Locations: Klaude Kendrick Library
Evangel University
1111 N. Glenstone Ave.
Springfield, MO 65802

Cordas C. Burnett Library
Assemblies of God Theological Seminary-Evangel University
1435 N. Glenstone Ave.
Springfield, MO 65802

Website: library.evangel.edu

Contact Information:

- For General Questions:
  - Telephone: ext. 7268 – Kendrick Circulation Desk
  - Telephone: (417) 268-1058 – AGTS Circulation Desk

- For information concerning book/photocopy requests, overdues, & fines:
  - Email: LibraryCirculationQuestions@evangel.edu

- For information concerning access to online resources or general reference requests:
  - Contact Rick Oliver (EU)
  - Email address: oliverr@evangel.edu
  - Contact Matt Clark (AGTS)
  - Email address: clarkma@evangel.edu
Summary of Available Resources

Books, Ebooks, & Journal Articles in One Place

- Almost everything can now be searched from one search box using EBSCO Discovery Service.
- Simply enter your query into the “Everything” search box at library.evangel.edu

Books

- Books & other materials owned by Evangel University libraries

  Search the EU online catalog at http://swan.searchmobius.org/search~S10

- Search for eBooks in EBSCO eBook Academic Collection: Click Here to Access

  A multidisciplinary eBook database containing the full text of over 118,000 titles.

- Search for Dissertations/Theses in ProQuest Dissertations & Theses Full Text Database: Click Here To Access

  Find abstracts and previews and some Full Text (including most dissertations published since 1997).

Journal Articles & Related Resources

- Online indexes/databases that contain information about and, in some cases, the full text of journal articles from key periodicals in specific fields of study

- Link to EBSCOhost, ProQuest, and other online providers: go to https://library.evangel.edu/az.php

  Keep in mind, not all of the journal articles indexed in these databases will be available in Full Text through the databases and many are not owned by Evangel University libraries. However, you should be able to request copies of any articles not available locally or online through Interlibrary Loan.
Searching everything using EDS

From the Evangel University libraries

Search the Evangel University online catalog and databases in one place by using the search box in the “everything” tab at library.evangel.edu

Tips for searching using EDS (EBSCO Discovery Service):

- If accessing EDS from off campus, a login screen may appear once you enter a phrase in the search box. Enter the following information:
  - Name
  - Library ID. In order to access your Patron Record, you will need to enter in your unique library ID. This ID is your Evangel student number (the number that appears in your student card’s barcode), followed by the letters “EU” (all caps).

For instance, your ID may look something like this: 10002345678EU or 40000000123EU. If you need to verify your student number, the home page of your student portal account will have the full number listed near the top of the screen.
o **Password.** If you have not already created a password, you can do so by entering in a sequence of letters/numbers and clicking on "Submit." You will be responsible for creating and remembering your own password. If you forget your password, you can create a new one by selecting the “Forget your password?” option or contact the library’s Circulation Desk for help.

- Once you are logged in, be sure to take your time and experiment!
- “Keyword” search is automatically selected as your search type when you enter a query in the search box, and is generally the best option. You are also able to search by “Title” and author by selecting them from the drop down menu next to the search box.

- The sidebar may be used to limit and filter the search results. This tool is often helpful in narrowing the results of the search to the type of material you are needing.
• Other databases, whose content may not be shown in the EDS Results, can be searched through the “Other Resources” tab on the right side of the results page. The search term will be carried to the new window.

• When looking over your search results, be sure to click on the title of any book or article that looks potentially helpful since this will pull up a more detailed description. Pay attention to the “Subject” headings that are listed in any record that you pull up. If you click on the names of any of these subject headings, you will be directed to a search for all items in the catalog that use the same subject heading. This is a good way to narrow down your search.

• For print material, be aware of the “Location” of items that you are interested in. (Are they available at one of the Evangel libraries or will you need to request them from other libraries?)
Searching for and borrowing books

From the Evangel University libraries

Search the Evangel University online catalog at http://swan.searchmobius.org/search~S10

From the Other MOBIUS Libraries

Search the SWAN (Southwest Missouri libraries) online catalog at http://swan.searchmobius.org/

Search the complete MOBIUS online catalog (entire state holdings) at http://searchmobius.org/

Tips for searching the online catalogs:

- Be sure to take your time and experiment!

- Selecting a search type ("Keyword," "Author," "Title," etc.) in the "Search Options" list on the right-hand side of the any page will pull up a page that provides instructions and examples of the search type selected. You will most commonly use the "Keyword" search.
When looking over your search results, be sure to click on the title of any book that looks potentially helpful since this will pull up a more detailed description. Pay attention to the “Subject” headings that are listed in any record that you pull up. If you click on the names of any of these subject headings, you will be directed to a search for all items in the catalog that use the same subject heading. This is a good way to narrow down your search.

