Library Services for Study Abroad Programs
Library Services for Off-Campus/Online Programs

You are an off-campus or online student if...you are enrolled in online programs or programs at locations other than Foggy Bottom, Mt. Vernon, and Virginia Campus. See GW Off-Campus Programs, GW College of Professional Studies, GW Summer Online, Study Abroad GW Students for more information.

Start Your Research: Choose Your Task

- **Got an article citation? E-Journals finds it online**
  - Look for a specific article or journal title online. If it isn’t available, search for the journal title in the ALADIN Catalog so that you can request it. Help!

- **Find books & journals: ALADIN Catalog**
  - Search the catalog for journal or book titles. You won’t find individual articles in the catalog. Click on **Advanced Search** to search for a topic.

- **Request books & articles**
  - Request books or articles that aren’t available online. **Click the red button for instructions.**
  - Where do I send my books back?

- **Find articles: ALADIN Research Portal**
  - Search for articles for your topic through all Gelman’s databases Gelman subscribes to. Help!

- **Check your library account: MyALADIN**
  - Renew your books online, download articles you requested, check the status of your requests. Help!

- **Easy bibliographies: RefWorks**
  - Keep track of your sources and in-text citations. RefWorks makes it easier to create bibliographies & footnotes. Help!

- **How to use the library:**
  - **DoltYourself®Gelman**
  - Learn how to use the library without having to ask.

Choose Your Program

- Business Administration
- Tourism Administration
- Educational Leadership & Admin.
- Educational Admin. & Policy Studies
- Engineering Management & Mgmt. Information Systems
- Education & Counseling
- Electrical & Systems Engineering
- Human Resources

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The Melvin Gelman Library
2130 H Street NW
Washington, DC 20052
202-994-6558
Site maintained by Web Development Group
Please send us your questions and comments
Last modified: Thursday, 19-Jun-2008 11:44:23 EDT
Do It Yourself@Gelman
Request Items (Off-campus/online Programs)

Use it for: Requesting books and articles, not available electronically, from Gelman, Consortium Libraries, or any other libraries.

Why use it? Because you can get books and articles at your doorstep or to your desktop for free!

Items IN the ALADIN Catalog
Step 1
In the ALADIN Catalog, click on the title of the book/journal you need for one of the libraries that has it. The catalog record screen appears. I need help understanding this record.

Step 2
- For a book, look at "Status" under "Availability" to make sure that it's not checked out.
- For a journal, look under "Library has" to make sure the year you need is available.

Step 3
Click on the link "Request through Consortium Loan Services (CLS)". In the new window log into ALADIN. First-time user?

Step 4
- On the request form, under "Library for Pickup" select "GW Off-campus Programs."
- Under "University ID" type your GWorld # or GWorld card barcode.
- For a journal article, fill in the boxes with all the requested data from the article.
- Type your delivery address in the "Comment" box. Click "Submit Request."

Step 5
- A confirmation message appears. Disregard any message you receive that says "the book is available for pick up at "GW Off-Campus Programs."
- Books will be shipped to your home address, and you'll need to ship them back to Gelman.
- You'll receive articles electronically via email.
GEORGE WASHINGTON UNIVERSITY: Do It Yourself@Gelman. Request Items
http://www.gwu.edu/gelman/service/offcampus/diy/ocpcls.html

Items NOT in the ALADIN Catalog
Step 1
If you can't find your title in the ALADIN Catalog, request it through Interlibrary Loan. I need help placing an ILL request.

Need Help?

• Gelman Library CLS
  Tel.: 202-994-1306
  E-mail: libcls@gwu.edu

• Gelman Library Reference Desk
  Tel.: 202-994-6048
  E-mail: refdesk@gwu.edu

Can't tell if the book is available?
Before you request a book from GM or GT make sure it's available. In the GM or GT catalog record click on the URL link (George Mason or Georgetown Holdings). If the book is not checked out, click the back arrow and make the request, Step 3.

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The Melvin Gelman Library
2130 H Street NW
Washington, DC 20052
202-994-6558
Site maintained by Web Development Group:
Please send us your questions and comments
Last modified: Thursday, June 19, 2008 15:31:41 PM
GEORGETOWN UNIVERSITY: Resources and Services for Georgetown University Students Studying Overseas

www.library.georgetown.edu/portals/overseas
GEORGETOWN UNIVERSITY: Obtaining Books from Georgetown

http://www.library.georgetown.edu/portals/overseas/?Action=find>Type=book

Obtaining Books from Georgetown

We are unable to lend print copies of books from the Library’s collections. However, we may be able to make copies of selected pages or of a chapter.

To request pages to be copied, please fill out an interlibrary loan (ILL) form for a book and note:

1. Chapter or pages to be copied.
2. You are an overseas student

Questions? Email the interlibrary loan department.
Looking for articles?
GEORGETOWN UNIVERSITY: Tips for Doing Research in Libraries Outside the United States

http://www.library.georgetown.edu/portals/overseas/?Action=research
The University of Hawai'i at Manoa
Study Abroad Center

Click on a flag to see more information on that country. Click on the host institution to see more information on the available programs.

