About the Eugene H. Maly Memorial Library

The Maly Library exists to provide information resources and services to achieve the mission of the Athenaeum: The Athenaeum of Ohio, the center for ecclesial formation sponsored by the Archdiocese of Cincinnati, forms men and women to faithfully follow Christ and serve His mission by fulfilling their vocations in the Church.

In 1829, Bishop Edward D. Fenwick founded St. Francis Xavier Seminary and the Athenaeum College on Sycamore Street in downtown Cincinnati. Four years later the bishop donated his personal collection to the seminary library, forming the foundation of the current library of the Athenaeum of Ohio-Mount St. Mary's of the West Seminary. Over the years the collection has been enriched by the personal libraries of Cincinnati archbishops and the steady acquisition of new items as well as a few items from donations. The present collection numbers over 120,000 volumes including over 10,000 items in the Special and Rare Book Collection.

Our library is named after Rev. Eugene H. Maly (1920-1980), an internationally acclaimed Scripture scholar and faculty member of the Athenaeum. Two hallmarks of Fr. Maly's life were scholarship and a commitment to serve the people of God. The library attempts to incorporate those ideals in its service to all people in the Archdiocese of Cincinnati and especially to the students and faculty of the Athenaeum.

Who works in the library?

The Maly Library staff welcomes you!

Pictured left to right:
- Katherine Meyer
  Inter Library Loan Assistant
- Donna Vanderbosch
  Serials Assistant
- Karen Berno
  Inter Library Loan Assistant
- Claire Ballinger
  Public Services Librarian
- Connie Song
  Library Director

Seven seminarians also work at the Maly Library. They are the friendly faces you see in the evenings and weekends and the unseen face who takes care of re-shelving library materials.
When is the library open?

When classes are in session, the library is generally open during the following hours:

- **Monday - Thursday**: 8:00 a.m. – noon / 1:00 p.m. - 10:00 p.m.
- **Friday**: 8:00 a.m. – noon / 1:00 p.m. - 5:00 p.m.
- **Saturday**: 9:00 a.m. – 11:00 a.m. / 1:00 p.m. - 5:00 p.m.
- **Sunday**: 2:00 p.m. – 6:00 p.m.

When classes are not in session during holidays, breaks and the summer, library hours vary widely.

For a current schedule of hours, please consult the calendar available at the circulation desk, the calendar posted near the library doors or the online calendar at [www.athenaeum.edu/library](http://www.athenaeum.edu/library) - click Hours. Patrons may also call 233-6136 for a recording of library hours.

Who can get a library card?

The Maly Library extends borrowing privileges to three groups of patrons:

### Students of the Athenaeum of Ohio and other OhioLINK schools

- Borrow up to 40 items at a time
- 3 week loan period with up to 6 renewals
- OPAL, OhioLINK, Search Ohio borrowing privileges
- On and Off-campus access to Maly Library and OhioLINK databases and ILL services

### Faculty and Staff of the Athenaeum of Ohio and other OhioLINK schools

- Borrow up to 40 items at a time
- 6 week loan period with up to 6 renewals
- OPAL, OhioLINK, Search Ohio borrowing privileges
- On and Off-campus access to Maly Library and OhioLINK databases and ILL services

### Guest Patrons

Guest patrons are the general public including local parishioners and clergy, alumni, residents of Greater Cincinnati and Northern Kentucky, etc. who are interested in using the library collection. Guest patrons must present identification and fill out a registration form to obtain a library card. A current email address is required. Ask library staff for assistance.

- Borrow up to 10 items at a time
- 3 week loan period with up to 6 renewals
- On-campus access to Maly Library and OhioLINK databases

For all patrons, it is essential for the library to have your most current e-mail address. It is your responsibility to report a change in any contact information. Call (513-233-6136) or email the library ([circ@athenaeum.edu](mailto:circ@athenaeum.edu)) to report any changes.
When and how can I get help?

During regular operating hours, all Maly Library staff can assist you with circulation (checking books in and out) and basic reference questions.

Connie and Claire are professionally trained librarians who can provide instruction in the use of the library and its resources including the catalog, online databases and research and citation guidance. They are generally available Monday – Friday, 8am – 12pm and 1pm - 5pm. Please stop by the library, call 233-6136 or e-mail circ@athenaeum.edu for their assistance.

