *ProQuest* platforms. The Library has online subscriptions to these journals.

OpenAthens (OA) is a service that operates in the background to authenticate you as a Morling student and allows you to access the online resources. An OA account will be created for you when your enrolment is finalised.
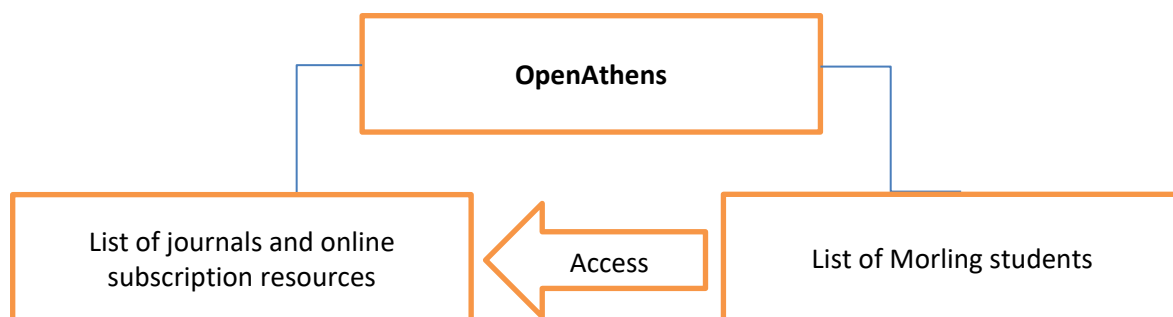
Getting Started

Enrolled students will receive an activation email, which has an expiry date. Check your spam or junk mail folder in case the activation email is there. If the email has not been received two or three days after enrolment has been processed, contact the library (libraryhelpdesk@morling.edu.au).

From: noreply@openathens.net [mailto:noreply@openathens.net]
Sent: Saturday, 10 March 2018 3:58 PM
To:
Subject: Morling College OpenAthens account created - activate your access

Dear   ,

An OpenAthens account has been created for you so you can access Morling College online resources from any location. You must activate your account to start using resources.

Username: morl20

Follow the link to activate your access:
https://login.openathens.net/activateaccount?username=morl   &activation code=RM4TJ2CUVE

If you cannot follow the link, please copy and paste it into your browser. At busy times it may be a few minutes before this link will work.

If you have any queries about your account please contact your administrator:

Gabrielle Fury
Organisation: Morling College
Email: library@morling.edu.au

OpenAthens is an Eduserv service

Figure 1 Activation email example

To activate your account, click the link provided, which will take you to a screen asking for a password to be created.

Your username is 'morl' plus your student ID number, e.g. *morl201901234*
You can also use your email address as your username.

Please note:
- the link can only be used once
- if the account is already active it will give you an error message 'Account activation failed'
- 'morl' consists of letters only (as in 'Morling')
- the password needs to be sufficiently complex, i.e. it must be between 8-20 characters and contain a mix of letters and characters that are not letters.

Figure 2 Password creation screen

Accessing resources via the OA Portal

Once OA is activated, it works in the background and the OA login screen will appear when needed. However, OA also provides a portal with a useful list of subscribed resources. To log in to the portal:

1. Go to https://www.openathens.net/ – Bookmark this page!
2. Click *Login to MyAthens*
3. Type your username (e.g. *morl201901234*) and password
4. Click *Sign in*

