

How Do I?

Find books on my topic?

Use the [online catalog](#) on the [library's homepage](#) to find books on your topic. Pick out a keyword (main concept or idea) from your topic and type it in the quick search box (Basic Search option).

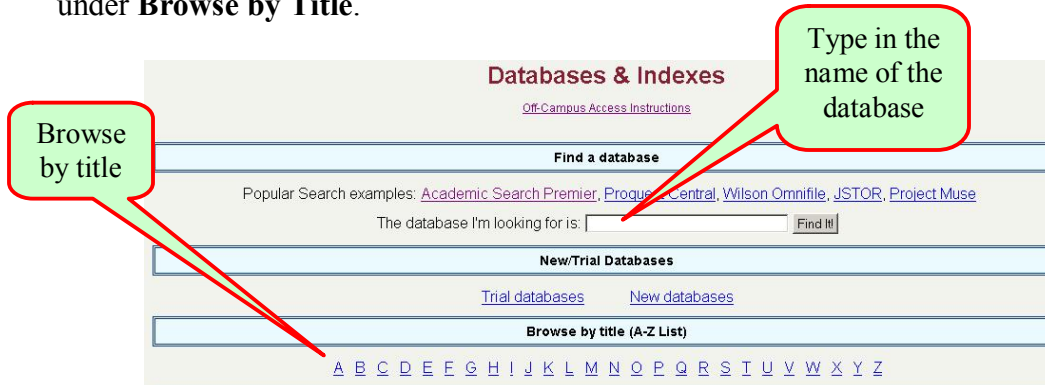


You may also use **Advanced Search** which enables you to use a combination of keywords and limit your searches by format, e.g., DVDs, VHS, reference books, etc.

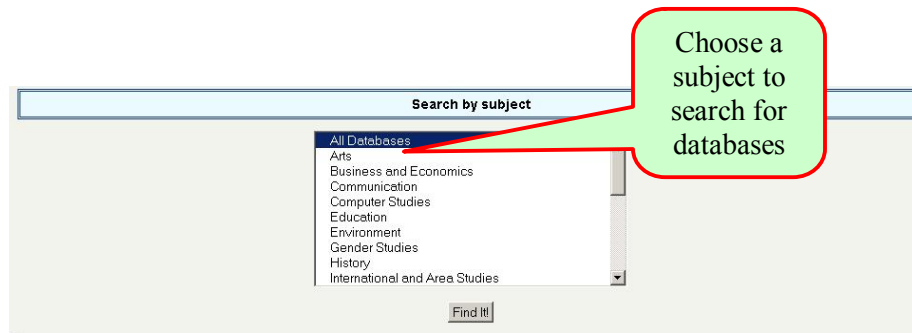
The image shows the Advanced Search interface. It includes a "Search for:" section with three keyword input fields. The first field contains "women" and the second contains "gender studies". A red arrow points to the second field. A green callout box contains the text: "For example: This is a search for **women and gender studies** topic, limited to **reference books**". Below this is a "Publication Date Range:" section with an example and a search box. At the bottom, there is a "Limit to any of the following:" section with a grid of checkboxes for various material types. A red arrow points to the "Reference materials" checkbox, which is checked. Other options include Books, DVDs, Laptops, VHS, Miscellaneous AV materials, Reserve material, and Equipment.

Find articles on my topic?

On the [library's homepage](#) look for Student Resources tab/heading and click on [Databases A-Z](#). If you know the name of the database that you are looking for, e.g., Academic Search Premier, you can either type it in the search box or choose letter A under **Browse by Title**.



If you do not have a specific database in mind use the **Search By Subject** option to search databases on arts, history, etc. Check out the tutorial on [Finding Articles](#).



Connect from off-campus to access databases?

