Hello SPS Students and Welcome to the Fall 2018 Semester:
I'm Joseph Hartnett, from the Newman Library. Your home library at the City University of New York’s School of Professional Studies is the Newman Library at Baruch College.

Welcome to the Fall 2018 semester. The library's video tutorial series, *Getting Started Using SPS Library Services* provides updated instructions for accessing and using many of the services and resources available to SPS students, and is available on the SPS Library Services webpage.

SPS students visiting the Newman Library may now borrow laptop computers for all day onsite use on the third floor. The SPS Group study room is also available every day to groups working on projects at the circulation desk the second floor. Please do not hesitate to be in touch with any questions. Following is a print based overview of many of the services that are available and are that discussed in the videos:

**Your login credentials:**
To get remote access to electronic resources you'll need your library username, password and barcode. Your credentials are provided to you by the SPS help desk at the start of the semester. This login information is necessary for gaining access to library resources on the SPS Library Services page. If you're not sure what your username and password is, be sure to get in touch with the School of Professional Studies helpdesk at *(646) 664-8592*. 
Physically accessing the Newman library:
The Newman Library is located at Baruch College at 151 E 25th St. in Manhattan. You’ll need your SPS ID card to get physical access.

Electronically accessing the Newman Library in two different places:
Your electronic gateway to all of library resources available to you is the Newman Library’s SPS Library Services page, which is available in two places.
1.) **In Blackboard:** In Blackboard click the tab at the top of the screen that says Newman Library to get to the SPS Library Services page in Blackboard.

In Blackboard, if you click on the link at the bottom of the screen that says William and Anita Newman Library (see arrow), it will take you to the SPS Library Services page located on the web.
2.) On the web: The SPS Library Services page is located on the Baruch College Newman Library webpage at: http://guides.newman.baruch.cuny.edu/SPS/ It looks like this:

CUNY School of Professional Studies (SPS) Library Services

In these places you will find everything you need to access to library services.

Resources:

+ Books and ebooks:
As a CUNY student you have the ability to borrow physical books from any of the libraries at City University of New York. The book catalog also includes links to electronic books. (You’ll need to log on with your username and password for these).
You can search by using the Book Catalog link on the SPS Library Services page here:
+ **Databases:**

The Newman Library offers electronic access to a wide range of subscription databases containing thousands of digital full text journals, newspapers. You can find the A-Z list of all of the databases available to you on the SPS Library Services page by selecting **Databases link** in the first column there, or by selecting **Databases selection** from the **yellow and white search bar** at the top of the screen (on the web page):
By clicking on either of these links you will be brought to the Databases page which allows you to browse databases by subject as well as by name:

Databases
Here you can select the name of the database you are looking for (e.g.: Academic Search Complete). It is at this point when you will be asked to enter in your login credentials. A screen will pop up that looks like this:
Enter in your library username and password to get access.

*OneSearch:*

OneSearch is a discovery search tool that allows you to search across many databases at the same time. The OneSearch link is available on the SPS Library Services page in the first column.
A OneSearch tutorial is also available on the SPS Library Services page.
After entering your search terms (eg: student success) and clicking on the search button, you will get a set of results. Click on Full text available to see the item you are
interested in:
Before giving you access, OneSearch will prompt you to enter your library username and password:

When using OneSearch, you also have an option to log in to the OneSearch tool, which allows you to add more databases to your search results as well as to access other functions:
Logging into the OneSearch tool requires you to enter in your library barcode (different than logging in with your username and password):

Please note that logging in with your barcode is optional. It is not necessary to log into OneSearch to view search results (though you will need to log in with your library username and password). For more information, a link to a OneSearch tutorial is available on the SPS Library Services page.

+ Electronic Reserves (E-Reserves):
If your professor places items on reserve, you can find them by clicking on the SPS Library Services page:
+ Research Guides:

Research guides are available on the SPS Library Services page:
+ Ask a Librarian:
The Ask a Librarian link on the SPS library services page provides many options for getting in touch with a librarian including access to chat and email reference services which are available to you 24/7:

You are also welcome to be in touch with me directly at (646) 312-1627. I am the Newman Library’s liaison to the School of Professional Studies and am on site daily and can usually be of immediate help. Please do not hesitate to be in touch with any questions or concerns. Wishing you a successful Fall 2018 semester!

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