

Library Services for Study Abroad Programs

Library Services > Off-Campus

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: DoItYourself@Gelman**
Learn how to use the library without having to ask.

Choose Your Program

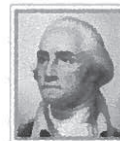
- Business Administration & Tourism Administration**
- Educational Leadership & Admin., Educational Admin. & Policy Studies**
- Engineering Management & Mgmt. Information Systems**
- Education & Counseling**
- Electrical & Systems Engineering**
- Human Resources**



Paola Ceccarini
Distance Education Librarian
202-994-1342
AIM: caloap

off-campus access | faculty | visiting gelman | prepare your thesis/dissertation | dissertation express

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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



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Last modified: Thursday, 19-Jun-2008 11:44:23 EDT

[Library Services](#) > [Off-Campus](#) > [DIY home](#)

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 [GWid#](#) 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

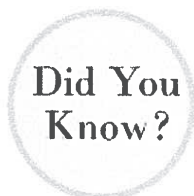
- A confirmation message appears. Disregard any message you receive that says "the book is available for pick up at "GW Off-Campus Programs."
- **Books** will be shipped to your home address, and you'll need [to ship them back to Gelman](#).
- You'll receive **articles** electronically via email.

A screenshot of the CLS Request Form. The form includes fields for "Library for Pickup" (with "GW Off-Campus Programs" selected), "Not Needed After" (with "Take as long as needed to read this item" selected), "Article" information (Title, Author, Last Name, First Name, Publication, Year, Volume, Issue, Start Page, End Page), "University" (with "GW" selected), and a "Comment" field. Arrows labeled "Step 4" point to the "Library for Pickup" dropdown and the "Comment" field. At the bottom are "Submit Request" and "Clear Form" buttons.

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

Was This Helpful?

#&*%!

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](#)



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Last modified: Thursday, June 19, 2008 15:31:41 PM

The screenshot shows the homepage of the Georgetown University Library's 'overseas' portal. At the top, there is a header with the university name and navigation links for 'Library A-Z', 'Contact Us', and 'Staff Directory'. Below this is a banner for 'Georgetown University Library' which includes the Langer Library and Blommer Science Library. A secondary navigation bar contains links for 'Home', 'Catalogs', 'Databases', 'Journal Finder', 'Research help', 'Services', and 'About Us'. The main heading is 'Resources and Services for Georgetown University Students Studying Overseas'. A search bar is prominently displayed with the text 'Search for Online Books:' and a 'search' button. Below the search bar are links for 'GEORGE home' and 'My Account'. The page is organized into several sections: 'Encyclopedias and Dictionaries' (listing Oxford Reference Online, Oxford English Dictionary, Gale Virtual Reference Library, and more); 'Finding Articles' (listing Academic Search Premier, Proquest Research Library, Lexis/Nexis Academic, and more); 'Libraries and Collections' (listing LibWeb, WorldCat, World of Learning, and researching in libraries outside the U.S.); and 'Research Help' (listing library subject guides, a 'Can't find it online?' section with links for books and articles, and library staff). A 'Live Help' section on the left provides contact information (phone: 687-7452, e-mail, IM, and FAQ) and 'Live Help Hours' (24 hours a day, 7 days a week). There are also 'Quick Links' for request forms, libraries, departments, and how-to guides. A search box for the library site is located at the bottom left. The footer contains contact information for library staff (MARTHA) and InfoX, along with the same 'Library A-Z', 'Contact Us', and 'Staff Directory' navigation links.