Be aware of which catalog you are searching and pay close attention to the “Location” of items that you are interested in. (Are they available at one of the Evangel libraries or will you need to request them from other libraries?)
How to request books through the online catalogs:

EU/AGTS books that are currently checked out or books that are available through other SWAN/MOBIUS libraries.

You will need to have an EU library account before you can place requests online. You can check with the Library Circulation Desk at any time to determine if your account has been set up.

**In the EU/SWAN Catalog**

To place a hold on checked out EU or AGTS books or to place a request for a book available at a SWAN library:

1. Click on the “Request” option, either in the results list or from an open bibliographic record.

2. A Request page will open. Enter in the following information in the spaces provided:

   a. **Name**

   b. **Library ID.** In order to access your Patron Record, you will need to enter in your unique library ID. This ID is your Evangel student number (the number that appears in your student card's barcode), followed by the letters "EU" (all caps).

   For instance, your ID may look something like this: **10002345678EU** or **40000000123EU**. If you need to verify your student number, the home page of your student portal account will have the full number listed near the top of the screen.
c. **Password.** If you have not already created a password, you can do so by entering in a sequence of letters/numbers and clicking on "Submit." You will be responsible for creating and remembering your own password. If you forget your password, you can create a new one by selecting the "Forget your password?" option or contact the library’s Circulation Desk for help.

d. **Select a "Pickup Location."** A drop-down list is provided. You will want to select “Evangel University” or “Assemblies of God Theological Seminary.”

e. **Enter a "Cancel if not Filled By" date.**

f. **Click "Submit."**

3. **For Requests for EU/AGTS Books by Distance/Doctoral Students:** Library staff will retrieve the book (if currently available on the shelf) and check it out to your account. They will then make sure that the book is shipped to your home address.

4. **For Requests for Books from other SWAN libraries:** Once a request is filled by a SWAN Library, the book will be sent by the MOBIUS Delivery System to the EU Library. Once the book arrives, it will be placed on the hold shelf at the Circulation Desk that you specified in your request and a pickup notice will be emailed or mailed to you. It is your responsibility to pick items up from the Circulation Desk.

5. **For Holds placed on currently checked out EU/AGTS Books:** The library staff will contact you by phone or email when the book is returned. Unless you are a distance/doctoral student, you will have a couple of days to pick up the book before it is reshelved into the collection.
In the MOBIUS Catalog

To place a request for a Book from other MOBIUS libraries throughout the state:

1. Click on the “Request it” option, either in the results list or from an open bibliographic record.

2. You will be prompted to select your cluster. Be sure to select “SWAN.”

3. A Request page will open. Enter the required information in the spaces provided:
a. **Name**

b. **ID.** In order to access your Patron Record, you will need to enter in your unique library ID. This ID is your Evangel student number (the number that appears in your student card’s barcode), followed by the letters “EU” (all caps).

c. **Select Your “Pickup Cluster.”** Again, you will want to select “SWAN” from the dropdown list.

d. **Select a "Pickup Location."** A drop-down list is provided. You will want to select either “Evangel University” or “Assemblies of God, Library” (AGTS).

e. **Click "Submit."**

Once a request is filled by a MOBIUS Library, the book will be sent by the MOBIUS Delivery System to the EU Library. Once the book arrives, it will be placed on the hold shelf at the Circulation Desk that you specified in your request and a pickup notice will be emailed or mailed to you. It is your responsibility to pick items up from the Circulation Desk.
Online Periodical Databases

**Background:**

- Online indexes/databases contain information about and, in some cases, the actual full text of journal articles from key periodicals in specific fields of study.

- Keep in mind, these databases will index a vast number of periodicals and materials that extend significantly beyond the print collections of the Evangel University libraries.

**How to Access:**

Access the database list from the library website and select a particular database or a link to all the databases provided by a certain vendor (such as EBSCO or ProQuest).

Bookmark the following link:

[https://library.evangel.edu/az.php](https://library.evangel.edu/az.php)

If you are Off Campus and this is the first time you have tried to connect to an EU library database during your browsing session, you will encounter a login screen and will need to provide the same credentials as you would if trying to access your library account or make a book request in the online catalog. Enter the following:

- **Your Name**
- **Library ID.** Your Evangel student number (the number that appears in your student card’s barcode), followed by the letters “EU” (all caps). For instance, your ID may look something like this: 10002345678EU or 40000000123EU. If you need to verify your student number, the home page of your student portal account will have the full number listed near the top of the screen.
- **Password.** If you have not already created a password, you can do so by entering in a sequence of letters/numbers and clicking on “Submit.” You will be responsible for creating and remembering your own password. If you forget your password, you can create a new one by selecting the “Forget your password?” option or contact the library’s Circulation Desk for help.
Many of the key online indexes licensed by EU are available through EBSCOhost so it will be helpful to become very familiar with EBSCO’s online interface and services. EBSCO can be accessed through the Internet by any EU student with an EU User Name and Password.