What can I use or borrow?

The Maly Library collects all types of scholarly information resources in subject areas essential to a graduate level school of theology: books, e-books, audiobooks, videos, periodicals including journals and newspapers, e-journals, online databases, etc. All items are available for use in the library and most are available for borrowing.

If you take an item off the shelf, please do not re-shelve it! There is a chance that the items could be mis-shelved. Also we keep track of any items that were taken off the shelf, even if you only browsed it for a minute. Place items on labeled carts near the elevator.

Please check out all materials at the Service Desk. We reserve the right to recall materials when a faculty member or registered Athenaeum student needs them.

Note that periodicals, reference, and Special Collection materials must not be removed from the library. A photocopier is available in the lower level of the library to make copies of periodicals and reference materials.

Guest patrons have access to online materials only when they are on campus. Students and faculty have on and off-campus access to e-books, e-journals and databases.

How do I look for books, journals, CDs, DVDs, etc.?

Start at the Maly Library Catalog. Almost all of the material available in the library may be found through the online Maly Library Catalog. There are several ways to search in the catalog.

Advanced keyword searching is the default for searching. Type words that may appear in item titles, authors, subjects, content notes and publisher names. The catalog automatically searches for all terms unless you use Boolean operators such as OR and NOT. You can also group Boolean operators using parentheses.

- children lectionary [will search for records with both words]
- penance OR reconciliation [will search for either one or the other word]
- Paris AND NOT Hilton [will search for Paris but not Paris Hilton]
- (alaska or canada) and (adventure and not vacation) [will search for either Alaska or Canada and adventure but not vacation]
Add a * to truncate a word and pick up variant endings or ? to replace one letter. For example:
- lament* [will retrieve laments, lamented, lamentations]
- wom?n [will retrieve woman, women]

You can search certain fields one at a time or search multiple fields at once, such as author, subject and title. You may also limit by year, material type, language, etc. For example:
- SUBJECT: Francis, Pope
  [for books ABOUT Pope Francis]
- AUTHOR: Francis, Pope
  [for books written by Pope Francis]
- TITLE: Catechist. MATERIAL TYPE: Periodical/Serial
  [catechist is a fairly common word so using it in a title search and limiting to periodicals will give you a shorter list of only journals that contain the word “catechist” in the title]
- KEYWORD: bioethics. MATERIAL TYPE: e-book
  [will pull up only e-books with the word bioethics anywhere in the record]

To see what we have available in video or audio formats:
- Any Field or KEYWORD: spirit*. MATERIAL TYPE: non-music recording
  [will search for audio items that contain the word spirit, spiritual or spirituality anywhere in the record]
- Any Field or KEYWORD: *. MATERIAL TYPE: audiovisual
  [using just the asterik will search for all the video items in the catalog]

More resources for students and faculty
If you do not find what you need in the Maly Library catalog, expand your search to “All OPAL Libraries” in the drop-down menu where you currently see “Athenaeum.” The Athenaeum of Ohio is a member of OPAL (Ohio Private Academic Libraries), a 24-member consortium that offers an integrated (shared) catalog of library holdings. Several seminaries are members of OPAL and most of their items are available for you to borrow.

What is OhioLINK?
Athenaeum faculty and students may also access information resources through OhioLINK. OhioLINK (Ohio Library and Information Network) is a consortium of 90 Ohio higher education libraries (including public universities and community colleges) and the State Library of Ohio. The 24 OPAL libraries are within this consortium. Together these libraries offer over 50 million items across the state and access to more than 100 electronic research databases.

Requesting items through OhioLINK
**NOTE: OhioLINK requests are available only to students and faculty.

If you cannot find what you need in the local Maly Library and OPAL catalog, you may search and request it from an OhioLINK library through the Search OhioLINK button OR select OhioLINK catalog from the Maly Library home page.
Searching the OhioLINK catalog is similar to searching the Maly Library catalog. Once you find the item you would like to request, click on the Request button. Select Athenaeum of Ohio from the drop down menu. On the next screen, enter your name and library card barcode. For the pickup location, select Library Circulation Desk and click Submit. The system will process your request and display a screen indicating whether your request has been successful and the library from which the item will be sent. If no items are available, a message will display to indicate that your request has not been processed.