37th and N Streets, N.W., Washington, D.C., 20057 | (202) 687-7452

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The screenshot shows the Georgetown University Library website. At the top, there is a navigation bar with links for 'Library A-Z', 'Contact Us', and 'Staff Directory'. Below this is the library's logo and a main navigation menu with tabs for 'Home', 'Catalogs', 'Databases', 'Journal Finder', 'Research help', 'Services', and 'About Us'. The main content area is titled 'Resources and Services for Georgetown University Students Studying Overseas'. It features a search box for online books with a dropdown menu set to 'Title' and a 'search' button. Below the search box are links for 'GEORGE home' and 'My Account'. A link for 'Back to Overseas Main Page' is also present. The section 'Obtaining Books from Georgetown' contains a message stating that print books cannot be lent, but copies of pages or chapters can be made. It provides instructions for requesting interlibrary loan (ILL) forms and lists two conditions: '1. Chapter or pages to be copied.' and '2. You are an overseas student'. A note asks users to email the interlibrary loan department for questions or articles. At the bottom of the page, there are links for 'Suggestions and Comments' and 'Office of International Programs'. The footer includes contact information for library staff (MARTHA) and the library's address: '37th and N Streets, N.W., Washington, D.C., 20057 | (202) 687-7452', along with a copyright notice for 2003.

GEORGETOWN UNIVERSITY: Tips for Doing Research in Libraries Outside the United States

<http://www.library.georgetown.edu/portals/overseas/?Action=research>

The screenshot shows the Georgetown University Library website. At the top, there is a navigation bar with links for 'Library A-Z', 'Contact Us', and 'Staff Directory'. Below this is a header with the library's name and a sub-header 'includes the Lauinger Library and Blommer Science Library'. A secondary navigation bar contains links for 'Home', 'Catalogs', 'Databases', 'Journal Finder', 'Research help', 'Services', and 'About Us'. The main content area is titled 'Resources and Services for Georgetown University Students Studying Overseas'. It features a search box for online books with a dropdown menu set to 'Title' and a search button. Below the search box are links for 'GEORGE home' and 'My Account'. A 'Back to Overseas Main Page' link is also present. The main heading is 'Tips for Doing Research in Libraries Outside the United States', followed by a sub-heading 'Identifying Libraries and Collections'. A list of resources includes 'World of Learning', 'LibWeb', 'WorldCat', 'UNESCO Archives Portal', and 'Repositories of Primary Sources'. Another sub-heading is 'Using International Libraries', followed by a numbered list of two steps: 1. Contact the library you wish to use and determine terms of access. What preparations do you need to make before your visit? What documents will you need to provide? 2. Next, contact Deborah Cook, Head of Access Services, Lauinger Library for assistance. On the left side of the page, there is a sidebar with 'Ask a Librarian' contact information (phone, email, IM, FAQ), a 'Live Help' button, 'Live Help Hours' (24 hours a day, 7 days a week), and a 'Quick Links' section with dropdown menus for 'Request Forms', 'Libraries', 'Departments', and 'How to...'. At the bottom of the sidebar is a 'Search the Library Site' box with a search button. The footer of the page includes 'For library staff: MARTHA | InfoX' and 'Library A-Z | Contact Us | Staff Directory'. The address '37th and N Streets, N.W., Washington, D.C., 20057 | (202) 687-7452' and copyright notice 'Copyright 2003 Georgetown University Libraries' are also present.

37th and N Streets, N.W., Washington, D.C., 20057 | (202) 687-7452

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The University of Hawai'i at Manoa Study Abroad Center

RESOURCES

There are many resources available on the World Wide Web to students who are considering taking a study abroad program. The following links are in no way meant to be exhaustive (if you know of other resources that should be added here, please e-mail us at: resources@studyabroad.org)

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
[Obirin 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](#)

[Home](#) | [Calendar](#) | [Programs](#) | [Applications](#) | [Funding Sources](#) | [Resources](#) | [Alumni](#) | [Contact Us](#)

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Webdesign by [Pipeline Graphics, Inc.](#)

