



## Facilities, Technology & Much More

Need meeting spaces, computers  
& other materials? We can help!

### ◆ Reserve meeting rooms.

- ~ Meeting rooms are available for campus and community groups, committee/departmental meetings, and much more.
- ~ Contact Christy Singleton.  
singleton@tarleton.edu 254-968-1895

### ◆ Use computers, scanners, copiers, and FAX services.

- ~ Computers and printers are available on all floors.
- ~ Library laptops can be checked out and used in-house.  
Use your NTNET login on library computers/laptops.
- ~ Public scanners are located on the library's main floor.
- ~ FAX services are offered at the circulation desk.  
\$1 for first 5 pages. 25¢ each additional page.

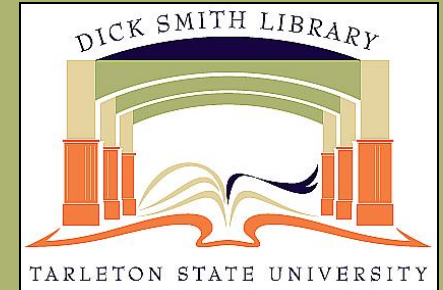
### ◆ Get creative with die-cuts, laminating and copiers.

- ~ Special Services (library lower level) offers die-cuts for your use, as well as laminating services.
- ~ Copiers are available on the main & lower levels.  
10¢ a page with cash / 8¢ a page with Texan Bucks.

### ◆ Extend your library privileges and support.

- ~ Get a TexShare card and borrow materials from libraries across the state of Texas.  
Request a TexShare card at the Dick Smith Library circulation desk or online.  
<http://www.tarleton.edu/library/TexShare.html>
- ~ Join Friends of the Dick Smith Library to help support the library's services, collections, facilities and activities.  
Request a membership at the circulation desk or online.  
<http://www.tarleton.edu/library/friends.html>

## Services and Resources for Tarleton Staff



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

We offer services and resources to enhance

- your professional reading,
- your leisure activities, and
- your access to library materials.

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

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

**254-968-9249 -- [www.tarleton.edu/library](http://www.tarleton.edu/library)**



## Online Anytime for You

For your convenience,  
we offer numerous online services!

### ◆ Search the library's catalog.

- ~ Find books (print/electronic/audio), videos, CDs, etc.
- ~ Locate the library's online and print periodicals.
- ~ Your Tarleton ID is your library card.

### ◆ 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.

### ◆ Search the library's subscription databases.

- ~ Locate full-text articles and article citations.
- ~ Use your NTNET login to access databases.

### ◆ 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>

## 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>