Accessing the Library Catalog

The library catalog lists materials available in Cook Library as well as other libraries in the University System of Maryland and Affiliated Institutions (USMAI). All formats are listed including musical CD’s, DVD’s, scores, electronic books, and other items.

To access catalogs (standard view), go to: http://cooklibrary.towson.edu

**TU Library Catalog** – lists items owned by Cook Library and other state schools

For materials beyond Cook Library, open **Find Sources** then **More Library Catalogs**

- **USMAI Library Catalog** – lists items in entire University System of Maryland Libraries (all campuses) including non-TU items
- **Worldcat** - includes the above plus items at private schools, i.e., Peabody Institute, as well as library holdings across the country

**Cook OneSearch** – combines all of the above, plus article and multimedia databases

Location of Music Materials in Cook Library

Stacks = books and scores (floors 4 & 5)
Reserve = items put on reserve for in library use (floor 3)
Reference = materials for in library use (floor 3)
Media items (CD’s, videocassettes, DVD’s) are now in closed stack area and requested at Circulation Desk
Research Help, Reserve, Interlibrary Loan, and Circulation Desks = Floor 3

Searching for Materials beyond Cook Library

USMAI state university schools:
- Visit any USMAI school library and check out materials directly with your TU Onecard.
- Request to have a book or score sent from another USMAI school library to Cook Library for checkout.

Transferring Books from a USMAI Library to Cook Library

- Search either the USMAI catalog or Cook OneSearch to find the item that you want. Remember, sound recordings cannot be sent between libraries.
- From the Full record view (the information about the selected item will fill the screen), click the Availability (USMAI catalog) button
- Click the Request button
- Sign in with TU Net ID to complete request
- Check you email for notification that your item has arrived
Private area university libraries:
- Friedham Library – Peabody Institute:
  - You have visiting privileges to use their resources within the library.
  - Use Worldcat to request materials for loan
- Goucher College, Stevenson University, and MICA
  - You have visiting and borrowing privileges

To check the holdings of libraries beyond the state university system, use the Worldcat databases.

**Using Worldcat to Find Materials beyond the USMAI System**

- **WorldCat** database lists materials in collections beyond the USMAI system in public and private libraries in the state and around the country.
- Items you find can then be requested through Interlibrary Loan using the Find It button in the record
- Includes the loan of AV materials from non-USMAI libraries

*Remember:* Worldcat searches libraries across the country and even in Europe for materials. The higher the number of owning libraries in this country, the greater is the chance that your request can be filled. To see how many libraries own the item you would like to request, open the “Libraries worldwide that own this item” link to check ownership.

**Important:** Once you have made requests through ILLiad, check your email for updates and notifications from Cook Library.

**Requesting Material through Interlibrary Loan**

First register for an ILLiad interlibrary loan account. Follow these steps:
- Cook Library Homepage - Interlibrary Loan link
- Select First Time User
- Fill out online form to register for an ILLiad account

Once you have registered, you can use the online forms in your account to request books, scores, CDs, copies of journal articles, and more.

You can also link directly to your ILLiad account from any database displaying a Find it button as an option in the results list.
- Click on the Find it button
- Click on the “Request it from Interlibrary Loan” link to open your ILLiad account
- Logging in to ILLiad this way links to a partially completed request form. Fill in the remainder of the information and click the Submit button.

**Subject Guide to Music Education**

To see specially selected materials for music education research, follow this path on the Cook Library web site:
On this page, you will find electronic handbooks focused on research methods and subjects related to music education.

Recommended journal article indexing/abstracting databases:

- *Education Research Complete*
- *Professional Development Collection*
- *ERIC (EBSCO)*
- *Psychology and Behavioral Science Collection*

**Searching for Journals by Title**

To see a complete list of all the journals the library subscribes to in print as well as electronic format, on the library website, click on:

- Type in your specific journal title and see if the journal is listed.
- Click on the title to see the type of subscription and date range for TU.
- If the library does not subscribe to a journal title you need (either electronically or in print format), you can request a copy of an article through the **Interlibrary Loan** service of Cook Library.
- Print journals are classed under their appropriate LC call number and are shelved with print materials in the stacks at Cook Library.

**Off Campus Access to Electronic Resources**

You can access most of the databases and e-books from home, but you need to log in as a TU user for off campus access. When prompted, use your TU Net ID information to log in to see any electronic product or save catalog records.

If you need further assistance…

Click here to see the APA Help Guides and APA website.

Remember to contact the **Writing Center** if you want someone to proofread your written work.

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Research help is available in person at the Cook Library Research Help Desk, by phone at (410) 704-2462, or through the library’s web page at: [http://libraries.towson.edu](http://libraries.towson.edu)