The screenshot shows a web page titled "Diversity & Multicultural Information" from the University of Illinois at Urbana-Champaign Library. The page features a navigation bar with "FIND", "CATALOG", "ONLINE RESEARCH RESOURCES", "SERVICES", and "HELP". Below the navigation bar, there is a breadcrumb trail: "University of Illinois at Urbana-Champaign » University Library » Undergraduate Library » Diversity". A search bar is located in the top right corner. The main heading is "Diversity & Multicultural Information" with the address "217.333.3477 | 1402 West Gregory | Urbana, IL 61801". A "Quick Links" sidebar on the left lists: Diversity Home, Ask A Librarian, My Account, UIUC Catalog, Online Research Resources, Library Hours/Locations, Interlibrary Loan, and Question Board. The main content area is titled "LIBRARY RESOURCES" and contains several sections: "Research Guides", "Study Abroad Resources", "Multicultural Outreach Services", "Library Diversity Committee", "Diversity Exhibits", and "Other University Diversity Sites". At the bottom, there are three columns of resources: "Student Resources" (Cultural Centers, Student Services and Organizations, Academic Departments, Diversity Research and Opportunities, International Resources), "Faculty/Staff Resources" (Administrative Offices, Councils and Committees, Resources on Disabilities, Discrimination Resources), and "Community Resources" (Diversity in Art, Public Outreach and Engagement, Publications). The footer includes the University of Illinois at Urbana-Champaign logo and text: "University of Illinois at Urbana-Champaign Library Gateway Comments/Questions? This file last modified Tuesday, 05-Feb-2008 11:31:46 CST".

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](#)



LIBRARIES > Reference

Faculty Graduate Students Undergraduates Visitors

Resource Services Subjects Search

IUCAT Libraries & Hours Ask a Librarian



- [Research Seminars](#)
- [Internet Quick Reference](#)
- [Research Guides](#)
- [Distance Education](#)
 - [Libraries in Indiana](#)
 - [DE class pages](#)
- [EndNote](#)
- [Have You Been Cited?](#)
- [How to Cite](#)
- [Copyright and Fair Use](#)
- [More about the department](#)

Contact Information

Department Head: Mary Strow

Location: Wells Library E159 1320 East Tenth Street Bloomington, Indiana 47405

Phone: (812) 855-8028

E-mail: libref

Staff: [View Staff](#)

[View Map of IUB Libraries](#)

[Building Access](#)

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 IU 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 libsvp@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.



- [Research Seminars](#)
- [Internet Quick Reference](#)
- [Research Guides](#)
- [Distance Education](#)
- [EndNote](#)
- [Have You Been Cited?](#)
- [How to Cite](#)
- [Copyright and Fair Use](#)
- [More about the department](#)

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Bloomington, Indiana
47405

Phone: (812) 855-8028

E-mail: libref

Staff: [View Staff](#)

» [View Map of IUB Libraries](#)

» [Building Access](#)

Recommended Resources

Useful Links

Distance Education Document and Book Delivery

Requesting Books and Articles

Only books owned by the IU-Bloomington libraries 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/logon.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. Photocopied material can be retrieved below the location where you entered your requests, by clicking on "View/Download Electronically Delivered Requests." Delivery of Bloomington-owned materials 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.

Charges

There are no charges for borrowing books or receiving articles at this time. However, the borrower is responsible for the cost of return.

Fines and Fees

Overdue fines are \$.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.



LIBRARIES > Document Delivery Services

Resource Service Subject Search Go Gate Undergraduate Visitors IUCAT Libraries & Hours Ask a Librarian

Contact Information

Department Head: Rita Rogers

Location: Indiana University Libraries 1320 E. 10th Street Bloomington, Indiana 47405

Phone: (812) 855-4397

Fax: (812) 855-8229

E-mail: Borrowing: libill

Staff: View Staff

Department: Customer and Access Services

» View Map of IUB Libraries

Recommended Resources

Useful Links

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.

<< top of page

Recently 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. **<< top of page**

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.

[\(return to top\)](#)

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.

