
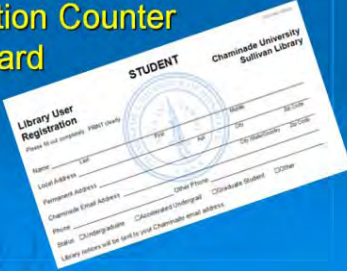


Welcome to the CUH 100 online library orientation. This orientation will introduce some of the many services and resources available at the Sullivan Family Library.  
Slide 1



## Using the Library

- Apply for a Chaminade ID card
  - Henry Hall 223 (8:00 am – 4:00 pm)
- Register at the Circulation Counter
  - Fill out registration card



As a reminder, in order to check out items from the library or use class reserve items, you need a current Chaminade ID, available from the Dean of Students office. The office is open from 8 am to 4 pm. First time users of the library must complete a registration card. If you wish to borrow a laptop, you must fill out a laptop application. If you need computer help, the computer lab is usually open when the library is open.

Slide 2

## What's Available



- **Equipment**
  - Computers & laptops
  - Copy machines
  - Printers
  - Wireless access
- **Services**
  - Group study rooms
  - Reference/Research
- **Information**
  - Audiovisual (DVD, CD)
  - Books & eBooks
  - Journals & eJournals



We provide reference service to help students find materials needed for papers & projects. There are also 6 group study rooms available on the 3rd floor, with equipment available for doing group projects. We have computers and printers and copy machines. We have wireless access and laptops available for in-library use. Aside from books, journals and DVDs are also available.

Slide 3

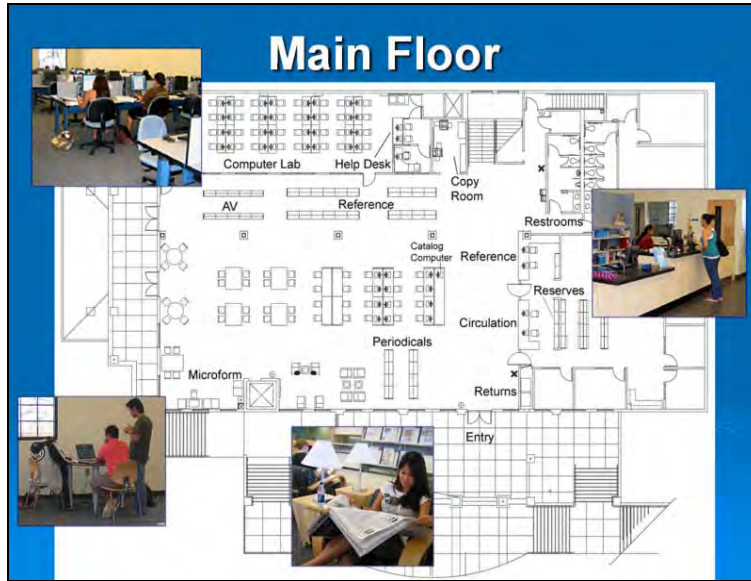
**No food consumption.  
Drinks with secure lids only.**



**OK!**

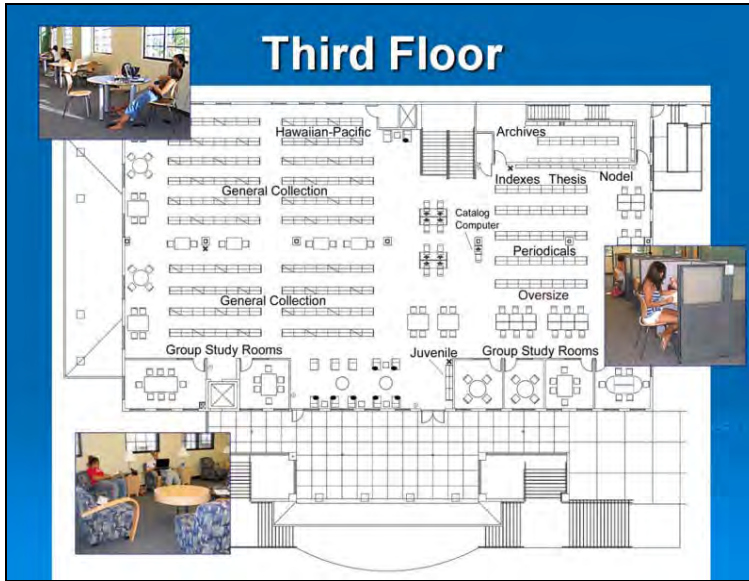
Please help us preserve our collections.

