



# MBLWHOI LIBRARY

## Quick Start Guide

### Contact

- <http://www.mblwhoilibrary.org>
- email: [library@mbl.edu](mailto:library@mbl.edu)
- call: 508-289-7002
- call: 508-289-2865

### Library card

#### Issued at the MBL SWOPE CENTER

Phone: 508-289-7668 Please call for an appointment

#### Use the MBLWHOI Library card/card number to:

Card number

- Check out books
- Request delivery of locally owned books via “Primo Request”
- Make interlibrary loan requests
- Access e-journals and databases remotely

If you do not have a physical card but would like to access the Library remotely, please contact [library@mbl.edu](mailto:library@mbl.edu)



### Facilities

**Due to COVID-19 restrictions, all Library locations are currently closed. Please use the search at <https://www.mblwhoilibrary.org/> to find and request Library materials.**

- Lillie Library  
Data Library & Archives, located on the WHOI Quissett Campus, McLean Lab
- Offsite Library Service Center [staff access only].

### Resources

- Refer to Primo Search Tool FAQ for library catalog quick start guide
  - <http://www.mblwhoilibrary.org/primo-search-tool-frequently-asked-questions>
- Books, Journals and Articles:
  - Use Primo to search holdings: [https://mblwhoiprime.exlibrisgroup.com/discovery/search?vid=01MBLWHOI\\_INST:01MBLWHOI](https://mblwhoiprime.exlibrisgroup.com/discovery/search?vid=01MBLWHOI_INST:01MBLWHOI)
  - For Print Books: Select “Request” to have items delivered to a library location, or via interoffice mail to your MBL, WHOI, or USGS lab/office.
  - For articles from print journals: Please send requests to [library@mbl.edu](mailto:library@mbl.edu) to have the article scanned.
  - For E-books, Electronic Journals and Articles use Online Access link in search results.

For off-campus access refer to the “Remote Access” section of this guide.

- Databases:
  - Use the database list <http://www.mblwhoilibrary.org/research-databases> 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 a proxy server (see instructions below).
- **WHOI**: Log in to WHOI VPN before accessing library subscribed journal or database. Alternatively, you may use a library proxy server (see instructions below).
- **USGS**: Use your MBL single sign on credentials. You will remain logged in until you quit your browser. You must access the resource through the library website using a proxy server (see instructions below).
- **WCRC**: Use your MBL single sign on credentials. You will remain logged in until you quit your browser. You must access the resource through the library website using a proxy server (see instructions below).
- **SEA**: Use your MBL single sign on credentials. You will remain logged in until you quit your browser. You must access the resource through the library website using a proxy server (see instructions below).

### **Proxy server (required for MBL, USGS, WCRC, 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/>