[\(return to top\)](#)

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](#)

[IUB Home](#) | [Libraries Privacy Policy](#) | [Sitemap](#) | [News & Events](#) | [About IUB Libraries](#) | [Outages and Downtime](#) | Comments to libref@indiana.edu | [Print](#)



Document Delivery Services Logon Screen

Including Request Article Delivery

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](#)

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© 1998, 1999, 2000 [Atlas Systems, Inc.](#)

The screenshot shows the Iowa State University e-Library website. At the top, there is a navigation bar with the "e-Library" logo and "IOWA STATE UNIVERSITY" text. Below this, there are links for "Library Catalog", "Find articles", "Library Information", "How do I..?", and "Ask a Librarian". A secondary navigation bar includes "Collections", "Service Areas", "Classes & Tours", and "Arts". Under "Service Areas", there are links for "Circulation", "Request Forms", "Interlibrary Loan", "Reference", "Media Center", "Special Collections", "University Archives", "Branch Facilities", and "Other Library Service Areas". A third navigation bar contains "Reserve", "WebCT", "CDE", and "Contact Us". On the left side, there is a "Distance Learning" link with a small image of a computer monitor. The main content area is titled "Distance Learning" and contains a paragraph explaining the purpose of the pages. Below this, there are several sections with underlined headings: "Get Connected" (with a link to "ISUCard, Library PIN, Off-campus access & more"), "Find Articles" (with a link to "Learn how to Find Articles tutorial, Indexes & Abstracts, Get what you need, & more"), "Find Books & More" (with a link to "ISU Library Catalog, Finding e-books, WorldCat, Get what you need, & more"), "Guides & Tutorials" (with a link to "Links to relevant tutorials, style guides, study support, & more"), "For Faculty" (with a link to "Reserves, Directory of subject librarians, and other ISU links"), and "Library Information & Other Links" (with a link to "Visiting the ISU Library, and more"). At the bottom of the page, there are links for "Printer-friendly version", "e-Library entrance", "Site Search", "Site map", and "Top". A footer contains the text: "Send questions or comments about this page", "Last modified: Monday, 11-Feb-2008 09:39:08 CST", and "Copyright © 2000-2008, Iowa State University. All rights reserved."

The screenshot shows the Iowa State University e-Library website. At the top, there is a header with the 'e-Library' logo and 'IOWA STATE UNIVERSITY' text. Below the header is a navigation menu with links: 'Library Catalog', 'Find articles', 'Library Information', 'How do I..?', and 'Ask a Librarian'. On the left side, there are links for 'Text Version' and 'Help', and a 'Distance Learning' section with a small image. The main content area features a 'Find Articles' section with several sub-sections: 'Learn How to Find Articles', 'Indexes & Abstracts', 'e-Journals list', and 'Get what you need!'. At the bottom of the page, there are links for 'Printer-friendly version', 'e-Library entrance', 'Site Search', 'Site map', and 'Top', along with a copyright notice.

e-Library IOWA STATE UNIVERSITY

Library Catalog | Find articles | Library Information | How do I..? | Ask a Librarian

Text Version | Help

Distance Learning

Collections | Service Areas | Classes & Texts | Arts

Circulation | Request Forms | Interlibrary Loan | Reference | Media Center | Special Collections | University Archives | Branch Facilities | Other Library Service Areas

Reserve | WebCT | CDE | Contact Us

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.

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Distance Learning

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Find Books & More

- Get connected
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- For faculty
- Library information & other links

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	<i>will find e-books on business topics</i>
electronic books and education	<i>will find e-books on education topics</i>

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.

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LIBRARIES : DISTANCE LEARNING LIBRARY SERVICES

[About DLLS](#) [Databases](#) [Subject Guides](#) [Forms](#) [Evaluation](#) [Help](#)

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
dlls@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 EDUCATION LIBRARY SERVICES

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.

Researching

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.

Program-Specific Resources

Education

Information and Library Science

Journalism and Mass Communication

Social Work - General

Social Work - Research Methods

TransAtlantic Masters Program

Distance Librarian

Angela Bardeen

Phone: 919-962-1151

bardeen@email.unc.edu

AIM: angebrarian

Chat with Angela



More Help

Davis Reference

919-962-1151

Davis Circulation

919-962-1053

Health Sciences Library

919-962-0800

More chat and email
options



[Libraries & Collections](#) | [How Do I...?](#) | [Hours](#) | [Catalog](#) | [E-Research Tools](#) | [E-Journal Finder](#) | [Need Help?](#)



DISTANCE EDUCATION LIBRARY SERVICES

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.