We allow ONLY drinks inside the library and ONLY in containers that can be fully closed. Please do not bring in food and coffee and soda cups and cans. Not only do they spill, but when left in the library, they attract bugs. So to help keep the bugs out, please leave the food out!  
Slide 4

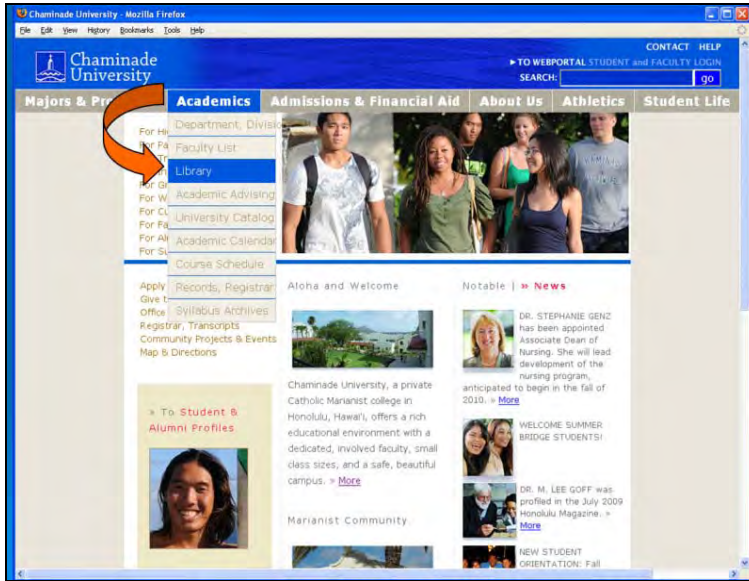


The Main Floor, 2nd floor of the library building, contains:  
Reference & Circulation desks; Reference Collection; Lounge area for reading the day's newspapers or current journals; Group study tables; the Computer Lab & Help Desk; Copy machines; and Restrooms.

Slide 5

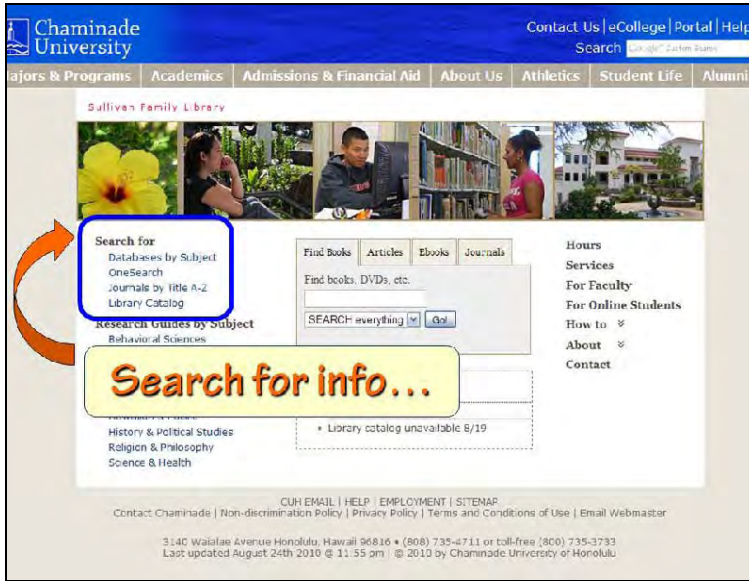


Third Floor contains:  
6 Group Study Rooms; Individual study carrals; the General Collection; Hawaiian-Pacific Collection; and Juvenile Collection.  
Slide 6



The library website has access to books, ebooks, journal articles, and more. To access the library's website from the Chaminade Homepage, go to ACADEMICS, then Library.  
Slide 7



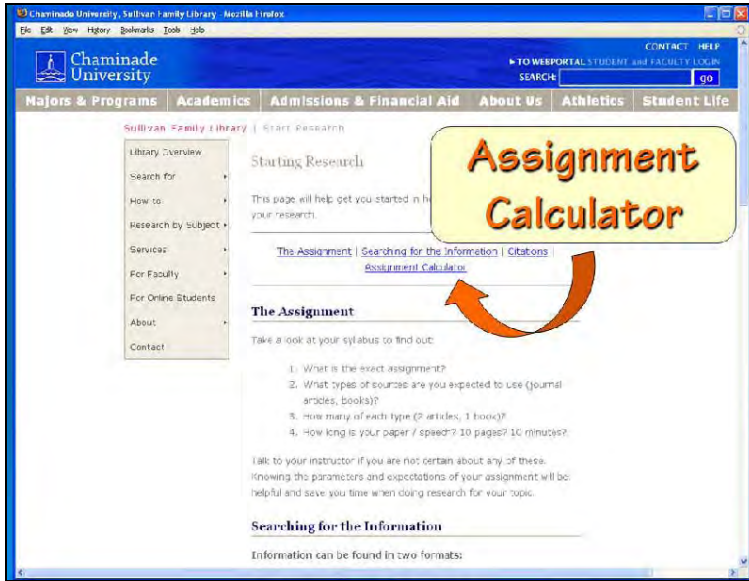


Each menu has a sub-menu. For example, the Search For tab contains access to the Library Catalog and journal articles.  
Slide 8

