



What other kinds of materials might support my research?

- **Search the catalog.** The library has an extensive collection of videos, audio tapes, CDs, and DVDs that can be checked out or used on the library’s AV equipment. The best way to find a video on your topic is to do a keyword search in our catalog, and limit the material type to video/slide.
- **Specialty programs and CD-ROMs.** The library has a number of specialty software programs such as Radar available either on the hard drives of library computers or on CD-ROMs. If you need help getting started with one of these programs, ask at the circulation desk. We can refer you to one of our tutors.

What computing resources does the library support?

The library has 29 computers available for student use. Many of them have CD/DVD burners and USB ports. The library also has a wireless network that you can register to use. Wireless registration forms are available at the circulation desk. The library has networked printers and several digital photocopiers. The charge for printing and photocopying (double-sided or single-sided) is five cents per page.

How long can I keep the books I check out?

Books generally circulate for three weeks, and AV materials circulate for two weeks. If the material you want is on reserve, however, then it will only circulate for two hours up until 4 p.m.; it can be taken out overnight after that. Reference materials and journals cannot be checked out. Overdue fines for regular circulating materials accrue at the rate of 25 cents per day; fines for reserve materials accrue at the rate of 25 cents per hour.

What other libraries extend privileges to NCNM students?

NCNM students have reciprocal borrowing privileges at the following libraries: OHSU, OCOM, WSCC, Linfield Portland Campus, and Birthingway College of Midwifery. In addition, we recommend that you get a free library card at Multnomah County Library. Contact information is provided below.

Library	Address	Phone/Web Address
OHSU	3181 SW Sam Jackson Park Rd. Portland, Oregon 97201	503.494.3462 http://www.ohsu.edu/library/
OCOM	10525 SE Cherry Blossom Rd. Portland, Oregon 97216	503.253.3443 http://www.ocom.edu/
WSCC	2900 NE 132nd Ave. Portland, Oregon 97230	503.251.5752 http://www.wschiro.edu
Linfield	Legacy Good Samaritan Hosp. Northrup and 22nd Portland, OR 97210	503.413.7820 http://www.linfield.edu/ portland/library/index.php
Multnomah County	801 SW 10th Ave. Portland, Oregon 97205	503.988.5123 http://www.multcolib.org/
Birthingway	12113 SE Foster Rd. Portland, OR 97266	503.760.3131 http://birthingway.org



Getting Started
NCNM LIBRARY GUIDE

Questions?
Please contact the library if you have questions. Our phone number at the circulation desk is 503.552.1542, or you can email circulation@ncnm.edu.



Where do I start?

- **New student orientation/library instruction.** Library tours are conducted for new students in the first two weeks of classes. Librarians also visit the Clinical Correlates and Research and Statistics classes in order to provide further instruction about the library’s services and resources.

- **Get registered.** If you’re new student, you’ll want to register in our library system so you can check out materials. It only takes a few minutes—just stop by the library circulation desk and ask for assistance. Be sure to bring your NCNM photo ID!

- **Research assistance.** If you need help with your research or if you have questions about the library, talk to a librarian at the circulation desk. We’re happy to assist you.
- **Online catalog.** NCNM shares a Web-based catalog with OHSU and WSCC. There are links to the catalog from the library Web page. Two features of the catalog are worth mentioning:
 - You can renew your own books and check your library record.
 - You can request OHSU or WSCC to deliver your books to NCNM.



- **Electronic reserves.** Your teachers sometimes post notes, articles and other supplemental reading materials to our electronic reserves Web server. You can access those materials from the library or from home. Links to electronic reserves are available in the library catalog and on the library Web site. If the reserve site is password-protected, you’ll need to get the password from your instructor. As an alternative to electronic reserves, some instructors post supplemental readings to Moodle. Ask your instructor if you’re not sure which system to use.

If you find a title that NCNM doesn't own, let us know. We can request it for you from a different library through our interlibrary loan program.

How do I find books on a specific topic?