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Website comments or questions: [Library Web Team](#)

Suggestions on Library Services? [Give us your feedback.](#)

URL: http://www.lib.unc.edu/de/doc_delivery.html

This page was last updated Wednesday, January 16, 2008.



UNC
UNIVERSITY LIBRARIES

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	Italy
Czech Republic	Russia
France	South Africa
Mexico	Spain
India	United Kingdom

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



[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

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Last updated: 08_09_2007



China Study Abroad Research Tutorial

[Introduction](#) | [Getting to Know China](#) | [Conducting Research in China](#) | [Accessing UNC's Resources Abroad](#)

Research in China

[Overview](#)
[Library Classification Systems](#)
[Academic Libraries](#)
[Public Libraries](#)
[Internet Cafés](#)

Questions?



IM Us!

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**.

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China Study Abroad Research Tutorial

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Using UNC Abroad

[Overview](#)
[UNC-CH Libraries Web site](#)
[Articles Specific Databases](#)
[Happy Travels](#)

Questions?



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

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NORTHWESTERN UNIVERSITY LIBRARY

reference

NUcat: the library catalog Einstein: Quick start your research ER: Electronic Resources

find services **research assistance** about help

Using Electronic Resources for Study Abroad Research

Ask Us

- Call
- Chat
- Consult
- Drop In
- E-mail
- Other Reference Desks at NUL
- Subject Specialists at NUL

Reference Resources

- Catalogs of Other Libraries
- Guides and Handouts
- Dictionaries, Encyclopedias & More

Instructional Services

- Instruction Class Pages
- Instruction Request Forms
- Research Consultations
- Tours
- Workshops

More Services

- EndNote Support
- Mediated Online Searches
- RefWorks Support
- Research at Other Libraries

About the Reference Department

- InfoCommons
- Periodicals & Newspaper Reading Room
- Reference Room
- Reference Staff

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 AIDSearch](#)

[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

[!\[\]\(feabb98897b440bc8695a03336a6e2df_img.jpg\) LexisNexis Statistical](#)

More statistics resources

Area studies:

Africa

[!\[\]\(642aa997563f9a325b310230bb5078b7_img.jpg\) AllAfrica.com **African News Sources**](#)

[!\[\]\(2b376d1a92330ab09dad2665d2f89bf5_img.jpg\) International Index to Black Periodicals Full Text](#)

[!\[\]\(3cb60d42b10e53f9522bb0b392c1c4cd_img.jpg\) Sabinet Online](#)

more

Latin America

[!\[\]\(c444627dab9fee9a1550c053ffaaaae2_img.jpg\) HLAS Online: Handbook of Latin American Studies](#)

[!\[\]\(0d7ca0919e6c47bbd874bfa0189fe22e_img.jpg\) 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:

[N Global NewsBank](#)

[N LexisNexis Academic](#)

[N Newspaper Source](#)

Country Information

Reference Sources

N Annual Reviews

[N Berkshire Encyclopedia of World History](#). Gale Virtual Reference Library. Great Barrington, Mass.; Berkshire Publishing Group, 2005.

[N Cities of the World](#). Detroit, Mich.: Gale Research Co., 2002.

[N Countries and their cultures](#). New York: Macmillan Reference USA, 2001.

MAIN Reference (Non-circulating) 306.03 C855

[N Encyclopedia of Anthropology](#). Thousand Oaks, Calif.: Sage, 2006.

**MAIN Reference (Encyclopedia case) (Non-circulating)
301.03 E557**

Encyclopedia of Folk Medicine : Old World and New World Traditions. Santa Barbara, Calif.: Abc-Clio, 2004.

MAIN Reference (Non-circulating) 615.8803 H362e

[N Encyclopedia of Human Development](#). Thousand Oaks, Calif.: Sage Publications, 2006.

MAIN Reference (Non-circulating) 155.03 E56

Encyclopedia of International Development. London ; New York: Routledge, 2005.

MAIN Reference (Non-circulating) 338.9003 E56

[N Encyclopedia of Islam and the Muslim World](#). New York: Macmillan Reference USA : Thomson/Gale, 2004.