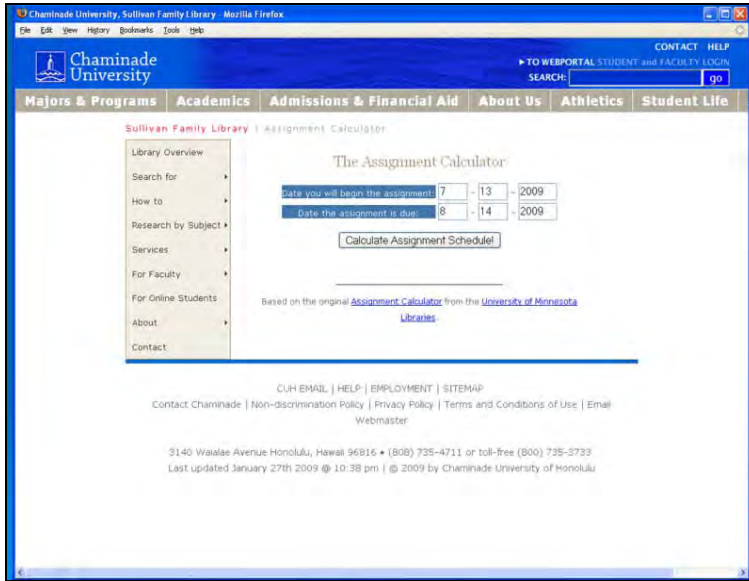


The screenshot shows the Chamaine University Sullivan Family Library website. At the top, there is a navigation bar with links for 'Contact Us', 'eCollege', 'Portal', and 'Help Desk'. Below this is a search bar with a 'Go' button. The main navigation menu includes 'Majors & Programs', 'Academics', 'Admissions & Financial Aid', 'About Us', 'Athletics', 'Student Life', and 'Alumni'. The page title is 'Sullivan Family Library'. Below the title is a banner image showing students in a library. The main content area is divided into several sections: 'Search for' with options for 'Databases by Subject', 'OneSearch', 'Journals by Title A-Z', 'Library Catalog', and 'Databases by Title'; 'Research Guides by Subject' with a list of subjects; 'News Blog'; and a search box with a dropdown menu set to 'SEARCH everything' and a 'Go' button. On the right side, there is a navigation menu with links for 'Hours', 'Services', 'For Faculty', 'For Online Students', 'How to', 'Find Books', 'Find Articles', 'Find DVDs', 'Off-campus access', 'Library online', 'Tutorials', 'Catalogs/Widgets', 'Start Research', 'About', and 'Contact'. A yellow box with the text 'How to...' and an orange arrow pointing to it is overlaid on the page. A blue box highlights the 'Start Research' link in the right-hand navigation menu.

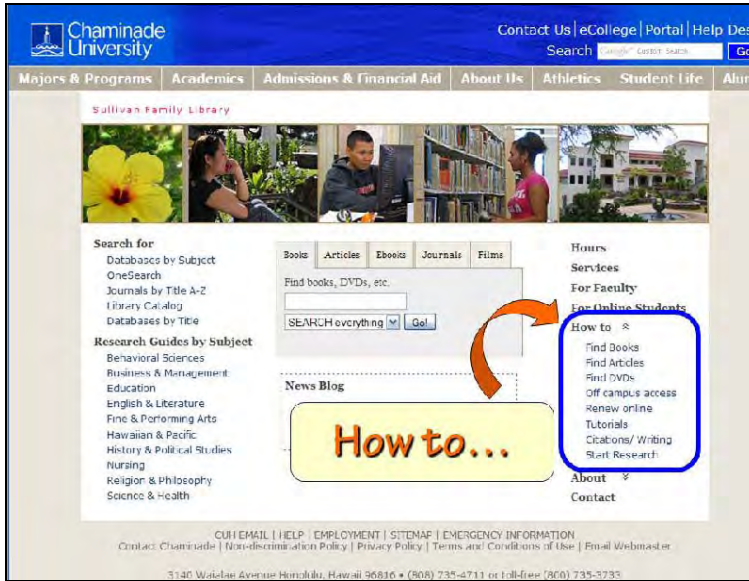
The easiest place to start on the library website is the Starting Research page. The Starting Research page is a One-Stop-Shop on finding books & journals without having to navigate through all the menus and submenus on the library website. It can be accessed either through the How To link on the navigation menu or the Research tab.  
Slide 9



The Starting Research page also has information on Citations as well as a link to the Assignment Calculator.  
Slide 10



The Assignment Calculator calculates the amount of time necessary for each step of your assignment. This is especially helpful when multiple assignments are due.  
Slide 11



In the How To menu tab, there are links to Off Campus Access information, the Starting Research page, information on Citations, and Tutorials which help guide you through using many of the libraries services.  
Slide 12



For off campus access, you can go to the header and click on the Student and Faculty Login at the Webportal link. Just type in your CUH ID number and password.  
Slide 13



**Questions?**

**Need help?**

Contact us  
(808) 739-4660  
[library@chaminade.edu](mailto:library@chaminade.edu)

If you need help or have any questions, please email [library@chaminade.edu](mailto:library@chaminade.edu) or call 808-739-4660.

Slide 14