

Getting Started: Library and Information Services for William Paterson University Students at Mercer

William Paterson students enrolled in off-campus programs are able to access and use the resources and services of the David and Lorraine Cheng Library. We strongly encourage all students to take some time to receive an orientation to our information services. Students can request an orientation or reference assistance through email, phone, and chat.

As alumni of Mercer County Community College you have access to and may continue to use the Mercer Community College Library with your MCCC alumni card.

- First-time basics
- How do I borrow books and media?
- How do I find journals and periodicals?
- How do I find materials on reserve for my class?
- What library resources are available online?
- What do I do if the Cheng Library doesn't have the materials I need?
- If you have additional questions

First-time basics

Your library card is the same as your ID card. For off-campus access to library resources, use your WPUNJ network username and WPUNJ ID number as a password. The Cheng Library website www.wpunj.edu/library and the Library Resources for Students at Mercer will provide more detailed information.

Your WPUNJ network username and password will be required to log-in to library databases, to access online journals, to use Blackboard and to make certain requests for library materials. To learn more about using Blackboard, go to bb.wpunj.edu.

Help is available 8 a.m. to 10 p.m. Monday through Friday, 8 to 5 on Saturday and Noon to 10 pm on Sunday during the Fall and Spring semesters. Hours are posted on the Library website.

- Email a reference librarian refdesk@wpunj.edu
- Call 973-720-2116
- Click LiveChat on the Library webpage www.wpunj.edu/library
- Q & A NJ, a 24/7 live help chat service with a librarian

How do I borrow books and media owned by Cheng Library?

To borrow materials owned by the Cheng Library, complete a [book/media delivery services request form](#). Note that media requests may have some restrictions if scheduled for use by other courses. Books may be borrowed for 4 weeks. Loan periods for media vary.

Cheng Library books will be delivered via the New Jersey Library Network Delivery Service to the hold shelf at the circulation desk at the MCCC Library. Return Cheng Library books to the MCCC Library for return delivery service.

Students can view their Library account and renew materials checked out or review their due dates by selecting the My Account option from the Library Online Catalog. More information about borrowing, renewal and “my Account” is on [the Lending Services webpage](#).

How do I find journals and periodicals?

The Cheng Library subscribes to over 35,000 journals and periodicals many of which are accessible online. Browse a complete list of [journals & periodicals](#) is available on the Library webpage with links to the full-text if they are online. For articles published in print or microform, complete a [Copy Request](#) form and a copy of the article will be sent to your WP email account.

In most cases, you will use a database to find articles published in journals & periodicals on a specific topic. Click Find Articles from the main library page to find an alphabetical and subject list of databases.

How do I find materials on reserve for my class?

Reserves are materials set aside at a professor's request to supplement course texts. To locate reserve materials, please refer to our [online catalog](#), select the Course Reserve tab and use the drop down menus to select your course and/or instructor.

Print reserves are available at the Mercer Library circulation desk. Electronic reserves and streaming video are available online to all students enrolled in the course.

What resources are available online?

All you need is your William Paterson username and password to access library resources from anywhere. Some resources such as the Library Catalog don't require a log-in. Other resources will provide a prompt for you to enter your WP username and password. If you are unable to access a resource or are asked to pay for use, please contact us.

- **Library Webpage**

The [Library Webpage](#) www.wpunj.edu/library provides links to all of the items mentioned below and includes hours of service, contacts, telephone numbers and much more.

- **Library Catalog**

The [Library Catalog](#) allows you to search for books and media and to check your library account.

- **Course Resources**

Visit [Resource Guides by Subject](#) for a selection of websites appropriate to your discipline and research interests. Research guides may be available for specific courses. Students working on teacher certification should take advantage of the resources and services offered by the [Curriculum Materials Center](#).

- **Databases**

A complete list of our [databases](#) is on our webpage and many contain full-text items or the possibility of linking to the full-text if available in one of the publisher subscription databases. We subscribe to multidisciplinary (Academic Search Premier) and subject specific (PsycInfo, ERIC) databases. A reference librarian will provide assistance in selecting and using any of these databases. Databases require a username and password.

- **Electronic Books and Streaming Video**

When searching the online catalog, you may find a link to the library's growing online collections such as streaming videos or electronic books. Some electronic books require a username and password other than your WP log-in. If you are unable to access the content of a book, contact the reference desk for assistance.

- **Tutorials**

There is a tutorial that reviews basic [Library Services for WPUNJ Students at Mercer](#) on the Library Resources for Students at Mercer webpage. Other tutorials are embedded throughout the Library webpage and on the [Tutorials](#) page.

What do I do if the Cheng Library doesn't have the materials I need?

- **Reciprocal Borrowing**

We can assist you in locating and obtaining resources from other libraries. Reciprocal borrowing arrangements exist with some New Jersey academic libraries through the VALE Reciprocal Borrowing Program. The VALE program allows undergraduate students to borrow materials upon presentation of a William Paterson ID card and a letter from the Lending Services Librarian. Simultaneously search catalogs of area libraries through Jersey Cat by selecting "Other Libraries" from the Cheng Library Online Catalog. The reference librarian can assist you in locating materials not owned by the Library.

- **Interlibrary Loan**

The Interlibrary Loan Department will borrow research materials from other institutions and will arrange for photocopies of articles as well. Interlibrary loan requests can be made online from the Library Webpage. Articles received through Interlibrary Loan will be sent to your university e-mail account. Books will be delivered to the MCC Library circulation desk.

Additional Questions?

In addition to reference assistance, students may also arrange for individual consultations either for general orientation to the Library or for assistance with a specific research project. Complete a "[Schedule Research Help](#)" [form](#) on the Library Webpage and a librarian will provide assistance via email or phone.

For additional information or to make suggestions, please contact
Kathy Malanga, Assistant Director for Access & Information Services, 973-720-3189,
malangak@wpunj.edu
Victoria Wagner, Access Services Librarian, 973-720-3190, wagnerv@wpunj.edu.

7.26.10