- Mendoza, Argentina
  Universidad Nacional de Cuyo
- Adelaide, Australia
  Flinders University
- Hainan, China
  Hainan University
- Copenhagen, Denmark
  Denmark's International Study Program
- London, England
  Roehampton University
- Angers, France
  Université Catholique de l'Ouest
- Annecy, France
  Institut Français des Alpes
- Paris, France
  American Business School
- Berlin, Germany
  Freie Universität Berlin
- Florence, Italy
  Centro Linguistico Italiano Dante Alighieri
- Florence, Italy
  Lorenzo de' Medici
- Machida, Japan
  Obin University
- Kobe, Japan
  Konan University
- Vladivostok, Russia
  Far Eastern State University
- Seville, Spain
  International College of Seville
- Seville, Spain
  University of Seville
- Papeete, Tahiti
  Université de la Polynésie Française

Click here for current Exchange Rates
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN: Diversity & Multicultural Information. Library Resources

http://www.library.uiuc.edu/ugl/diversity/
Study Abroad Resources

The University of Illinois has a large student population who study abroad during their university years. Researching and learning about the country or area before studying abroad is an important preparation step. The Undergraduate Library has a wide range of books, DVD’s, videos, and other resources for students who will study abroad. More resources can also be found at the Study Abroad Office.

- Africa
- Asia
- Australia
- Austria
- Brazil
- Canada
- Central America, Mexico, and the Caribbean
- China
- Europe
- France
- Germany
- Illinois
- Ireland
- Italy
- New Zealand
- Russia and Eastern Europe
- Southwest Asia (including the Middle East)
- South America
- Spain
- United Kingdom
- United States of America

Return to Top
Distance Education Home

Short video about Distance Education services at the IU Libraries

This file requires the plug-in Quicktime. If you need to download a free copy of Quicktime, click here.

Distributed (Distance) Education Library Services are for you if you:

- are enrolled in IU Bloomington courses but not currently residing in the Bloomington area.
- are taking IU Bloomington courses abroad
- are PhD candidates enrolled for dissertation credit
- are an IUB faculty member not currently in the Bloomington area.

If you are an IUB student from another campus, please contact the library at your home campus for assistance.

Need research assistance? Ask a Librarian:

- by e-mail (libdist@indiana.edu)
- by live chat or instant messaging (IM) with a librarian
- on our toll-free phone number: (888) 258-6977 from the U.S., Canada, and the Caribbean
- or come to the Wells Library Reference Department if you happen to be in Bloomington.

Getting Started with your research: Here’s all you need to use our library resources and services:

- You must have an IUB Network ID/Password to access our library resources.
- Request a Library Barcode

Forms and Policies for getting IUB Libraries books and articles delivered to your home or computer

Finding Information: Databases, IUCAT, and other information sources available through IUB

Interactive Tutorials for Library Research (online tutorials)

Tutorial for finding a book in IUCAT

How to Cite Print and Electronic Sources in APA and MLA styles

Writing Help (Writing Tutorial Services): Includes How to Write a Thesis Statement, How to Avoid Plagiarism, How to Evaluate Information, and more...

Having trouble connecting to our resources? Here’s our getting connected page.

Instructors: Please contact libref@indiana.edu for placing materials on electronic reserves (E-reserve)

Related Links

Libraries Around the State: You may have a need to use libraries closer to you. Check here for libraries in Indiana near you. Sites include searchable online catalogs.

Walden University students: see Library Services for Walden University

Mission Statement:

The Indiana University Bloomington Libraries have a responsibility to provide library services to our distance learners. It is the Libraries’ mission to provide access to as many resources as possible to support curriculum-related teaching, research, and scholarly communication to our off-campus students.
Distance Education Document and Book Delivery

Requesting Books and Articles
Only books owned by the IU-Bloomington library will be sent. Check IUCAT to determine if one of the IU-Bloomington libraries owns the book. To request books and articles, go to https://www.dds.iub.edu/login.html. Log on with your network ID and password. Scroll down to "Distance Education Service Requests."

Loan Periods
Graduate students may borrow circulating materials for 120 days. Undergraduate students may borrow circulating materials for 45 days. There are exceptions (e.g., books from the Undergraduate Library circulate for 14 days to all categories of borrowers.

Recalls
Books are subject to be recalled (returned to the library earlier than the due date) if requested by another person. In this case, the book MUST BE RETURNED (or postmarked) BY THE RECALL DUE DATE, or a fine of $25 will be assessed.

Renewals
A book may be renewed if another person has not requested it. Renewals may be made by phone (812) 855-4673, electronically, or in person. Renewals will NOT be accepted by fax.

Delivery
All loaned materials will be delivered to your home address, your post office box, or the address on your request form via US Media Rate. Photocopies material can be retrieved below the location where you entered your request by clicking on "View/Download Electronically Delivered Requests." Delivery of Bloomington-owned material usually takes one to two weeks, so plan accordingly. Articles that have to be obtained from another library or that must be delivered outside the U.S. will take longer. (We do not borrow books from other libraries.)