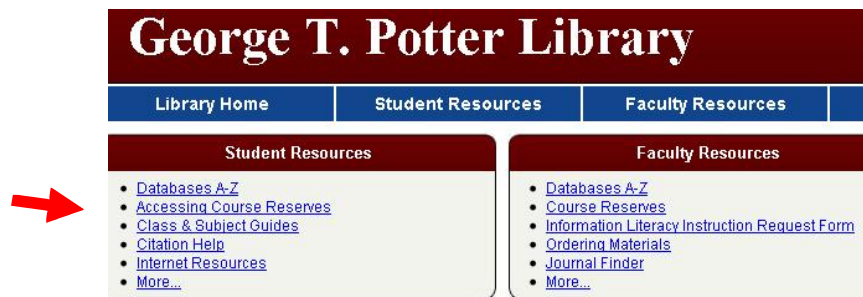
To access databases from off-campus you will need to log in using your **Ramapo user name and password** (the same one you use to access your webmail). Click here for [Off-Campus Access Instructions](#).

Access course reserves for my class (including electronic reserves)?

1. From the [library's homepage](#), click on the **Course Reserves** (light blue) tab in the middle section



OR click on the quick link **Accessing Course Reserves** under **Student Resources**



2. Type in your **professor's last name** in the search box, e.g. **Chung**. Then click **Search**.

Search course reserves by name, department, course number, term, notes or instructor name:

Courses

Click on the course name to view items on reserve

Course Name	Department	Course Number
Cinematheque Spring 09	Other	000
Cinematheque	Contemporary Arts	000-00

3. Click on your **course name**.

Courses

Click on the course name to view items on reserve

Course Name	Department	Course Number	Section	Term	Instructors
Marketing Principles and Practices	Anisfield School of Business	MKTG 290	Chung	Default Term	Christina Chung
Integrated Marketing Communication	Anisfield School of Business	MKTG 320	1790		Christina Chung

4. You will see the reserve items for the course name that you have chosen. Click on the **title** you need.

- **Course Name:** Marketing Principles and Practices
- **Department:** ASB
- **Term:** Default
- **Instructors:** Christina Chung, .
- **Course Number:** MKTG 290
- **Section:** Chung
- **Notes:**

Title	Collection Code	Library	Shelving Location
CASE 1: BROOKS BROTHERS		George T. Potter Library	Reserve materials shelved at the Circulation Desk
CASE 2: DEBEERS		George T. Potter Library	Reserve materials shelved at the Circulation Desk
CASE 3: KRAFT FOODS, INC.		George T. Potter Library	Reserve materials shelved at the Circulation Desk
CASE 4: MCDONALD'S CORPORATION		George T. Potter Library	Reserve materials shelved at the Circulation Desk

5. Click link to access the reserve item online.

CASE 1: BROOKS BROTHERS

Type: Book

General Note: COURSE RESERVE - PHOTOCOPY.

Online Resources:

- [CLICK HERE TO ACCESS ONLINE](#)

Course Reserves:

[Marketing Principles and Practices](#); Department: Anisfield School of Business; Course Number: MKTG 290; Section: Chung; Term: Default Term; Instructors: Christina Chung.

- To access, you must first log in using your **Ramapo username** and **password**.

- If there is no online access, write the **call number** down, e.g. **Chung C-02**. Give the call number to the circulation staff so that they can retrieve the item from behind the circ desk.

Renew my books?

On the [catalog page](#), log in to your library account using your **R number**. Your **last name** is your password. Click on the box(es) next to the title(s) that you want renewed. Click **Renew Checked Items** or **Renew All**.

5 Checkouts(s) 0 Holds

Due date	Title	Item Type	Call no	Barcode	Borrowed by	Renewals	Renew?	Check In?
Previous checkouts								
08/27/2010	Blood meridian, or, The evening redness in the West / McCarthy, Cormac,	BOOK	PS3563 .C337 B4 2001	33004007267175	0		<input checked="" type="checkbox"/>	Check In
08/27/2010	The hero with a thousand faces. Campbell, Joseph,	BOOK	BL313 .C28 1968	33004005117331	0		<input checked="" type="checkbox"/>	Check In
08/27/2010	Writing treatments that sell : Atchity, Kenneth John.	BOOK	PN1996 .A84 1997	33004007016333	0		<input type="checkbox"/>	Check In
08/31/2010	Anna Karenina : Tolstoy, Leo,	BOOK	P63366 .A6 2002	33004007529293	0	1	<input type="checkbox"/>	Check In
08/31/2010	The rise of Napoleon Bonaparte / Trey, Robert B.	BOOK	DC203 .A65 2000	33004007058533	0	1	<input type="checkbox"/>	Check In

Renew Checked Items Renew All

Reserve a book that is checked out?

