

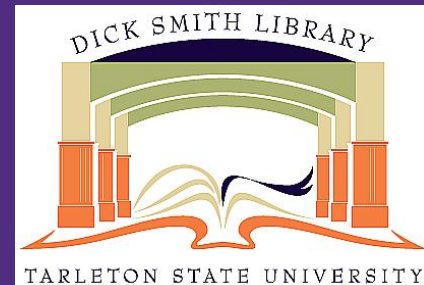


Online Anytime for You

For your convenience,
we offer numerous online services!

- ◆ **Get research and reference assistance.**
 - ~ Email us: reference@tarleton.edu
 - ~ Call the Reference Department: 254-968-9249
 - ~ Check out the library's FAQs & Research Tips.
<http://www.tarleton.edu/library/userhelphome.html>
- ◆ **Search the library's subscription databases.**
 - ~ Locate full-text articles and article citations.
 - ~ Use your NTNET login to access databases.
- ◆ **Search the library's catalog.**
 - ~ Find books (print/electronic/audio), videos, CDs, etc.
 - ~ Locate the library's online and print periodicals.
 - ~ Access and read *The Chronicle of Higher Education*.
- ◆ **Read online books.**
 - ~ Use the library catalog's "Advanced Search Options."
Enter search terms. Use type = E-Book. Click "Search."
 - ~ *On-campus*: Click an e-book's link to open it.
 - ~ *Off-campus*: Click an e-book's link. Log in.
Use your NTNET login to open the book.
- ◆ **Renew checked out items and review your account.**
 - ~ In the library's catalog, click the "My Account" link.
 - ~ Choose the link for desired task. Log in.
Tarleton UID/UIN Number = Employee ID#
default password = changeme
 - ~ Get more info. 254-968-9450 -- mylibrary@tarleton.edu
- ◆ **Suggest a purchase.**
 - ~ On the library's homepage, click "Suggest a Purchase."
 - ~ Submit request via online form.

Services and Resources for Tarleton Faculty



***Let us help you have a successful
& rewarding Tarleton experience!***

We offer services and resources to enhance

- your students' academic success,
- your research endeavors, and
- your classroom teaching experiences.

***Call!
Come by!
Email!
Visit us online!***

**We welcome every opportunity
to provide assistance.**

254-968-9249 -- www.tarleton.edu/library



Library Instruction Sessions

Want your students to use quality research materials? We can help!

- ◆ **Sessions are tailored to your specifications.**
- ◆ **Topics for sessions vary based on needs.**
 - ~ creating search queries
 - ~ determining appropriate research sources
 - ~ documenting research sources
 - ~ evaluating print and online materials
 - ~ locating periodicals and other items in bibliographies, works cited, or recommended readings lists
 - ~ overview of library services, collections, and facilities
 - ~ primary and secondary sources
 - ~ print and online research tools (i.e. indexes, reference sources, databases, catalog, and Internet search engines)
 - ~ research skills and strategies for specific assignments
 - ~ virtual and walking tours of library services and resources
 - ~ other topics as requested
- ◆ **Sessions are held on all campuses and in any setting.**
 - ~ computer labs, classrooms, and conference rooms.
 - ~ Library Instruction Classroom (#139 Dick Smith Library)
- ◆ **Sessions can be scheduled online.**
 - ~ Complete the online form to request a session.
<http://www.tarleton.edu/library/instruction.html>
- ◆ **Get more information.**
 - ~ Contact Cathy Wilterding.
Coordinator for Outreach & Instruction Services
wilterding@tarleton.edu -- (254) 968-9456
 - ~ Check the Instruction web page.
<http://www.tarleton.edu/library/instruction.html>

Interlibrary Loan Services

If Dick Smith Library does not have what you need, we will get it!



- ◆ **Determine if an item is available locally.**
 - ~ Check the library's catalog for books, journals, videos, etc.
 - ~ Search SFX E-Journals to find periodicals in the databases.
Click "Online periodicals by title" on library homepage.
When off-campus, use your NTNET login for access.
- ◆ **Request items not available locally.**
 - ~ On library's home page, click "Interlibrary Loan (ILLiad)."
 - ~ Use your NTNET login to access your account.
 - ~ Complete the online request form. Click "Submit."
- ◆ **Obtain items.**
 - ~ Receive notification via Tarleton email.
 - ~ Electronic items are delivered to your ILLiad account.
 - ~ Print items are delivered to the campus you designate.
 - ~ Qualified users can register for Off-Campus & Distance Learning Services to request office or home delivery.
<http://www.tarleton.edu/library/distance.html>
- ◆ **Review & renew interlibrary loan items.**
 - ~ Open your ILLiad account.
 - ~ Click "View: Checked Out Items." Submit request.
- ◆ **Return borrowed items.**
 - ~ Take print items to the location where you picked them up.
 - ~ Mail items received via home delivery back to Dick Smith Library using a library-issued pre-paid postage label.
- ◆ **Get more information.**
 - ~ Contact Kris Hendon.
ill@tarleton.edu -- (254) 968-9660
 - ~ Check the Interlibrary Loan web page.
<http://www.tarleton.edu/library/ill.html>