The MyAthens home page has links to the Library database platforms (EBSCO and ProQuest). The boxes on this screen can be arranged as you would like. The Resource box has a list of the individual journals the Library subscribes to.
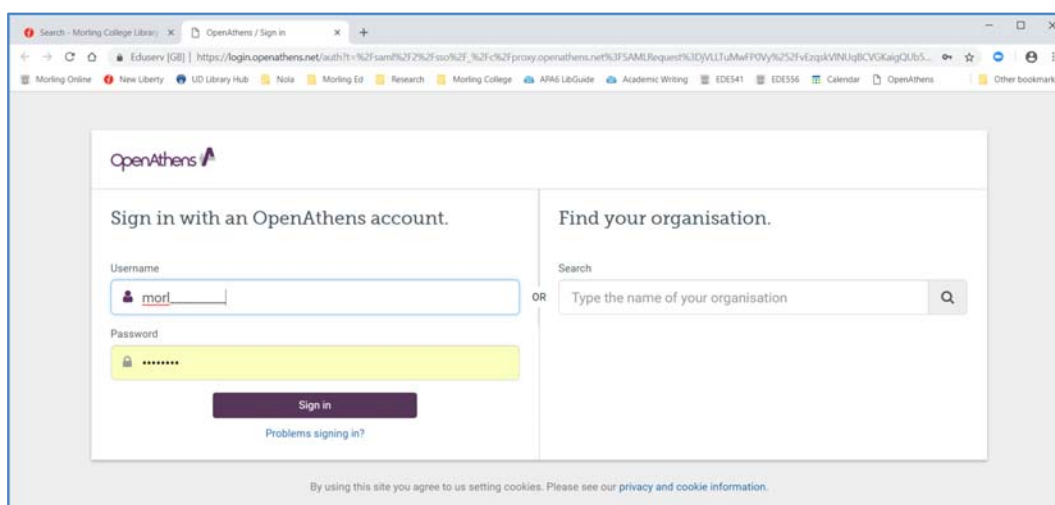

Figure 3 Sign in using your OpenAthens login: 'morl' and your student number (e.g. morl2019012345)

Accessing resources via the Library Catalogue

Some online subscription resources can be accessed through the Library Catalogue. For instance, counselling students can access the *Psychotherapy.net* videos as follows:

1. Go to the Library Catalogue - https://morling.softlinkhosting.com.au/liberty/libraryHome.do
2. Search *psychotherapy.net*. (Figure 3)
3. Click on the title you wish to access.
4. Click on the web address hyperlink.
5. Log in using your OpenAthens login. (Figure 4)
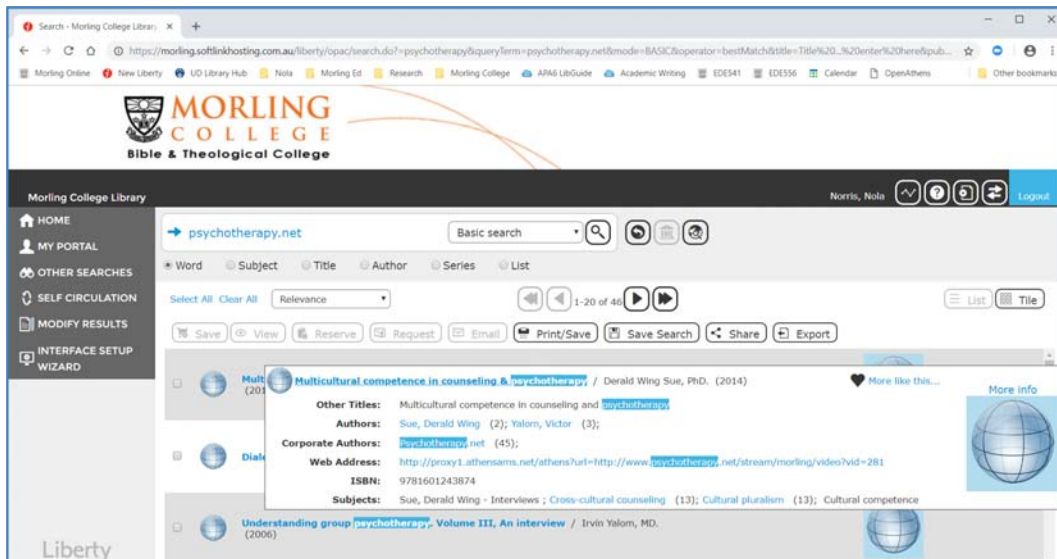6. You will be transferred to Psychotherapy.net and recognised as a Morling student.

Figure 4 Search the Library Catalogue