Once you have logged in to EBSCO, you will discover that there are several available databases. You may click on the name of a database or you can use the check boxes next to the name to select multiple databases to search at once.
Tips for searching EBSCO:

- Use “Search Options” to expand or limit the scope of your search. For instance, search results could be limited to only Full Text articles or only Scholarly/Peer-Reviewed publications.

- The results screen will provide you with menu on the left hand side of the screen with options to refine (or further narrow down) your search results. Options provided include:
  
  o Publication Date: Use the slider to, for example, narrow your results to articles published within the past five years.
  
  o Source Type: Limit the results to only include articles from academic journals.
  
  o Subject: You can select this to see a complete list of all subject headings attached to articles in your results list (be sure to click on the “Show More” link for the complete list).
• If a journal article listed in your results is available in Full Text, that fact will be stated clearly and a link to the text will be provided.

• If the AGTS library has a current, or perhaps a former, subscription to the periodical, a link will be provided to the EU catalog record for that journal that can help you determine if the needed issue is available in that library location.

• All results will provide bibliographic details about the article and some may provide a brief description (abstract). Click on the article title to pull up a page that contains all available information.
Many EBSCO databases will provide you with links to lists of Subject terms, available publications, or other indexes (such as “Scripture” passages in ATLA). These can generate topical, or otherwise narrowly defined, searches for you. Look for these indexes in the top menu bar.

You can add particular results to a personal “folder” and later email, print out, or save the selected records to your computer. These results will disappear from the EBSCO “folder” after you log out unless you create a personal “My EBSCOhost” account.
**Full Text Finder**

Have a journal citation and want to determine if a full text article is available? Try using **EBSCO’s Full Text Finder**

Full Text Finder contains links to tens of thousands of online journals. Most of these are journals that can be accessed in Full Text through EU licensed databases or freely available online resources.

*If you already have a citation, this is the quickest way to search the majority of EU’s online holdings (and recommended online resources) to determine if full text is available.*

When using Full Text Finder, keep in mind the following:

- You will need to enter the name of the journal or ebook in the search box to discover resources.

- You may discover some links that refer you to a publisher’s website that will charge you to access an article. PLEASE DO NOT DO THIS!! Please use the Interlibrary Loan. It is a FREE service!

- **If you do find that the full text is not freely available,** you can request an **Interlibrary Loan** through the library web site. Depending on the site you are in, click on the “Interlibrary Loan” or “Interlibrary Borrowing” link and then select, complete, and submit either an Article or Book request form. Further details and instructions are also provided.

**Full Text Finder can be accessed directly through EBSCOhost.**

A link to **Full Text Finder** can be found on the EBSCO service selection page (the first page a user encounters when using EBSCO – see below). Links to **Full Text Finder** may also be incorporated into search results as well.

![EBSCOhost](image-url)
Basic Principles of Internet Research

Evaluation of Online Material

The following are generally accepted criteria for the evaluation of web information resources with possible questions you may want to explore when evaluating. Please keep in mind that these are not all necessarily issues of right vs. wrong. The usefulness and appropriateness of the information may depend on what you need and how you intend to use it.

Note: Many of these principles can be carried over to other information sources (books, periodicals, etc.).

- **Accuracy**
  - Who wrote the contents of the page and for what purpose?
  - Is information reliable and free from errors?
  - Is the material properly documented with a good bibliography?

- **Authority**
  - Does the author of the page contents provide contact information?
  - Is this person qualified?
  - Who published the document? What are his/her qualifications?
  - Look at the web address: can you determine what institution published the web documents?

- **Objectivity**
  - Why was this material written and who is the intended audience?
  - What opinions or bias are expressed by the author?
  - Is the site factual or is it designed with the intention of changing the user’s opinion on some issue (or for some commercial purpose)?

- **Currency**
  - Does the page provide information on when it was last updated?
  - Do the links seem to be updated or are there a lot of dead links?
  - Is the actual content you are interested in up-to-date?

- **Coverage**
  - Does the page provide good citations or links to additional resources for further study?
  - Are supporting materials (charts, statistics, graphs, etc.) given?
  - Can you access all of the needed information without paying a fee or downloading new software?
Principles and Strategies of Internet Research

The following online tutorials may be of interest:

Choosing & Using Sources (Ohio State):  
https://ohiostate.pressbooks.pub/choosingsources/

MSU Tutorial – Using the Web:  
http://library.missouristate.edu/tutorial/mod5/index.html

For Library Circulation policies, please visit  
https://library.evangel.edu/about/policies/circ

For a complete list of databases and recommended online resources for EU students, go to  
https://library.evangel.edu/az.php