MAIN Reference (Non-circulating) 909.09767 E56

[N Encyclopedia of Religion](#)

MAIN Reference (Encyclopedia case)

Call number: 200.321 E56 2005

[N Encyclopedia of Sociology](#). 2nd ed. New York: Macmillan Reference USA, 2000.

**MAIN Reference (Encyclopedia case) (Non-circulating)
301.03 E565 2000**

MAIN Core (Reference) 301.03 E565 2000

SCHAFFNER Reference (Non-circulating) 301.03 E565

2000

N *Encyclopedia of the Modern Middle East and North Africa*. 2nd ed. Detroit, Mich.: Macmillan Reference USA, 2004.

MAIN Reference (Non-circulating) 956.003 E56 2004

N *Encyclopedia of world cultures*. Boston, Mass.: G.K. Hall, 1991.

MAIN Reference (Non-circulating) 306.03 E56

N *Encyclopedia of World Poverty*. Thousand Oaks, Calif.: SAGE Publications, 2006.

MAIN Reference (Non-circulating) 362.503 E56

The Greenwood Encyclopedia of Women's Issues Worldwide. Westport, Conn.: Greenwood Press, 2003.

MAIN Reference (Non-circulating) 305.403 G8157

Handbook of research design & social measurement. 6th ed. Thousand Oaks, Calif.: Sage Publications, 2002.

MAIN Library 302.072 M647h

Handbook of social theory. Thousands Oaks, CA: Sage, 2001.

MAIN Reference (Non-circulating) 301.01 H236

N *International Encyclopedia of Marriage and Family*. 2nd ed. New York: Macmillan Reference USA, 2003.

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))

The complete APA style manual, officially called **Publication manual of the American Psychological Association**, 5th edition, 2001 is located at the Reference Desk at call number 029.6 A513p 2001

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

The **MLA Handbook for Writers of Research Papers**, 6th edition, 2003 is located at the Reference Desk at call number 808.02 M685 2003

N *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

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The screenshot shows the Ohio University Libraries website. At the top left is the Ohio University logo with the text "OHIO UNIVERSITY Libraries". To the right of the logo are navigation links: "ALICE | InfoTree | home". Below this is a search bar with the text "ASK A LIBRARIAN" and options for "im | chat | phone | e-mail". A horizontal menu contains "Find", "Services", "Collections", and "Library Info". The "Services" menu item is highlighted. On the left side, there is a sidebar titled "Off-Campus Services" with a list of links: "Troubleshooting", "Quick Reference Guide (PDF)", "Electronic Resources", "Distance Education Blog", "Plagiarism Websites", "How-to Guides", and "Contact Info". The main content area is titled "Services for Off-Campus Patrons" and contains three paragraphs of text. The first paragraph welcomes off-campus users and lists resources like databases and reference guides. The second paragraph introduces "InfoTree" as a research gateway. The third paragraph lists individual electronic books and journals available in the "ALICE" catalog. A final paragraph encourages visiting the "University Libraries homepage" and provides a feedback link. At the bottom, there is a footer with contact information for Ohio University Libraries, a last updated date of February 27, 2008, and a copyright notice for 2005.

Off-Campus Services

- Troubleshooting
- Quick Reference Guide (PDF)
- Electronic Resources
- Distance Education Blog
- Plagiarism Websites
- How-to Guides
- Contact Info

Services for Off-Campus Patrons

Welcome to Ohio University Libraries. We have a number of resources available to our off-campus users. The links on the left will give you some basic places to start—with the focus on electronic resources (databases, websites, reference guides) that are available to you at any time. Remember, you must be enrolled in an Ohio University campus-based course or member of the university faculty or staff to access some databases.

For your research needs, we have created [InfoTree](#) . This is our gateway to resources (both print and electronic) organized by discipline. It has many full-text databases and other resources accessible from off-campus locations.

Thousands of individual electronic books and journals, which you can connect to from off-campus, are listed in [ALICE](#), our online catalog.

And, of course, please visit the [University Libraries homepage](#) and let us know if you have any questions or suggestions!