Returning Materials
Materials may be returned in person, by U.S. mail or Courier. The borrower is responsible for the safe return of materials to the library. The borrower will be charged for any fines related to materials that are lost in the mail. It is strongly suggested that you insure any materials you return for at least $100. The postmark is considered the return date. Please mail to: Customer and Access Services Dept., Main Library, E164, Indiana University, Bloomington, IN 47405.

Fines and Fees
Overdue fines are $0.25 per day per book. There is a $25 fine for recalled books that are received or postmarked after the recall due date. Documents/articles are $5 each if fax service is requested. Fees will be assessed for lost or damaged materials. All fines and fees will be billed through the IU Bursar's Office.
Document Delivery Services-- FAQ

Table of Contents:

Registering to use the DDS interlibrary loan system
Logon
Main Menu Options
Who May Use This Service?
Time Required to Receive Items
Duration of Loans
Restrictions on Use
Recently Published Books
Other Policy Information
Questions

Who May Use This Service?

Document Delivery/Interlibrary loan is a service offered through the Herman B Wells Library Customer and Access Services Department to Indiana University - Bloomington faculty, students, and staff who are engaged in research. The conditions of this service are set by the Interlibrary Loan Code of the American Library Association and by regulations of individual lending libraries.

Time Required

The time to receive an item varies; 70% of articles and 55% of books are received in 7 days or less. When several libraries must be contacted before an available copy is located, the process may take longer. Requests that must be sent internationally usually take considerably longer than this average.

<< top of page

Duration of Loans

The loan period for borrowed material is set by the lending library and is indicated on a date due slip in the book. The maximum loan period is given; please use the material within that time period. In the interest of maintaining good relations with lending libraries, due dates must be honored. Returnable material will be checked out through the Herman B Wells Library Research Collections Circulation Counter and should be returned there. Requestors will be billed for non-returned overdue items and library privileges may be suspended until materials are returned. If a borrower continually disregards due dates, it may be necessary to refuse further service.

<< top of page
Restrictions on Use

Indiana University Libraries is bound by any restriction on use imposed by the lending library. Some libraries require that the materials they lend be used in the borrowing library only. Some do not allow photocopying. Some require the signature of readers of unpublished dissertations. The requestor should not let others use the borrowed books unless special arrangements have been made.

Recent Published Books

It is often difficult to borrow recently published books on interlibrary loan because they are in demand at the libraries owning them. You may wish to suggest the purchase of such materials for the IUL collections.

Other Policy Information

As a general policy, we will not borrow any book available in a library on the Bloomington campus. Items which cannot be located by those libraries may be requested through Document Delivery Services.

Please submit Document Delivery requests through our web site at https://www.dds.iub.edu/illiad/logon.html. If you experience difficulties, please call (812) 855-6549 and ask for assistance.

Photocopied material can be received via our web site. An e-mail message will be sent to the requestor with instruction as to how to retrieve the document. Loans will be delivered to Campus Mail addresses or notification for picking up an item will be sent to your IU e-mail address. Overdues and recalls will also be sent to your e-mail account.

Registering to use the IUB Document Delivery Services interlibrary loan requesting system:

Go to:
http://www.dds.iub.edu/illiad/logon.html
OR
From the Libraries Home Page choose
Library Services
Borrow, Renew & Request
Request Materials IUB Libraries Do Not Own (ILL)
Submit a Request
The Indiana University Document Delivery Services
Logon Screen appears (can be Bookmarked/added to Favorites).
First time users should enter their Network ID and Password to fill out their profile.
First name (required)
Last name (required)
Library ID Number – 14 digits (required) -- this is your library barcode number
E-Mail address: use the < >@indiana.edu email
Preferred Article Method: dropdown box has choices of Electronic Delivery or Mail to Address. Most will be Electronic Delivery (requestors are notified via email when they have an article to view and given a PIN number for access).
Preferred Loan Delivery Method: This is for items that must be returned.
Mailing Address (required)
Secondary Mailing Address (Alternate Mailing Location)
Status: (required) Options are Faculty, Graduate, Undergraduate, Staff
Department: This dropdown box contains the same departments as Worldcat’s FirstSearch.

Logon

After the registration information is filled in, requestors will be prompted to logon with their Network ID (username) and password. This will take the requestor to the Main Menu.

MAIN MENU OPTIONS

Request Article Delivery
Request a copy of an article owned only in print on the Bloomington campus, to be delivered electronically. An email notification will be sent to you when the document is available.

InterLibrary Loan Requests
Request an article or book not owned by the IU Library system.

Distance Education Service Requests
For IU Bloomington enrolled students living remotely.

Review Requests
- view and edit your outstanding requests, including detailed request information and statuses.
- view items that you have received for web delivery.
- view items that you have checked out along with due dates and a method to renew your loan.
• view your completed requests.
• view items that have been cancelled either by you or the InterLibrary Loan staff. You may resubmit these items with more complete and/or accurate information.

**Review Personal Information**
modify your personal information, including address, phone number, e-mail address and delivery preferences.