Ask the Circulation staff to put the book on hold for you. Let them know how you want to be contacted and when the book is returned you will get a message.

Find out if the library owns a particular journal, newspaper or magazine?

Select the Journal Search tab on the [library's homepage](#) and type in the title of the journal in the search box.

Request books from another library?

First check the catalog to see if we own the book. If not, fill out an [InterLibrary Loan Request form](#) and click **Submit**. Please note that it can take up to **2 weeks** for books to arrive.

If you need the book urgently and you are willing to pick up it up from another academic library, check with the Reference librarian for information about [VALE Reciprocal Borrowing Program](#). See also (below) **How do I pick up a book I need from another library?**

Request articles from another library?

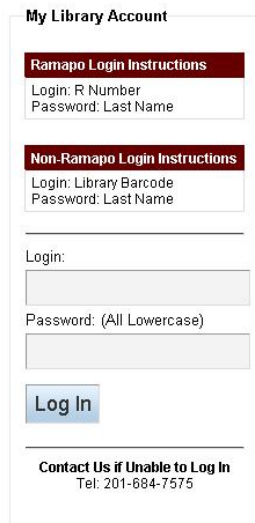
Fill out an [InterLibrary Loan Request form](#) and click **Submit**. Please note that it can take up to **one week** for articles to arrive.

Pick up a book I need from another library?

Check with the Reference librarian to ensure that the library you want to borrow from participates in reciprocal borrowing program. If it does, the Reference librarian will give you a form to fill out. Present the completed form at the lending library's circulation desk. They will issue you with a library card that is good for one year, from July to June. For more information about VALE Reciprocal Borrowing Program please go to <http://www.valenj.org/newvale/recbor/>

Access My Library account?

On the library's [catalog page](#), log in to your **My Library** account using your R number. Use your last name as your password. If you have problems logging in please contact the Circulation desk (201-684-7575).



My Library Account

Ramapo Login Instructions
Login: R Number
Password: Last Name

Non-Ramapo Login Instructions
Login: Library Barcode
Password: Last Name

Login:

Password: (All Lowercase)

Log In

Contact Us if Unable to Log In
Tel: 201-684-7575

Make photocopies?

There are four photocopiers on the main (3rd) floor and one on the 2nd floor. Copy cards may be purchased from the vending machine that is next to the Reference desk on the main floor. With the card, the cost of copying is .10; without the card, it is .20.

Get a job in the library?

Fill out an application form at the circulation desk. You will be contacted if we have an opening that suits your qualifications and availability. For more information see [Student Jobs](#).

Request that items be placed on course reserves?

Please fill out a [request form](#) (also available from the Circulation desk). For more information check out the [Guidelines for Placing Materials on Course Reserves](#).

Arrange for an information literacy session for my class?

Complete an [Instruction request form](#) at least two weeks before your preferred class date and time. The librarian assigned to teach your class will contact you to finalize the date and time.

Make a request for library purchase?

Please submit your written or email requests to your librarian-liaison:

- SSHA - Shirley Knight - sknight@ramapo.edu
- ASB - Irene Kuchta - ikuchta@ramapo.edu
- AIS - Susan Kurzmann - skurzman@ramapo.edu
- CA - Leigh Keller - lkeller1@ramapo.edu
- TAS - Elaine Risch - erisch@ramapo.edu

Important information for faculty about purchase requests:

- For reserve items, include the course number and the semester needed
- If you are requesting items that will be used during the current semester, let us know
- Keep a copy of your purchase requests, so you can check our catalog for status
- For DVD requests, please supply use date, price and distributor information
- Please familiarize yourself with our [collection policy](#).