Items usually arrive within two to three business days. When the item is scanned in at the Maly Library, an email message will automatically be sent to your current e-mail address on file. You can track your requests through the Your Account link on the library home page. Items will be held at the Circulation Desk for one week unless special arrangements have been made with the Public Services Librarian.

Items received through OhioLINK circulate for 3 weeks with up to 6 three-week renewals. For faculty, items circulate for 6 weeks with up to 6 renewals. Most audiovisual items are restricted to one 7-day circulation period with no renewals. Note the due date when the item is checked out. We may charge overdue fines for OhioLINK materials at 50 cents per day. Lost materials will incur a replacement and processing charge of $150 per item.

Students and faculty may also borrow items directly from other OhioLINK libraries. This is particularly useful for students who are away from the Athenaeum for an extended period of time on internship or live closer to an OhioLINK library than to the Athenaeum. For a map of all the OhioLINK libraries, please visit https://www.ohiolink.edu/members.

How can I get an item that is already checked out?

If a library item is not currently available, you may put a hold on it by clicking the Request button in the online catalog (Maly, OPAL or OhioLINK). You will be prompted for your library card information. Be sure to select the Athenaeum circulation desk as the pick-up point. After requested materials arrive, a notice will be sent to your e-mail address.

Materials will be held for one week at the Service Desk hold shelf; if they are not picked up, items will be returned to the stacks or to the lending library. If you cannot pick up the items you have placed on hold within a week, please make other arrangements with the Public Services Librarian.

**NOTE: Guest patrons may request items only from the Maly Library collection.

Where are the books reserved for my course?

The Reserve Shelf is located behind the Circulation Desk and holds required readings for classes. A list of items on reserve for a specific course may be viewed by going to the Maly Library Catalog and selecting Course Reserves from the top menu bar. You may search reserves either by course or professor name.
To use an item on the Reserve Shelf, please request it at the Service Desk. Reserve Shelf items circulate for two hours, overnight, three days, or seven days, as specified by the professor.

**What if I need a book or article that’s not available locally?**

Items not available in our local collection or through OhioLINK may be requested from other state or national libraries through Interlibrary Loan (ILL). Be aware that an ILL transaction may take up to two weeks, especially items that must be sent via postal mail. Periodical volumes do not circulate; copies of periodical articles from titles we do not own may be requested from another library. Electronic delivery is almost always available for articles and excerpts.

The library’s consortial relationships often enable us to obtain ILL items at no cost. However, there are many libraries that charge for loans and copies provided via ILL. Some or all of this cost may be billed to the requesting student.

To make an ILL request, please contact the Public Services Librarian.

**NOTE:** ILL requests are available only to students and faculty. Guest patrons are encouraged to request ILL items through their college or public library.

**How do I know when items are due?**

Patrons will receive a courtesy e-mail 3 days before items are due. Please renew or return items when you receive this courtesy email.

You can always check your account online to see what items you have checked out or have on hold, view due dates and renew items close to the due date. Renew your library materials via the web by going to the library home page and selecting the link to *Your Account* or *Renew Books Online*. You will need your library card number. Patrons may also call or visit the library to renew items.

When returning materials to the library, be sure to place them in the book return slot at the circulation counter. When the library is closed, you may return materials to the book drop box located outside the east entrance to the Athenaeum.

**What happens if I don’t renew or return an item?**

When the due date has passed, you will receive an overdue notice. Please do not ignore the overdue notices; respond in some way to any overdue notice you may receive. On the third notice you will see a replacement cost and processing charge for the item. **We require payment for items not returned.** If you return the item in a timely manner, the replacement cost and processing charge may be reduced or waived. When you receive your third notice on any item, you will be blocked from checking out any other items until you have returned the overdue item and cleared any fines.

Each person is responsible for the materials checked out in his/her name. Lost or damaged items incur hefty fees ranging from $100-$150 per item. Damage includes underlining and highlighting.
text, torn pages and covers, water damage, stains on books, scratched or broken discs, etc. Borrowing privileges are suspended until the items are returned or replaced or fees are paid.

Borrowers should not try to repair a damaged item. If the item can be easily repaired, no charge may be made for damage. Borrowers are expected to make sure that their players/recorders are clean and in good working order before playing library CDs, DVD or tapes. The library staff reserves the right to decide if a damaged item can be repaired.