If you have questions:
Email: libill@indiana.edu
Phone: 855-6549

<< top of page
Document Delivery Services Logon Screen

Status: Enter your Indiana University username and password below. Then press the Logon button to continue.

First-time users will be prompted for delivery information. This information can be edited by the user.

Enter your Username: ____________
Enter your Password: ____________
Click Button to Logon: Logon

IU DDS Frequently asked questions
Indiana University Libraries Home
Request assistance/Report a problem

Distance Learning

These pages are designed to help distance learning students connect to the many resources and services the Library offers. The menu below directs you to the main starting points for finding information, doing research, and getting help. Any library user who is working away from the Library can also benefit from the information here.

Get Connected

ISUCard, Library PIN, Off-campus access & more

Find Articles

Learn how to Find Articles tutorial, Indexes & Abstracts, Get what you need, & more

Find Books & More

ISU Library Catalog, Finding e-books, WorldCat, Get what you need, & more

Guides & Tutorials

Links to relevant tutorials, style guides, study support, & more

For Faculty

Reserves, Directory of subject librarians, and other ISU links

Library Information & Other Links

Visiting the ISU Library, and more
Find Articles

Learn How to Find Articles -- this handy tutorial covers everything you need to know about finding full-text articles from the ISU e-Library, as well as how to get articles the ISU Library doesn't own.

Indexes & Abstracts -- these indexes will help you find articles on just about any topic. Many of the indexes include a description, letting you know the subject areas and years that are covered. Make sure to read the Find Articles tutorial if you need general help. If you're not sure which index to choose for your topic, you can always Ask a Librarian!

e-Journals list -- you can also browse the list of full-text e-journals; many of these will have their own unique search system. See the Find Articles tutorial if you need help in finding articles by browsing e-journals.

Get what you need! You'll find many of our articles full-text and online, as described above. By using Interlibrary Loan, you can also request articles that the ISU Library doesn't own be sent to you, for free. To use Interlibrary Loan, you'll need your ISUCard. For a fee, you can use Document Delivery, to pay to have copies of print articles the Library owns (but that are not full-text online) be sent to you.
ISU Library Catalog -- use the ISU Library Catalog to find books and much more in our collections. To find only electronic books, search the Library Catalog using a General Keyword search, and the terms such as:

- **electronic book and business** will find e-books on business topics
- **electronic books and education** will find e-books on education topics

Another way to find electronic books in the ISU online collections is to browse by collections. Once you have an active ISUCard and have set your Library PIN, you can also login to use the My Account feature within the ISU Library catalog. This allows you to create and save lists, see what you have checked out, and so on.

Google Book Search - allows you to search online for books in virtually any subject area. Includes excerpted reviews, occasional full-text (especially for non-copyrighted books) or limited "pre-views" of other books, and powerful full-text search ("search in this book") features. Also includes direct links for purchasing books from Amazon, Barnes & Noble, and other online vendors, as well as direct links to WorldCat (see below) for finding books in libraries nearest you.

NetLibrary is a growing collection of electronic books available via the ISU Library, with an emphasis in computer science, business, and education. Note that you do need to set up an account within NetLibrary before you can use it. If you can't come to the ISU campus to set up your account, you can email staff at the ISU Library's Circulation Desk and set up your account that way.

WorldCat -- use this free database to find books, dissertations, and more in thousands of library collections worldwide. You can find materials in
libraries closest to you! Alternatively, you can use the ISU Library's version of WorldCat, which will allow you to use an Interlibrary Loan link to request items.

**Get what you need!** You'll find a number of books full-text and online, as described above. By using Interlibrary Loan, you can also request to borrow books that the ISU Library *doesn’t* own be sent to you, for free. To use Interlibrary Loan, you'll need an active ISUCard. By using Document Delivery, you can pay to have books the Library owns but that are not full-text online be sent to you.
Greetings!

U of L distance education programs currently eligible for Distance Learning Library Services (DLLS) are listed under the tabs above.

The following library services are available for University of Louisville distance learners using their ULink username & password:

- research assistance to distance education students & faculty
- locate & retrieve items from U of L library collection or other universities
- delivery of library resources not available immediately online
- remote access to library assignments by course professors
- remote access to electronic databases of library resources for self-directed research

We look forward to serving your library research needs.

Melissa Crain, Coordinator
Office of Distance Learning Library Services
University of Louisville
dls@louisville.edu

Distance Learning Library Services | University Libraries | University of Louisville | Louisville, KY 40292 USA
About Us | E-mail | Phone: 502-852-8745 or 1-800-334-8635 x8745 | Fax: 502-852-8743
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UofL A-Z Index | People Finder | Contact UofL
Distance Students
Requesting Materials
Home and online delivery of books and articles
E-reserves
Online class readings (Requires Onyen and password)
Libraries in Your Area (Requires One Card)

Faculty & Coordinators
Requesting Materials
Home and online delivery of books and articles
Course Support
Library services to support instruction
Reciprocal Borrowing
Faculty library privileges at other universities

Researchers @ a Distance
Requesting Materials
Delivery of select materials
Using Libraries Abroad
Help with research in specific countries

Connecting Online and In Person
Use your Onyen and password to access library e-resources. If you are taking self-paced classes through the Friday Center and do not have an Onyen, you will use your PID to get access.
Contact Angela or Davis Circulation if you are having difficulty getting access.
Plan a visit to the Chapel Hill campus libraries by checking here for Hours, Directions, Parking, and more.

