

Online Library Orientation

PPT Recording Transcript

Part 2

Welcome to Taylor Memorial Library's Online Orientation, Part Two

This Orientation is made up of five parts.

While it is possible to watch each part out of order as a stand-alone lesson, it is recommended that each part is completed consecutively.

In its entirety, this orientation will introduce you to Taylor Memorial Library's (or TML's) services and resources to help you understand and start using all the Library has to offer!

Part Two, this part, will help you set up your Student Library Accounts in Koha – TML's online Catalog of print materials – and Ebscohost which will help you keep track of online research.

At the end of this presentation, viewers should be able to:

- Log in to their Koha Account
- Log in to their EbscoHost Account

Let's get started.

Koha is the name of our Online Catalog.

A catalog is a complete list of items, typically one in alphabetical or other systematic order.

A Library catalog is a collection of bibliographic items found in a library.

TML's online catalog is the database that holds the records of our print materials. In this context, print materials refer to books, DVDs, and periodicals (such as magazines, journals, & newspapers) or items that can be physically touched and/or borrowed from the Library.

Although you can search the Online Catalog without logging in, setting up your Student Library Account with Koha will allow you to view your checkouts and renew items from anywhere with internet access. It can be empowering to monitor and track your own reading interests and library checkouts.

Please pause and take a moment to make sure you have your Centenary Student ID card. You will need it to complete your Koha Account Setup.

Step One

Visit the Koha login page at opac.centenaryuniversity.edu

You will see account set up instructions on the left side of the screen and login fields on the right side of the screen.

Step Two

Enter your username in the first login field.

Your default Login could be one of two options: your Centenary username or the full barcode number from the back of your student ID card. If one option does not work, try the other. Be sure you are using the barcode number on the back of the ID and not the numbers found on the front of the ID.

Step Three

Enter your password in the second login field.

Your default password is the last four digits of the barcode number on back of your student ID card.

Step Four

Once you successfully log in, you will have the opportunity to change your password by selecting the appropriate option on the left side of your screen as displayed here.

Step Five

Congratulations! You are now an active library account user!

Take note of the other options you can also explore when you sign in such as lists and reading history.

**If at any point you have difficulty signing in or setting up your account, please contact us by emailing library@centenaryuniversity.edu

Next, we will set up your Ebscohost account.

EBSCOhost is the parent platform of many of our databases here at the library.

By setting up a personal account with EBSCO Discovery Service (EDS), you will be able to save articles & links to searches, track your searching history, customize folders, create alerts, and more.

EDS has another name too: The Library's Cyclone Search.

Don't be confused if you hear it referred to by these two different names. EDS and the Cyclone search are the same database.

EDS searches both print and electronic collections. This means it searches most library resources including books and ebooks, DVDs, and many of our databases with access to full-text electronic journal articles, newspapers, and abstracts.

Step One

If you're not already there, make your way to the Library website at libguides.centenaryuniversity.edu

Step Two

Use the top drop-down menu to access the database landing page:

Click ***Search*** then Click ***Cyclone Search***

Step three

Make sure you are on the EDS Basic Search page before clicking ***Sign In*** located at the top-right of the page.

Step Four

A login screen will appear. Click ***Create one now***.

It is recommended you use your Centenary email, but you can also choose to sign up with Google.

Step Five

Fill in all required fields in the Account Setup Screen.

Step Six

Once everything is filled in, click *Continue* at the bottom of the page.

Step Seven

At this point, your account should be confirmed!

Step Eight

Navigate back to the original Log In screen or click *Click Here* from the confirmation page to sign into your new account!

Congratulations! You are now an active EBSCOhost Account user! Don't forget to write down or save your username and password you just created to use in future search sessions.

**As a general reminder: If at any point you have difficulty signing in or setting up your account, please contact us by emailing library@centenaryuniversity.edu

Well done! You have completed Part Two of TML's Online Orientation.

Part Three will focus on navigating the Library's Website & accessing Online Collections and Databases.

See you again soon.