**Do I have access to electronic books?**

Maly Library has full text access to over 120,000 e-books through the OhioLINK and OPAL consortia. When patrons search the Maly Library and OhioLINK catalogs, a record with the notation “e-books” and “electronic resource” indicates that the item is available online. You have full text access to OhioLINK and Athenaeum ebooks and to those links that state simply “website” (most of these are EBSCO ebooks). Click on the links to access the full text directly.

If you are not on campus, please use the off campus access links, where they are given. You will need your library card number to access e-books from off campus.

Several libraries purchase their own copies of e-books which cannot be shared. These individually owned items will show up in the OPAL and OhioLINK catalogs but are not available to other members of the consortium; these will usually be noted by the institution’s name, e.g. “MTUNION EBOOKS” or “MALONE EBOOKS.” Also please be aware that some “connect online” links will take you to a Table of Contents and not full text books.

For assistance with searching and using e-books, contact the Maly Library. NOTE: Guest patrons have access to electronic books only when on campus.

**What journals does the library have?**

To see a listing of all our periodical (journals and newspapers) titles, whether in print or electronic format, go to our home page and click on **Journal Finder**. Next to “Title Contains” enter any part of the title you are interested in. The results will show the title of the journal in bold, a list of links with dates of coverage next to the link. Most links will take you to full text databases. For students and faculty who are accessing databases from off campus, you will be required to enter your library card number to access the full text.

Any link to “Athenaeum Print Periodicals Collection” indicates that the title is available in print in the Maly Library, and you may go to the library basement to retrieve the journal and photocopy articles you need. The library holds approximately 400 print journal and newspaper titles. Several go back to the first volume, first issue. Current issues of periodicals and newspapers are displayed on the main floor. Older issues and less frequently used titles are located on the basement level in compact shelving (the moveable shelves). Periodical titles frequently change. Watch for markers on the shelf to direct you to issues published under a former or subsequent title.
Any link to “Athenaeum Microform Periodicals Collection” indicates that the title is available in microform. Ask at the Desk for assistance in locating and using microforms.

A selection of current issues of popular magazines and newspapers is located on the display kiosk in the reading area.

Periodicals and newspapers are **not to leave the library at any time.**

**What are research databases?**

Thousands of periodical articles, book reviews, book chapters, newspapers, etc. are available in full-text through the library’s subscriptions to electronic databases. Be aware that many online journals do not have complete coverage, i.e. they may only have the most recent volumes available online, whereas the library’s print periodicals collection may have more complete coverage. Also be aware that some of our research databases provide index and abstract coverage and not full text of the articles. Indexes and abstracts point you to articles available in our print collection.

To access these databases, go to the library home page and click on **Research Databases.** You will be directed to a LibGuide (library research guide) displaying a list of databases. Authentication (i.e. inputting your library card number) will be required for off-campus access. For help searching the databases, please visit the library, call 233-6136 or e-mail circ@athenaeum.edu for assistance.

Databases provide access to thousands of journal titles. Some of the databases we have access to in the areas of theology and philosophy are:

- **ATLA Catholic Periodical Literature Index**
  This database provides mostly citations to articles and reviews as well as some full text on all aspects of the Catholic faith and lifestyle. Subjects include Roman Catholic periodicals, Papal documents, church promulgations, and books about the Catholic faith that are authored by Catholics and/or produced by Catholic publishers. Coverage is from 1981 to present. Please see the print CPLI in the library reference section for coverage back to 1930.

- **ATLA Religion Database**
  This database provides citations and many full text articles and reviews on topics such as biblical studies, world religions, church history, and religion in social issues. It contains over 1.75 million bibliographic records covering the research literature of religion in over 60 languages. Most coverage spans from 1908 to the present.

- **ATLASerials**
  This is an online full-text collection of over 260 major religion and theology journals. Coverage of this database dates back to 1908.

- **Philosopher’s Index**
  Produced by the Philosopher’s Information Center, this current and comprehensive bibliographic database covers scholarly research in all major fields of philosophy. It features author-written abstracts covering scholarly research published in journals and books, including contributions to anthologies and book reviews. The database contains
research published since 1940 and includes more than 500,000 records, from more than 1,500 journal titles from over 450 different publishers in 139 countries and 37 languages.