Researchers
Finding articles in a specific database
Finding a specific journal online
Searching for E-books
Basic article search
You may find the searching and articles sections of the Introduction to Library Research tutorial helpful for refining your research.

Distance Librarian
Angela Bardeen
Phone: 919-962-1151
bardeen@email.unc.edu
AIM: angebrarian

Chat with Angela
Available

Program-Specific Resources
Education
Information and Library Science
Journalism and Mass Communication
Social Work - General
Social Work - Research Methods
TransAtlantic Masters Program

More Help
Davis Reference
919-962-1151
Davis Circulation
919-962-1053
Health Sciences Library
919-962-0800
More chat and email options
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL: Requesting Materials
http://www.lib.unc.edu/de/doc_delivery.html#Researchers

Requesting Materials: Document Delivery Services for Distance Education Students, Faculty, and Researchers at a Distance

Distance Education Students and Faculty

Distance education students and faculty who do not live in Chapel Hill or Carrboro may request delivery of books and photocopied articles from UNC-Chapel Hill or other locations. To request materials, you must register for the Interlibrary Loan Borrowing (ILB) Service. Log on with your UNC Onyen and password and complete the first-time user registration form. On the registration form choose DISTANCE EDUCATION as your "Status."

When completing the request form, enter the course number in the Additional Notes field. For example, "Carolina Courses Online: Art31."

Books are mailed to you via the U.S. postal service and return postage is included. Photocopies are delivered electronically to your ILB account. Materials requested from other libraries will take longer to obtain, so please be sure to enter the date by which you need the item to allow sufficient time. There is no charge for this document delivery service.

Books will be checked out to your account and must be received by the ILB Office by the due date in order to avoid late fines. Books that have no renewal restrictions may be renewed online through your ILB account. Please renew books two to three days before they are due.

Researchers at a Distance

Currently enrolled UNC students and current faculty, who are researching at a distance from Chapel Hill (both nationally and internationally), may request materials from UNC-Chapel Hill. To request materials, you must register for the Interlibrary Loan Borrowing (ILB) Service. Log on with your UNC Onyen and password and complete the first-time user registration form.

When completing the request form, be sure to note in the Additional Notes field that you are researching at a distance.

Books are mailed only within the contiguous United States via the U.S. Postal Service. Books will be checked out to your account and must be received by the ILB Office by the due date in order to avoid late fines. Books that have no renewal restrictions may be renewed online through your ILB account. Please renew books two to three days before they are due. There is no charge for this document delivery service.
Study Abroad Tutorials

Welcome! These tutorials are designed to introduce you to information resources you can use to research your destination country as well as tips for conducting research while you’re abroad.

China
Czech Republic
France
Mexico
India

Italy
Russia
South Africa
Spain
United Kingdom

We’d love your feedback. Recommend a country or share a research tip of your own from a country you’ve visited.

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Instructional Services | Library Tutorials Home | Contact Us | Library Home

Last updated: 03_05_2007
Study Abroad in China Research Tutorial
The University of North Carolina at Chapel Hill Libraries

1. Introduction
2. Getting to know China
3. Conducting Research in China
4. Accessing UNC’s Resources While Abroad

Last updated: 08_09_2007
UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL: Academic Libraries in China

http://www.lib.unc.edu/instruct/studyabroad/china/research/academic.html

Academic Libraries in China

Many colleges and universities across China maintain large libraries. Some things about the libraries will seem very familiar to you, and others may surprise you. UNC's Study Abroad Office encourages students to choose their study abroad experiences from its list of approved programs. Because of the large number and variety of libraries in China, this tutorial is tailored toward the libraries and other information resources UNC students will likely use in these programs. However, the skills you use in this tutorial will help you learn to navigate information resources as well.

Resources that you find in Chinese university libraries are similar to those at UNC-Chapel Hill's libraries. For example, numerous UNC students have studied at Chinese University of Hong Kong, and have found its library quite similar to UNC's. If you look at its Web page, you will see links to the catalog, e-journals, many of the same databases that you have used at UNC, and the same MyLibrary system that you can use to view your library account.

You may encounter many differences from UNC-Chapel Hill's libraries, especially if you are studying in mainland China. For instance, you may only be allowed to have a small number of books at once, or you may have to ask a librarian to give you certain materials. It's a good idea to read your university library's rules thoroughly before you go for the first time. Don't hesitate to contact UNC's librarians or ask a librarian at the library you're visiting for help! If you have more in-depth questions, you can contact the Libraries' Chinese-language specialist, Hsi-Chu Bolick.
Accessing Resources at UNC

Many of the same information resources you relied on in Chapel Hill are available when you are conducting research abroad.

