Quick Start Guide

Locations, hours & contact

- **Staffed locations:**
  - Lillie Library, 2nd floor, Lillie Lab (7 MBL St)
  - Data Library & Archives, ground floor, McLean Lab (WHOI Quissett campus)
- **Open:**
  - Lillie: Monday-Friday from 8AM to 5PM
  - Lillie: After-hours* seven days a week, 7AM to 11PM
  - Data Library & Archives: Monday-Friday from 8AM to 5PM
- **Contact**
  - [http://www.mblwhoilibrary.org](http://www.mblwhoilibrary.org)
  - email: library@mbl.edu
  - call: 508-289-7002
  - call: 508-289-2865

Library card

**Issued at the MBL SWOPE CENTER**
Monday-Friday, 10AM to 2PM, Phone: 508-289-7668

**Use the MBLWHOI Library card/card number to:**
  - Check out books
  - Request delivery of locally owned books via “Get this item”
  - Make interlibrary loan requests
  - Access e-journals and databases remotely
  - Access Lillie After-hours*

*After-hours access: complete the After-hours Access form and return it to the Library

Facilities

- Lillie Library
  - Public workstations
  - wifi
  - Complimentary photocopying, scanning & printing (from public workstations)
  - Self-checkout station for books (journals do not circulate)
  - Bay Reading Room for quiet study
  - Grass Reading Room for collaborative work
  - 5 floors of stacks housing book and print journal collections
  - Rare Books Room & MBL Archives, available by appt only for research and tours
- Data Library & Archives, located on the WHOI Quissett Campus, McLean Lab
  - Researcher workspace
  - Data collections, technical reports, DLA book and journal collections
  - Map Room
  - WHOI Archives
- Offsite Library Service Center [staff access only]. Books available via “Get this item”

5/1/2018
Resources

- **Books**
  - Use the library catalog to search holdings:
    http://library.whoi.edu/vwebv/searchBasic
  - Select “Get This Item” to have books(s) delivered to a library location, or via interoffice mail to your MBL, WHOI, or USGS lab/office

- **Journals**
  - Use the journal list to find and browse the journal collection:
    http://norton.whoi.edu/sfx_local/journalsearch
  - There may be both print and electronic holdings depending upon the year

- **Databases**
  - Use the database list to select database(s) to search for published content across a wide spectrum of topics and disciplines

Interlibrary Loan Service (for items not available in our collections)

- Request at no charge journal articles, books, and book chapters not owned by the Library
- Estimated 24-hour turnaround time for journal articles and book chapters, and 3-5 business days for books
  http://ill.mblwhoilibrary.org/illiad/
  - Log in using your 5 digit library card number and your last name

Remote Access to e-content (when you are away from campus)

- **MBL**: Use your MBL login and password. You will remain logged in until you quit your browser. You must access the resource through the library website using proxy server (see instructions below).
- **WHOI**: Log in to WHOI VPN before accessing library subscribed journal or database. Alternatively, you may use library proxy server (see instructions below).
- **USGS**: Users always access remote content via the proxy server.
- **WHRC**: Users always access remote content via the proxy server.
- **SEA**: Users always access remote content via the proxy server.

**Proxy server (required for MBL, USGS, WHRC, SEA patrons):**
Initially, your username and password for the proxy server are identical, a combination of your initials and the 5-digit number on your Library card.
  - Example: Pat Smith with Library card #12345
  - Username: ps12345
  - Password: ps12345

You will be prompted to set a new password, which will need to be changed on an annual basis.

Visit the MBLWHOI Library website for a complete listing of, and access to, library services: http://www.mblwhoilibrary.org/