The best way to determine if something you need is in the library is to search our catalog, which is available on the Web. You might start by using the keyword search option. For example, if your topic is how meditation helps people relax, you could search for the keywords “meditation and relaxation.” The word “and” is important. It tells the computer to find records that include both concepts. Since most databases are fairly large, indexing tens of thousands of records, it's often necessary to use at least one “and” as you develop a good search item. Once you find a title you're interested in, write down the call number and go to the stacks to retrieve it.

- **Browse the stacks.** Another way to find books is to browse the stacks. Our stacks are organized according to the National Library of Medicine (NLM) classification system. If you to see what we have on the topic of homeopathy, for example, you would browse in the WB 930-935 range. For more information, you'll find an outline of the NLM classification system printed on the back of our bookmarks; ask for one at the circulation desk. Keep in mind that our reference, reserve, and oversize books are not shelved with the regular circulating books. You'll want to browse all collections to see what we have.
- **Other libraries.** If we don't have what you're looking for, you may want to visit another library. We have reciprocal borrowing agreements with OHSU, OCOM, WSCC, Linfield College (Portland Campus) and Birthingway Midwifery College. Have your student ID handy when you visit these libraries. Since we share our catalog with OHSU and WSCC, it's possible to search all three libraries at the same time. If you don't have one, we also recommend getting a Multnomah County Library card to access the Portland library's resources and its extensive collection of databases (many of them full-text) that can be accessed remotely on the Web. WorldCat has another excellent library catalog, which you can access from the databases page of our library Web site. It includes the holdings of most libraries in the U.S.A WorldCat-search will tell you whether a book on a given topic has ever been published.



- **Interlibrary loan.** If you find a title that NCNM doesn't own, let us know. We can request it for you from a different library through our interlibrary loan program. Interlibrary loan request forms are available at the circulation desk and on the library Web site.

How do I find journal articles on my topic?

Start by searching PubMed using the customized link that is available on the library's Web site. Approximately 2,000 of the full-text journals that the library subscribes to via different databases are linked to the PubMed index. That means you can use PubMed as a full-text search interface for multiple databases, including Alt-Health Watch and ScienceDirect's Medicine and Dentistry collection, among others. In order to use the full-text linking feature in PubMed, you must change the results display format from summary to citation or abstract. For more information about how to use PubMed and other library databases, see the handouts and tutorials that are available from the library Web site. Many of our subscription databases can be accessed from home as well as on campus. Ask for our list of passwords and proxy server information for off-campus access.



- **Determining whether NCNM owns a journal.** Suppose you searched our databases and retrieved several relevant citations. How do you find the articles (if you can't find them online)? You can begin by searching our catalog, or checking our journal-holdings list to see if we own the paper journal. Printed copies of the list are available in the reference/current periodicals area. If we own the journal and have the specific issue you need, you can simply go to the stacks to find it. Journals can't be checked out, but you can either read them in the library or photocopy them. On the other hand, if we don't own the journal you want, you have a couple of options: You can see if OHSU or another nearby library owns it. The best way to find out which library has what you need is to search WorldCat. There is a link to WorldCat on our library Web site (click on the databases link).
- **Interlibrary loan.** If NCNM doesn't own the journal you need, you can also fill out an Interlibrary Loan Request form at our circulation desk or online. It usually takes about a week to get things through interlibrary loan, and there may be a charge (although we generally try to get articles from free lenders).
- **Browsing.** Some of our journals aren't indexed in PubMed, AMED, and other indexes. An example is “Simillimum.” In that case, you'll need to browse the actual issues of the journal in order to find useful articles on your topic. Some journals, including “Simillimum,” provide their own indexing. You can sometimes find these in the last issue of each year.
- **Other databases.** The Multnomah County Library subscribes to many full-text databases—including some health-related databases—that can be accessed through the Web if you have a Multnomah County Library card. In addition, OHSU subscribes to some databases that can be accessed from NCNM with a librarian's assistance. NCNM students can also access OHSU databases and full-text journals using computers in the OHSU library.

Many of our subscription databases can be accessed from home as well as on campus. Ask for our list of passwords and proxy server information for off-campus access.