In this section you will learn about:

- How to access the libraries' Web resources abroad
- UNC resources you may find useful while studying abroad
Using Electronic Resources for Study Abroad Research

Study Abroad Research Program (SARP)

Look for Information on a Topic

Don’t know where to start? Northwestern subscribes to several hundred journal article databases.

Selected General Databases

N Academic Search Premier [lots of full-text articles]
N Expanded Academic Index [lots of full-text articles]
N LexisNexis Academic [full-text newspapers, many foreign newspapers]
N Factiva [similar to LexisNexis but not as fragmented]
N JSTOR [full text of high quality journals, “moving wall” means latest 3-5 years are NOT included]
Find other general databases.

Fishing expeditions

Journal article databases allow you to perform complex searches within a limited scope of material. Einstein QuickStart and Google Scholar are two tools that let you search very broadly but with less precision. This can be helpful early in the research process. Be sure to set your preferences in Google Scholar so you can link to NU resources.

Use specialized databases to find material that is in research periodicals. Remember, Not all database have full text of the articles they index. Use the Find it @ NU button to find the full article.

Finding Books

Use NUcat (the online catalog) to identify books and journal titles that are available electronically. (Limit the search to Location Electronic Resources.) More on How to Find a Book
Selected Specialized Databases

Subject databases:

Business / Finance / Economics / Organizational Studies
N ABI/INFORM Global
N Business Source Premier
N EconLit
N SPORTDiscus
more

Family and Gender Studies
N Family & Society Studies Worldwide
N Gender Studies Database (includes Men’s Studies, Women’s Studies International and Sexual Diversity Studies)
N GenderWatch
more

Health and Medicine
N African HealthLine
N AIDSSearch
N Medline
more

Law
N LexisNexis Academic Select "Legal" under "Easy Search" or "All Law Reviews" under "Power Search"

Political Science / Public Affairs
N CIAO: Columbia International Affairs Online
N PAIS International
N Worldwide Political Science Abstracts
more

Polling and Public Opinion
N Gallup Brain
N Polling the Nations

Religion
N ATLA
N Index Islamicus

Sociology / Anthropology
N Anthropology Plus Index to scholarly articles on anthropology, ethnology, archaeology and cultural studies.
N AnthroSource Fulltext articles from journals published by the American Anthropological Association
N International Bibliography of the Social Sciences
N Sociological Abstracts
Statistics
N LexisNexis Statistical
More statistics resources

Area studies:

Africa
N AllAfrica.com African News Sources
N International Index to Black Periodicals Full Text
N Sabinet Online
more

Latin America
N HLAS Online: Handbook of Latin American Studies
N Latinnews.com

Find other databases by subject.

Take a look at the Research Guides A-Z prepared by the Library's subject specialists.

Using Databases outside the Library

Most of the Library's databases are restricted to members of the NU community. When you are outside the Library, whether across the street or halfway around the world, you will need to authenticate yourself before you can use the databases. When you connect from the Library's website, you will be prompted for your NetID and password and passed through to the resource.

Additional Resources

Government Information and Publications
The Government and Geographic Information and Data Services is a depository library for U.S. government, State of Illinois, United Nations, Organization of American States, European Union, and World Tourism Organization publications in all formats. Visit the department before you leave to get statistics, policy documents, or other material that will be helpful in your research at this side. Their webpage also includes links to foreign government sites.

Foreign Newspapers
Get acquainted with your country before you leave! The Periodicals & Newspapers Reading Room has several newspapers from other countries that you can browse. You can also read newspapers of the country through any of the following sources:
**Country Information**

**Reference Sources**

<table>
<thead>
<tr>
<th>Source Title</th>
<th>Location</th>
<th>Publisher / Date</th>
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</thead>
<tbody>
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<tr>
<td>LexisNexis Academic</td>
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<tr>
<td>Newspaper Source</td>
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**Annual Reviews**

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<th>Title</th>
<th>Location</th>
<th>Publisher / Date</th>
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**Main Reference**

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<tr>
<th>Title</th>
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<tr>
<td>Berkshire Encyclopedia of World History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cities of the World</td>
<td></td>
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<tr>
<td>Countries and their cultures</td>
<td></td>
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</tr>
<tr>
<td>Encyclopedia of Folk Medicine : Old World and New World Traditions</td>
<td></td>
<td></td>
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<tr>
<td>Encyclopedia of Human Development</td>
<td></td>
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<td>Encyclopedia of International Development</td>
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<tr>
<td>Encyclopedia of Islam and the Muslim World</td>
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<tr>
<td>Encyclopedia of Religion</td>
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<tr>
<td>LexisNexis Academic</td>
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<tr>
<td>Newspaper Source</td>
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</tbody>
</table>

**Call Numbers**

- **Main Reference**
  - 306.03 C855
  - 615.8803 H362e
  - 155.03 E56
  - 338.9003 E56
  - 909.09767 E56