- **EBSCO Religion and Philosophy Collection**
  With hundreds of full-text, scholarly journals, this resource provides an in-depth collection of resources covering topics such as world religions, major denominations, biblical studies and more. Content includes hundreds of peer-reviewed magazines and journals with coverage spanning over 100 years.

- **Oxford Reference – Religion**
  This resource provides more than 37,900 concise definitions and in-depth, specialist encyclopedic entries. Coverage comprises authoritative, highly accessible information on the very latest terminology, concepts, faiths, theories, techniques, people, institutions, and organizations relating to all areas of religion—from the Christian Church, Islam, Buddhism, Hinduism, Judaism, and other World Religions, to Popes, the Bible, Saints, Islamic and Christian Art and Architecture, Islam and Women, and many more. Written by experts for researchers at every level, entries are complemented by illustrative line drawings and images wherever useful.

- **Oxford Reference – Philosophy**
  This resource provides over 15,000 concise definitions and in-depth, specialist encyclopedic entries on all aspects of philosophy. Coverage comprises authoritative, highly accessible information that covers the very latest terminology, concepts, theories, techniques, people, and organizations relating to philosophy—particularly major areas of thought such as epistemology, logic, ethics, aesthetics, and metaphysics, amongst many others subjects. Written by experts for researchers at every level, entries are complemented by illustrative line drawings wherever useful.

- **EBSCO Academic Search Complete**
  This is a comprehensive, scholarly indexing and full-text database for multidisciplinary research. Covers a broad range of subject areas including science and technology, law, humanities, religion and philosophy. Updated daily, this database indexes over 13,780 journals including 9,000 full-text journals and content dating back to 1887.

### What is OneSearch?

Under Quick Links on the Maly Library Homepage is a link to OneSearch. OneSearch is a good place to start for those new to research because it allows you to search in one place for almost all of the library’s resources on your topic. You can search for books (both OPAL and OhioLINK), journals and multiple databases simultaneously. Note that only faculty and registered students have access to OneSearch on and off campus. Guest patrons may use OneSearch on campus.

You may search by keyword or go to Advanced Search and search by author, title, subject, etc. Depending on your search terms, you will likely get a lot of hits. Narrow your results by using the “facets” along the left hand side, e.g. dates, subject headings, source type, content provider (i.e. the database from which the information is retrieved), etc. If you find an item that interests you, take a look at its subjects or keywords to help you look for other items like it.

Use the Tools on the right hand side of OneSearch to manage your results. Click on “Add to folder” to keep all your titles of interest together. Everything you add to the folder will be kept in the “Folder” at the top right of the screen for your current session only. Once you close the
screen, the folder is emptied. Use “Print” to print off citations or HTML Full Text. Note that if you want to print PDF Full Text, use the print icon within the PDF document and not the print icon under “Tools.” You can “E-mail” yourself the citations and full text, if any. Be sure to choose Chicago/Turabian: Humanities as the Citation Format.

For questions regarding OneSearch, please visit the library, call 233-6136 or e-mail circ@athenaeum.edu for assistance.

**What are LibGuides?**

LibGuides are basically Research Guides on specific topics. The librarians create these web pages for research assistance, subject guides, and useful resources. You may find LibGuides for specific courses or general topics. LibGuides are designed to save you time by giving you a headstart on researching a topic. If you have a resource suggestion to add to LibGuides, please let us know!

**Are there public computers available in the library?**

Yes. Four public computers are available on the main floor to provide access to research databases and online catalogs. One of the public computers is also loaded with Bibleworks 9 and Libronix Hermeneia commentaries. These computers are primarily for scholarly, research purposes. Please keep recreational usage to a minimum. You may use word processing programs on these computers for minor edits to class papers.

The two public computers on the lower levels of the library have access to the Maly Library Catalog only. Internet browsing and word processing are not possible from these computers.

**Can I make photocopies or print in the library?**

You can make photocopies, in compliance with the copyright law of the United States (title 17, United States Code). Patrons are allowed to reproduce copyrighted material in the library as long as the photocopy is used for private study, scholarship or research. If a patron uses a photocopy for purposes in excess of “fair use,” you may be liable for copyright infringement. For more on “fair use” please see http://athenaeum.libguides.com/citation, Fair Use tab.

