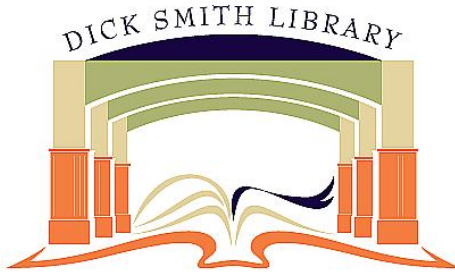


**Online -- Anytime
for You**

For your convenience,
we offer numerous online services!

- **Get reference & research assistance.**
 - ~ Email us. <<http://www.tarleton.edu/library/askaref.html>>
 - ~ 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 username & password for access.
- **Search Tarleton Libraries' catalog.**
 - ~ Find books (print/electronic/audio), videos, CDs, etc.
 - ~ Locate the library's electronic and print periodicals.
 - ~ Read *The Chronicle of Higher Education*.
- **Read online books.**
 - ~ Search the library catalog to locate an e-book.
 - *On-campus:*
Click an e-book's catalog link to open and read it.
 - *Off-campus:*
Click an e-book's catalog link.
Use your NTNET login to open and read the book.
- **Review & renew checked out items.**
 - ~ Click the "My Account" link in the library catalog.
 - ~ Click a link and log in. Tarleton UID = Employee ID#
default password = changeme
 - ~ Get more information from the circulation department.
254-968-9450 mylibrary@tarleton.edu
- **Suggest a purchase.**
 - ~ Click "Suggest a Purchase" on library's homepage.
 - ~ Fill in publication information. Click submit.



DICK SMITH LIBRARY

TARLETON STATE UNIVERSITY

**The library staff
extends an
invitation to all
Tarleton State
University 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!***

**Our library staff welcomes
every opportunity to offer 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 vary based on class needs.**
 - ~ creating search queries
 - ~ documenting sources
 - ~ evaluating print sources and web sites
 - ~ locating periodicals and other items listed in works cited, bibliographies, 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
 - ~ other topics as requested
- **Sessions are held on all campuses in all settings.**
 - ~ computer labs
 - ~ classrooms
 - ~ Library Instruction Classroom (#139 Dick Smith Library)
- **Sessions can be scheduled online.**
 - ~ Complete the online request 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 library catalog for books, periodicals, videos, etc.
<<http://www.tarleton.edu/library>>
 - ~ Use SFX E-Journals to locate periodicals in the databases. SFX is linked from the “Online Databases” page.
< <http://www.tarleton.edu/library/databases.html> >
- **Request items not readily available.**
 - ~ Create an interlibrary loan (ILLiad) account.
<<http://www.tarleton.edu/library/ill.html>>
 - ~ Submit requests using your ILLiad account.
- **Obtain items.**
 - ~ Receive email notification from Dick Smith Library.
 - ~ Download electronic items from ILLiad account.
 - ~ *On-campus*: Pick up print items at circulation desk.
 - ~ *Off-campus*: Register for *Distance Learning Services* for home or office delivery of print items.
<<http://www.tarleton.edu/library/distance.html>>
- **Review & renew borrowed items.**
 - ~ Log in to your ILLiad account.
 - ~ Click “View: Checked Out Items” and submit request.
- **Return borrowed items.**
 - ~ *On-campus*: Return print items to the circulation desk.
 - ~ *Off-campus*: Send items via courier to Dick Smith Library.
- **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>>