- **Main Reference (Encyclopedia case)**
  - 200.321 E56 2005

- **Encyclopedia of Sociology**

- **Main Core (Reference)**
  - 301.03 E565 2000

- **Schaffner Reference (Non-circulating)**
  - 301.03 E565
2000

**MAIN Reference (Non-circulating) 956.003 E56 2004**

**MAIN Reference (Non-circulating) 306.03 E56**

**MAIN Reference (Non-circulating) 362.503 E56**

**MAIN Reference (Non-circulating) 305.403 G8157**

**MAIN Library 302.072 M647h**

**MAIN Reference (Non-circulating) 301.01 H236**

**MAIN Reference (Non-circulating) 306.803 E56 2003**

**Putting it all together**

**Cite your material in a standard format**

**APA Style** (An online guide from Purdue University Online Writing Lab (OWL))

**MLA Style** (An online guide from Purdue University Online Writing Lab (OWL))

**Chicago Manual of Style**, 15th edition, 2003, is available online or in the Reference Room and Core at call number 655.2 C53 2003
Turabian, a version of the Chicago Manual of Style geared toward writers of term papers. The 6th edition, A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, is located at call number 029.6 T929m 1996 at the Reference Desk.

Bibliographic Software

EndNote is a software program that helps you keep track of your reading. You can store information about books and articles so you can find them again when you need them. It also works with Microsoft Word to automatically format citations, footnotes and bibliographies.

For more information check the EndNote support page.

Need Help? Ask a librarian

If something doesn't work right, or if you can't find what you need, get in touch with the Reference Librarians. Call us at 847-491-7656
E-mail us at refdept@northwestern.edu or connect with us real-time through Answers Online or IM

Take advantage of a Research Consultations--meet with a librarian one on one for personalized, in-depth help.

Scott Garton
Reference Librarian
Email: s-garton@northwestern.edu
Office phone: 847.491.3825
Reference desk phone: 847.491.7656

refdept@northwestern.edu
OHIO UNIVERSITY: Services for Off-Campus Patrons

http://www.library.ohiou.edu/serv/offcampus.html
The Digital Library Services Department facilitates access to electronic information, print materials, and library services to ensure that the information needs of OSU students, faculty, and staff are met, regardless of their location. This mission is accomplished through the use of state-of-the-art technologies, library instruction, and document delivery services.

**How can we help you today?**

Tell me about the services and resources I can access remotely.

I have a reference question or need help getting started with Library research.

I need to find books and/or articles.

I'm a distance education student and I need to have books or articles sent to me.

I need help using the Library's Online Catalog or one of the databases.

I can't connect to the Library's Online Catalog or one of the databases.

I'm an OSU faculty member teaching a distance or computer-delivered course.

I'm an OSU-Tulsa student and I need help accessing their library.

I'm a researcher at the Wes Watkins Agricultural Research & Extension Center.

**Off-Campus Access**

Log into EZProxy to access Library resources from off-campus

**Check out eBooks**
We offer access to over 14,000 Electronic Books via NetLibrary. More details and registration information

Contact DLS

Staff
Robin Leech, Digital Initiatives Head
Roy Degler, Librarian
Brandon Boyles, Senior Library Technician 1

Phone & Email
Telephone: 405-744-9161
Toll-free: 877-744-9161
FAX: 405-744-7579
Email: lib-dls@okstate.edu

Mailing Address
Digital Library Services
Edmon Low Library
Oklahoma State University
Stillwater, OK 74078-1071

URL: http://www.library.okstate.edu/dls/index.htm
Last Updated: 1 May 2008
Digital Library Services for Remote Library Patrons

Serving as a central point of contact for students and faculty, the Digital Library Services (DLS) staff coordinates support and services for all remote users. Working with other Library departments, DLS can assist students and faculty with:

- Access to the Library’s Online Catalog
- Telephone and email reference services
- Access to 220+ databases
- Access to 37,000+ online journals
- Access to 14,000+ e-books through NetLibrary
- Access to full-text and datasets for 700+ engineering and science handbooks through Knovel.
- Access to 100,000+ historical e-books through Early English Books Online
- Support and training for EndNote and Reference Manager software
- www.library.okstate.edu/bibmanager/index.htm
- Electronic Reserve: Most of the e-reserve materials are in pdf format.
  http://reserves.library.okstate.edu/index.htm (select “Course Reserves”)
- Web-based Tutorials for Library Users
- Technical support for these services

Instant Messaging

If you use AOL Instant Messenger (AIM), ICQ, MSN Messenger and/or Yahoo Messenger, you can IM the OSU Library with your questions. Information about the IM service, including hours, can be found at www.library.okstate.edu/services/im.htm.

To IM the Library, simply send a message to:

AIM: OkstateLibrary
ICQ: 195159930 (OkstateLibrary if your system allows Nicknames)
MSN: OkstateLibrary@hotmail.com
Yahoo: OkstateLibrary

OSU Library Catalog

The OSU Library Catalog provides access to the library collections of Oklahoma State University at http://osucatalog.library.okstate.edu/. The catalog contains records for all library books and a significant number of government documents, multi-media materials, and special collections holdings, and it indicates which journals and magazines the Library owns in print and online. Students and faculty may search the OSU Library Catalog from any computer with a browser and Internet access.
To view a list of items you've checked out or to renew items, click on "My Account" on the Library's home page (www.library.okstate.edu) or in the catalog.

