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Contact Us

Toll-Free Number
(866) 339-5555

Reference Services
(254) 968-9249 or email
reference@tarleton.edu

Circulation Services
(254) 968-9450 or email
mylibrary@tarleton.edu

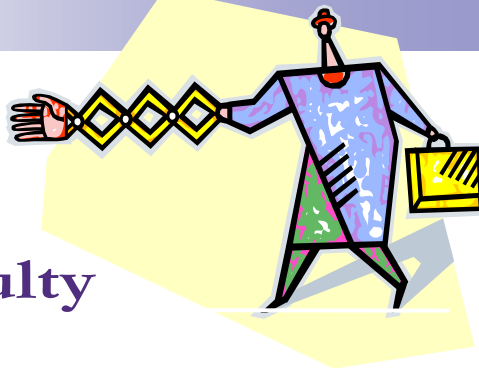
Interlibrary Loan (ILLIAD) Services
(254) 968-9660 or email
ill@tarleton.edu

Trouble Accessing Online Library Resources
(254) 968-9466 or email
libsystems@tarleton.edu

NTNET Accounts
(254) 968-9885 or email
<http://www.tarleton.edu/helpdesk>

Dick Smith Library

Library Services for Off-Campus Students & Faculty



TexShare Cards

The TexShare card program is a reciprocal borrowing program. Current Tarleton students, faculty, and staff may request a TexShare card at the circulation desk in Stephenville or by using the [online request form](#).

NOTE: We will **no longer** be able to automatically send TexShare Cards in our semester mail-outs, so please go [ONLINE](#) to request your card.

Cards are valid for one semester.

Materials borrowed on a TexShare card are subject to the lending library's policies and must be returned in person or by first-class mail.

To find out which libraries are members, TexShare provides an up-to-date list of [participating libraries](#) on their web site.

<http://www.tsl.state.tx.us/texshare>

When visiting a participating library, please bring your TexShare Card and photo ID.

Reference Services

The Dick Smith Library welcomes questions from students and faculty at off-campus instruction sites.

We are ready to assist you online, by phone, or fax... whatever is convenient for you!

Online Assistance:
Send your questions via email directly to a reference

librarian through the “[Ask A Librarian](#)” service or email reference@tarleton.edu.

Phone:

Call us with your questions at (254) 968-9249. Reference librarians are available to help during regular library hours.

Fax:

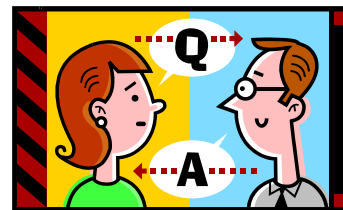
Send your questions to (254) 968-9467



Request your TexShare Card at <http://www.tarleton.edu/library/TexShare.html>

Use the [Library of Texas](#) to search for books and articles from libraries located in Texas. The Library of Texas lets you pick the library collections you search, helping you locate items near you.

We're waiting to hear your questions.





The library has a number of online resources to assist you with your research needs.

Still having trouble?

We are eager to answer your questions.

Phone: (254) 968-9249

Email: reference@tarleton.edu

Fax: (254) 968-9467

Online Resources

Library Catalog

Search our online catalog to locate books, journals, maps, CDs, videos, etc. owned by Tarleton Libraries.

http://lib01.tarleton.edu/scripts/lib_redirect.pl?libcat

Databases

The library subscribes to a number of databases which provide 24/7 access to thousands of full text journal, magazine & newspaper articles,

reference, business & legal information, and bibliographic citations from published sources in many subject areas including general and multidisciplinary databases.

<http://www.tarleton.edu/library/databases.html>

E-Books

Access our large collection of online books spanning all topics. <http://www.tarleton.edu/library/ebooks.html>

FAQs & Research Tips

The tip sheets, instructions, and guidelines listed below are designed to answer your questions and make your research endeavors more efficient and less stressful.

<http://www.tarleton.edu/library/userhelphome.html>

Your [NTNET Username and Password](#) is required to access most databases and some e-book collections.

Checking Out Library Materials (In Person)

Visiting the Dick Smith Library and want to check out some items?

You are welcome to borrow items from our collection.

Make sure you have your Texan Card or other photo ID when you come.

Student limit = 20 items, most items circulate for 28 days. Education materials, CDs, and DVDs circulate for 7 days.

Faculty limit = 50 items, all items circulate until end of current semester, excluding reference materials.

[Complete list of loan periods.](#)

Renewals

Items can be renewed online via your [my account](#) login accessible via the library's [catalog](#).

Instructions to Renew

From the Library homepage click the [Renew items, etc. - \(My account\)](#) link.

Select: Renew My Materials

Enter your 9-digit UID/UIN number.

Password: changeme

Note: Course reserves, items with a hold, or overdue materials cannot be renewed.

For questions or assistance with your library account, contact the Circulation desk at (254) 968-9450 or email mylibrary@tarleton.edu.



Interlibrary Loan (ILLiad)

Can't visit the library in person? No problem...you can request items to be sent to you. Simply request them via your [Interlibrary Loan \(ILLiad\)](#) account.

Request items located here at the Dick Smith Library, or if we don't own

what you need, we can borrow it from another library. We have borrowing agreements with libraries across the country.

To place requests for library materials, login to your [Interlibrary Loan \(ILLiad\)](#) account using your

[NTNET Username and Password](#).

Materials can be sent free of charge to your instruction site or delivered directly to your home or office (*Library Distance Learner [registration](#) required*).

