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
  - 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 (DLA), 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”

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Resources

• Books
  o 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
  o 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
  o 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.mblwholibrary.org/illiad/
  o 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.
• WHOI: (recommended) Log in to WHOI VPN before accessing a journal or database
  through the library website. You will remain logged in until you quit VPN. You must
  access the resource through the library interface.
• 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:
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
  o Username: ps12345
  o Password: ps12345

You will be prompted to set a new password, which needs 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/

5/1/2018