Databases & Full-Text Journals

The OSU library provides access to over 220 Web-based resources, including databases of journal, magazine and newspaper articles (many with full-text), as well as online dictionaries, almanacs and other reference works. A list of the Web-based resources can be found at www.library.okstate.edu/database/. For current OSU students, faculty, and staff, access to these resources is available from any Internet-connected computer on campus, or by logging in from off-campus. Those resources available to the non-OSU community are indicated with a globe icon (🌐).

A list of over 37,000 current full-text journals, newspapers and magazines may be found by clicking "Full-Text Journals" on the OSU Library Homepage (or www.library.okstate.edu/ftbd/index.htm). Each title is linked to the corresponding database which houses full-text access.

Off-Campus Access Instructions

The OSU Library offers off-campus access to students, faculty, and staff to online journals, indexes, and databases. More information and off-campus access instructions may be found on the web at www.library.okstate.edu/dls/ezproxy.htm.

Other Remote Library Services

The OSU Library offers a variety of Web-based services. Links to the online forms may also be found on the "Services" page www.library.okstate.edu/services.htm.

- Ask Us a Question (E-mail Reference)
- Article & Book Requests (Interlibrary Services)
- Request a Book or Article from the Annex
- Request a Book With a Status of "In Process"
- Recall Books
- Suggest a Book for Purchase
- Ask Circulation Questions

NetLibrary

NetLibrary is an Internet-based electronic library offering e-books for use OSU students, faculty, and staff. E-Books are electronic versions of printed books which may be viewed from any computer connected to the Internet. OSU currently has access to 10,000+ copyrighted books and 3,500 public domain titles.

Contact DLS

Staff
Robin Leech, Digital Initiatives Head
Roy Degler, Librarian
Brandon Boyles, Senior Library Technician 1

Phone & Email
Telephone: 405-744-9161
Toll-free: 877-744-9161
FAX: 405-744-7579
Email: lib-dls@okstate.edu

Mailing Address
Digital Library Services
Edmon Low Library
SYRACUSE UNIVERSITY: Syracuse University in Florence. Library

http://www.syr.fi.it/study-abroad-florence-library.php
Representative Documents: Library Services for Study Abroad Programs

http://library.ttu.edu/dlservices/

Distance Learning Services @ TTU Libraries

Welcome to Texas Tech University Libraries where your success is our business! We are dedicated to providing our Distance Learners with the same service and satisfaction our on-campus users receive. Here you’ll find library resources to help you achieve all of your educational endeavors. Remember we’re committed to your success at Texas Tech. Have a great semester!

Services for Students

Services for Faculty

Contact Information

Please feel free to contact the Distance Learning Committee members directly and/or use the toll free telephone number, 1-888-270-3369:

Donell Callender  donnell.callender@ttu.edu  (806) 742-2239 x331
Barbara McArthur  barbara.mcarthur@ttu.edu  (806) 742-2249 x221
Jake Syma  jake.syma@ttu.edu  (806) 742-2238 x282

- Toll Free: 1-888-270-3369
- Email and Chat: http://library.ttu.edu/ul/help/ask/
- Fax: (806) 742-1964 (Reference / Government Documents), (806) 742-1920 (Document Delivery).
- Mail: Texas Tech University Library, 18th St. and Boston Ave., PO Box 40002, Lubbock, TX 79409-0002
- For more telephone numbers and email addresses, click here.

This page last modified on 16 Nov 2005, 11:30.
**TTU Libraries** provides access and delivery of materials (books, articles, multimedia, etc.) to distance students. Many books, articles, and government documents are available electronically and can be accessed online. Please check the "Obtaining Materials" webpage to determine if the item is available online. The table below summarizes the delivery options for a variety of materials.

<table>
<thead>
<tr>
<th>Material</th>
<th>Delivery</th>
<th>Form/Contact</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>Mailed (FedEx ground) to patron at no cost. The patron is responsible for returning the item to TTU Libraries.</td>
<td>The item is requested through Document Delivery via a Form: <a href="http://library.ttu.edu/dl/delivery.php">http://library.ttu.edu/dl/delivery.php</a></td>
<td>No cost for delivery, but the patron is responsible for returning the book</td>
</tr>
<tr>
<td>Videos</td>
<td>(Owned by TTU Libraries)</td>
<td>Groups of citations can be sent to: <a href="mailto:libraries.docdel@ttu.edu">libraries.docdel@ttu.edu</a></td>
<td>No cost for delivery, but the patron is responsible for returning the book</td>
</tr>
<tr>
<td>DVD's</td>
<td>Scanned and sent to Web Server. Patron gets email about link and password.</td>
<td>same as books</td>
<td>No cost.</td>
</tr>
</tbody>
</table>

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This page was last modified on 21 Nov 2005, 14:46.