Available Delivery Locations

Deliveries are made to Fort Worth (Schaffer & Hickman buildings), Waco, and Weatherford instruction sites every Tuesday & Thursday.



For Faster Delivery:
Log on to your ILLiad account and click “Change User Information” to update your contact information and select the appropriate delivery location for your materials.

DELIVERY LOCATIONS	PICK UP @
Stephenville	Dick Smith Library, Circulation Desk
Clinical Lab Sciences	Fort Worth Schaffer Building, Main Desk
Fort Worth	Fort Worth, Hickman Building, Suite 500
Waco	McLennan Community College Library, Circulation Desk
Weatherford	Student Services Building, RM 102
Online and other instruction sites, select “ Stephenville ” as your delivery location.	Sign up for Home/Office Delivery of Library Materials <i>You must be <u>registered</u> with the library as a Distance Learner to receive home/office delivery of library materials.</i>

For more information about Interlibrary Loan (ILLiad) services go to <http://www.tarleton.edu/library/ill.html>, call (254) 968-9660, or email ill@tarleton.edu.

Home/Office Delivery of Library Materials

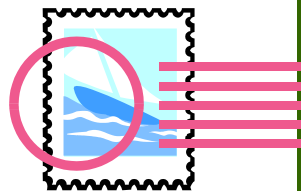
If you do not live, work, or attend classes near any of the above listed **Delivery Locations**, you may be eligible for home/office delivery of library materials.

Delivery requests must be made via your Interlibrary Loan (ILLiad) account.

Complete the Library’s Distance Learner Registration form located on the Library Off-Campus Services link. <http://www.tarleton.edu/library/distance.html>

Users must register **each** semester to retain home/office delivery privileges.

“Postage Paid” labels are provided.



Request renewals for home/office delivered materials through your ILLiad account or by contacting the Interlibrary Loan Department at (254) 968-9660 or ill@tarleton.edu.

NTNET Account

It is important to claim your University NTNET username and password and keep it active throughout the semester.

This account must be active to access library database and to place requests for materials via your [Interlibrary Loan \(ILLiad\)](#) account.

Claim or Reset Your NTNET Account

<http://www.tarleton.edu/library/offcampus.html>

Trouble Claiming or Resetting Your Account?

Contact the Computer Help Desk at <http://www.tarleton.edu/helpdesk>

Trouble Accessing Library Databases or ILLiad?

Contact the Library Systems Department via email at libsystems@tarleton.edu, toll-free (866) 339-555 or directly at (254) 968-9466.

Systems staff are available Monday - Friday, 8-5pm.

For additional information about services for off-campus students and faculty, please contact:

Jennifer Barrera

Access Services Librarian

(254) 968-9248 or

Toll Free (866) 339-5555 (M-F, 8-5pm)

For help after 5pm or on weekends ,
call the Reference Desk at (254) 968-9249.

Additional resources for off-campus students and faculty are available through the **C**enter for **I**nstructional **I**nnovation (CII) at <http://online.tarleton.edu> or call Toll Free: (866) 744-8900.

Library Notifications

In accordance with University policy, all Library notifications will be sent to your official university issued email address. For information about your student email account, go to <http://www.tarleton.edu/technology/students/email.html>

For assistance with your faculty email account, go to <http://www.tarleton.edu/technology/facultystaff.html>

Follow Us



RSS Feeds <http://www.tarleton.edu/library/index.xml>



Facebook <http://www.facebook.com/pages/Tarleton-State-University-Libraries/175403308637>



Twitter <http://twitter.com/TarletonLib>



Library LOL blog <http://tarletonlibrary.blogspot.com/>



Flickr http://www.flickr.com/photos/tarleton_libraries/

Dick Smith Library

Library Hours

Fall & Spring Semesters:

Monday - Thursday 7:00 am - 12:00 am

Friday 7:00 am - 8:00 pm

Saturday 10:00 am - 6:00 pm

Sunday 12:00 pm - 12:00 am

Summer Semester:

Mon - Thursday 7:30 am - 10:00 pm

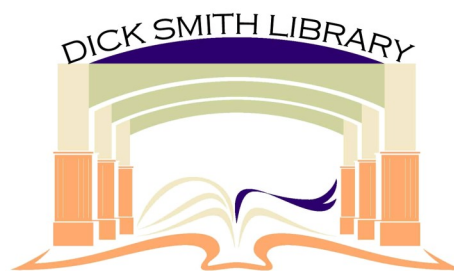
Friday 7:30 am - 8:00 pm

Saturday 1:00 pm - 6:00 pm

Sunday 1:00 pm - 10:00 pm

<http://www.tarleton.edu/library/hours.html>

Hours are subject to change



TARLETON STATE UNIVERSITY

Dick Smith Library

Box T-0450

Stephenville, TX 76402

<http://www.tarleton.edu/library>

Free Apps for Reading and Libraries

If you have a smart phone, check out these iPhone and Android apps:



BookMyne - (iPhone) Search the Dick Smith Library catalog or catalogs of libraries near you.



iBooks: (iPhone) Download free and paid e-books and PDFs and put them on a virtual "shelf".



AccessMyLibrary College

Edition: (Android/iPhone) Use our Gale Databases while on the go (subjects include Health, Business, and Literature). After you download the app, you'll be asked for your university email address. Once it is verified, you'll be emailed a password.



Kindle: (Android/Blackberry /iPhone/Windows)

No Kindle, no problem -- download Amazon's Kindle Books to your smart phone, iPad, or your PC. Free books are also available.



WorldCat Mobile: Search for materials located in libraries near you. Keyword, author, and title searching available.