

# Using Library Resources

## DMIN 620 Ministry Research Seminar

### WWW.UU.EDU/Library

Using the library's home page, you can access any of the article databases, search the catalog, contact a librarian or find an online journal. Using the search box default of "Everything," you can find books and other physical items in the library, see preliminary results from selected databases and see electronic journal holdings.

### Research Guides (<http://guides.uu.edu/Dmin>)

Research Guides are web pages designed to help you find resources for a particular topic. You can find the research guide for the D.Min. program at <http://guides.uu.edu/Dmin>. You can also access research guides by following the navigation link on the library home page. The research guide has tabs to help you find books, articles, dissertations, reference resources and other items you may need for your research.

### Off Campus Access

To access databases, e-Journals and other electronic content provided by the library you will sign in using your Union University network ID and password (the same one used to login to UU computers, Webadvisor, Portal, and Moodle Rooms). If your ID and password do not allow you to login, contact computing services at 731-661-4357 (Jackson). If you need to change your password, go to <http://password.uu.edu>. You must change your password from its original setting before you will have access to library resources.

### Guest Borrowing Privileges

With a Union I.D. card, students may also check out books while visiting member institutions of the West Tennessee Academic Library Consortium listed below:

- Bethel College
- Christian Brothers University
- Dyersburg State Community College
- Freed-Hardeman University
- Jackson State Community College
- Lane College
- Mid-America Seminary
- Rhodes College
- University of Memphis
- University of Tennessee at Martin
- University of Tennessee at Memphis
- Victory University (Memphis)
- LeMoyne-Owen College

### Turabian Manual

*A manual for writers of research papers, theses, and dissertations : Chicago style for students and researchers* by Kate Turabian is your final authority for style and citation format.

**RefWorks (group code: RWUnionUni)**

RefWorks is an online citation management, writing and collaboration tool. It is designed to help researchers easily gather, manage, store and share all types of information as well as generate citations and bibliographies.

**Interlibrary Loan**

Interlibrary loan is a service the library provides to obtain copies of articles or books not owned by the library. Students may request items using the online forms at <http://www.uu.edu/library/services/ill/> There is a limit of 10 items per day and 50 items per semester. Additional requests may be made for a fee. If you do not live in the west Tennessee area, please note that in the additional information field on the form and the items will be sent to your home.

**Research Assistance**

Research assistance is available to all students. For those living in west Tennessee, assistance is provided over the phone, by online chat, through email or in person through the Research Coach program. For those living outside west Tennessee, assistance is provided over the phone, by online chat or through email. If additional assistance is needed, Skype sessions can be arranged that allow a librarian to share his or her computer screen with the student while providing research guidance. Students can make appointments or submit email questions at <http://www.uu.edu/library/ask.cfm>

**CONTACT INFORMATION:**

**Jenny Lowery**

**Instructional Services Librarian**

**731-661-5058**

**[Jlowery@uu.edu](mailto:Jlowery@uu.edu)**