Printing or photocopying costs 10 cents per page. Payment for copies and print jobs must be made immediately at the Service Desk for all patrons except resident seminarians.

A photocopy machine is located on the basement level of the library. The machine is turned on by a key available from staff at the Service Desk. The key will also activate a copy counter. Before copying, push the red button to set the counter to zero. When you are finished, note the number on the counter to determine your payment. Patrons may print from the public computers on the main floor of the library.

Resident seminarians may charge photocopies and printing by recording their usage in the booklet attached to the photocopy key. Seminarians are sent a bill at the end of each semester. Bills must be paid promptly.
Is there wi-fi access in the library?
Yes, the guest network is available without a password to Guest Patrons. Students and Faculty have access to their own password protected networks.

Can I eat or use my cell phone in the library?
There is no eating or drinking in the library.

Cell phone reception is spotty in the library and we encourage patrons to step outside to make or receive calls.

Where do I find . . . ?
For locations with the following symbols – Rare Book Reference, SC, Vault, INCU – please ask staff for assistance.

The physical space of the library consists of three floors:

**Main Floor**
- Atlas Stand
- Current Periodicals/Newspapers
- Leisure Reading Kiosk
- Library Offices
- Microform Reader/Printer
- New Books Shelf
- Pamphlets
- Public Workstations (4)
- Reference Books
- Service/Circulation Desk
  - Hold Shelf
  - Microform Collection
  - Reserve Shelf
- Study Tables

**Mezzanine Level**
- 00s – 262.89
- Public Workstation (catalog access only)
- Study Table

**Basement Level**
- 262.9 – 999
- Biographies
- Copy Machine
- Public Workstation (catalog access only)
- Rare Book Room
- Study Tables

In basement compact shelving:
- Bound Periodicals
- M.A. Theses
- Newspapers
- Stack Reference
What do the long numbers on the library item mean?

The first set of numbers on the spine of the books and other materials indicate the general subject area of an item based on the Dewey Decimal Classification (DDC) scheme. DDC is a useful tool to place similar items near each other. Browse the DDC range that you are interested in and you may find something that would not have come up in an online catalog search! Below is an overview of the subjects covered within each range, with a few specific DDC numbers for narrower topics.

<table>
<thead>
<tr>
<th>Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000s</td>
<td>Bibliographies, library science &amp; miscellaneous</td>
</tr>
<tr>
<td>100s</td>
<td>Philosophy, psychology &amp; related disciplines</td>
</tr>
<tr>
<td>200s</td>
<td>Religion</td>
</tr>
<tr>
<td>210s</td>
<td>Philosophy &amp; theory of religion</td>
</tr>
</tbody>
</table>
| 220s  | Bible  
221-224 Old Testament  
225-228 New Testament |
| 230s  | Christianity  
231 God  
232 Jesus Christ & his family  
232.91 Mary  
235 Spiritual beings  
235.2 Saints |
| 240s  | Christian moral & devotional theology  
241 Christian ethics  
248 Christian experience, practice & life  
248.32 Prayer |
| 250s  | Christian orders & local church  
251 Preaching (homiletics)  
253 Pastoral office & work (pastoral theology)  
259 Pastoral care of families & groups of people |
| 260s  | Social & ecclesiastical theology  
262 Ecclesiology  
262.52 Vatican II  
264 Public Worship  
264.023 Missals and sacramentaries  
264.36 Lord’s Supper (Mass, Eucharist)  
265 Sacraments  
265.1 Baptism  
265.5 Matrimony  
265.6 Penance |
| 270s  | Church history (Christian)  
271 Religious orders in church history  
272 Persecutions in general church history  
273 Doctrinal controversies & heresies  
277 History of Christianity in North America |
| 280s  | Christian denominations & sects  
281 Early church & Eastern churches  
282 Roman Catholic Church |
| 290s  | Non-Christian religions  
296 Judaism |
| 300s  | Social sciences, sociology & anthropology |
| 400s  | Language |
| 500s  | Science |
| 600s  | Technology  
610s Medicine & health |
| 700s  | The arts  
720s Architecture  
726 Religious buildings |
| 800s  | Literature, rhetoric & criticism |
| 900s  | History  
B Biographies, autobiographies, diaries, etc. (“B” is used for older titles; newer biographies are found under the Dewey Decimal classification scheme) |