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The Largest Research Library in the State of Oklahoma

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- Sooner Xpress
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- Creating Catalog Links
- Putting Materials on Reserve
- Reserve Request Form
- Tips for Library Assignments

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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
[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

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URL: <http://www.library.okstate.edu/dls/index.htm>

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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 [Knoval](#).
- 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



About SUF **Academics** **Academics Resources** **Student Life** **Featured Events** **Publications** **Community Engagement**

Library

ACADEMIC RESOURCES

- Library
- Media Lab
- Technology Resources
- Writing Center

SUF's expanding collection of over 12,000 items is one of the largest of any US study abroad program in Italy. Books, videos and journals are carefully chosen around the curriculum, ensuring that students find the most important resources for their studies right on the SUF campus. Books may be checked out for use off campus.

The library offers students attractive study and consultation areas on two floors, wireless internet access, temporary lockers and a card-operated photocopier.


SUF Library Staff:
Librarian **Tom Dodd** (tcdodd@syr.fi.it) received his Post-Graduate degree from the College of Librarianship, Wales. He is a Chartered Member of the UK Library Association.

Circulation Manager **Carol Ann Estall** (caestall@syr.fi.it) has worked in SUF's library since 1993. She is very familiar with the collection, and welcomes the challenge of helping students with difficult research projects.

Library Assistant **Elena Gavilli** (eegavill@syr.fi.it) received her degree in Foreign Languages and Literature at the Faculty of Arts at the University of Florence. She has also recently completed a course in Library Science.

Useful Links:

- SUF Library Catalog
- Syracuse University Bird Library
- Biblioteca Nazionale Centrale di Firenze
- Biblioteca di scienze tecnologiche. Architettura
- IRS01 Library



Opening hours

Mon. - Thurs. 8:45 - 8pm
Fri. 9 - 2pm
Sat. closed
Sun. 12 - 9pm
Extended hours during mid-term and final exams.



Students in film classes can use the library's resources to re-watch a movie.



"Loved the librarians."
"The viewing room upstairs is awesome!"
"The librarians were very helpful!"
"Nice environment to work in."
"I enjoyed the small study rooms. The lighting was perfect."
"Beautiful!"
"I can't think of any changes, it was nicely run."
"Library staff = amazing!"



University Library Architecture Southwest Collection

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- 3D Animation Lab
- Area Libraries
- Other TTU Collections

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- Technology Services

ATLC TLTC

Printing Copying

SITMAP

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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	donell.callender@ttu.edu	(806) 742-2239 x331
Barbara McArthur	barbara.ncarthur@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/ui/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](#).

TTU Libraries are not responsible for the content of external sources. For questions about this page, contact Jake Syma, Social Sciences Librarian.
 [v] (806) 742.2238 x282
 [f] (806) 742.1964
 [e] jake.syma@ttu.edu

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Libraries

TEXAS TECH UNIVERSITY

University Library Architecture Southwest Collection

RESEARCH

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[Distance Learning](#)

Distance Services for Students

- [Connecting from Off-Campus](#)
- [Obtaining Materials](#)
(Books, Journals, Magazines, ...)
- [Need an Item Delivered to You?](#)
- [Course/E-Reserve](#)
- [Library Instruction](#)
- [We Want to Hear from You](#)
- [Contact Us](#)

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Libraries TEXAS TECH UNIVERSITY

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[Distance Learning](#)

Delivery of Materials

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.

Material	Delivery	Form/Contact	Cost
Books Videos DVD's (Owned by TTU Libraries)	Mailed (FedEx ground) to patron at no cost. The patron is responsible for returning the item to TTU Libraries.	The item is requested through Document Delivery via a Form: http://library.ttu.edu/ul/dd/ Groups of citations can be sent to: libraries.docdel@ttu.edu	No cost for delivery, but the patron is responsible for returning the book
Articles/Copies	Scanned and sent to Web Server. Patron gets email about link and password.	same as books	No cost.

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 [v] (806) 742-2238 x267
 [f] (806) 742-1964
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