

Dick Smith Library Orientation 101

CHECK US OUT @        

Fall and Spring Semesters

Mon.-Thurs.	7:00am - 1:00am
Friday	7:00am - 8:00pm
Saturday	7:00am - 1:00am
Sunday	7:00am - 1:00am

Website: www.tarleton.edu/library

Blog: <https://tarletonlibraries.wordpress.com>

Information: 254-968-9249 | reference@tarleton.edu

A

Accounts & passwords –

- Canvas account: see Canvas
- Email account: see Go.tarleton.edu email
- Interlibrary loan account: see Interlibrary loan
- Tarleton network username and password: see NTNET (Tarleton network)
- Online library account: see Online library catalog

B

Borrowing materials –

Your Texan card serves as your library card. Remember to bring it with you so you can check out library items. You can have up to 20 items checked out at any time. To contact the circulation staff, email mylibrary@tarleton.edu or call 254-968-9450.

C

Canvas –

Instructors use Canvas to supplement their face-to-face classes and for online classes. You use the same login for Canvas, Gateway, and DuckTrax. More information is available at <https://www.tarleton.edu/oiss/canvas-login.html>.

For Canvas help, contact the Center for Educational Excellence (CEE) at 254-968-1960, toll free: 866-744-8900 – Option 3.

Class supplies –

The library has a campus bookstore supplies vending machine so you can purchase scantrons, blue books, flash drives, highlighters, pencils, pens, etc. The machine accepts cash. Item costs vary.

Computers & Laptops –

Computers are available in the library for your use. You must have a valid NTNET (Tarleton network) username and password to log on to the computers and the campus network.

Wireless laptops can be checked out for up to 4 hours of in-library use. They're equipped with a variety of software packages.

Course reserves –

Some instructors put materials like outside readings and sample tests on reserve in the Stephenville campus library or online.

Online course reserves require an instructor-provided username and password. Other course reserves are located at the library's circulation desk and can be checked out with your Texan card.

To see if instructors have course reserve items,

- Go to library homepage <http://www.tarleton.edu/library>.
- Click the "Course reserves" link (under Services).
- Search using an instructor's name or course ID/name.

For questions about course reserves, contact our circulation staff by email (mylibrary@tarleton.edu) or call 254-968-9450.

D

Databases –

To support your research needs, the library subscribes to over 200 databases, which provide full-text articles, citations, and research reports. View a list of all the library's databases at <https://tarleton.libguides.com/az.php>.

When off campus, users must have a valid Tarleton NTNET username and password to access the library's databases and other subscription resources (see N: NTNET Tarleton network).

For log-in assistance, call Library Technology Services (M-F, 8am-5pm) 254-968-9030, toll free 866-339-5555. After 5pm, please call the library's Reference Desk 254-968-9249.

Distance learners –

Taking classes exclusively online or classes not on the Stephenville campus?

If so, you may qualify for the library's off-campus & distance learning services like home/office delivery.

To learn more, email schow@tarleton.edu, call 866-339-5555, or visit our Off-Campus Services page at <http://www.tarleton.edu/library/services/off-campus.html>.



E

Employment –

The library offers many part-time student worker opportunities. All students are welcome to apply via Handshake. To learn more about possible positions, call 254-968-9246 or visit the Library Administration Office, Rm #201.

F

Faxing –

Need to fax something? The library's circulation department provides fax services during regular library hours. Sending or receiving faxes costs \$1.00/first 5 pages and \$0.25 for each additional page.

Food –

Check out the Study Grounds Café in the Library Learning Commons. While it's okay to have food and drinks in the library because we want you to study at your best, please don't eat at the computers.

G

Go.tarleton.edu email –

Tarleton's official email is the go.tarleton.edu system. You need to claim your account to activate it. For information and instructions, go to <http://www.tarleton.edu/technology/email.html>.

I

Interlibrary loan –

Can't find what you need? Request books, articles, and other items not in the library's collections using our interlibrary loan service.

To access your interlibrary loan account,

- Go to the library's homepage <http://www.tarleton.edu/library>.
- Click the "Interlibrary loan (ILL)" link.
- Click "Login to Interlibrary Loan" link.
- Enter your NTNET (Tarleton Network) login.

Interlibrary loan notifications and check out information are sent to your official University email address (go.tarleton.edu). For more information, email ill@tarleton.edu or call 254-968-9660.

L

Lessons & research tips –

The library's Research Help page offers links to tips that can help you select search tools, search efficiently, evaluate items, and more.

- Go to <http://www.tarleton.edu/library/get-help/research.html>.
- Click a topic's link to view the information.

For assistance, email reference@tarleton.edu or call the Reference Department 254-968-9249.

O

Online library catalog –

To learn what resources are available in the libraries' collections, use the library catalog (linked on <http://www.tarleton.edu/library>). You can also view a list of your checked out items, renew items, and place holds on items. Just click the "My Account" link in the catalog interface, log on with your NTNET (Tarleton Network) login, and choose a task.

For assistance, email mylibrary@tarleton.edu or call 254-968-9450.

M

Maker Spot –

In Library Rm #250, this makerspace offers innovative and useful technologies M-TH (8-8), F (8-5) & Sun. (2-6): 3-D printers/scanners, laser cutter, GoPro cameras, maker kits, large format printing, and more. For info, call 254-968-0508, email libs@tarleton.edu, or check the website <http://www.tarleton.edu/library/facilities/maker-spot.html>.

N

NTNET (Tarleton network) –

You can learn about your NTNET login for campus computers and off-campus access to library resources at <https://www.tarleton.edu/library/get-help/usernames.html>. For assistance, call 254-968-9249 (regular library hours), 254-968-9030 or toll free 866-339-5555 (M-F 8-5), or Information Technology Services 254-968-9885 (anytime).

P

Photocopies & Printing –

The library offers photocopiers, printers, and scanners for your use. Copiers take cash or Texan bucks (\$.05/page).

Printing is \$.05 per single-sided and \$.08 per double-sided page. Color printing in the library is \$0.15 per single-sided and \$0.18 per double-sided page. Each semester you get \$5.00 free printing via your Texan card. You can add funds online, at kiosks, or at the Texan Card office.

Presentation practice room –

Prepare for presentations in the library's practice room, which is equipped with a computer, projector, Smartboard, tables, and chairs. Reserve the room online via link on <https://www.tarleton.edu/library/facilities/rooms.html> or call 254-968-9450.

R

Research help –

Need assistance? Dick Smith Library staff can help you!

Contact the library's Reference Department.

- Call/visit when the library is open (254-968-9249).
- Email reference@tarleton.edu anytime.
- Use the library's chat reference services.
- Check the library's Research Help & FAQs pages: <http://www.tarleton.edu/library/get-help/research.html> <http://www.tarleton.edu/library/get-help/faqs.html>

S

Study/meeting rooms –

The library's upper level has first-come, first-served group and individual study rooms. Reserve rooms online via link on <http://www.tarleton.edu/library> or call 254-968-9450.

T

T:drive –

Your NTNET (Tarleton network) login gives you access to your T:drive so you can save and retrieve files when you are on or off campus. To learn more, visit <http://www.tarleton.edu/helpdesk/VPN/index.html>

TexShare –

Use the free TexShare service to obtain library privileges at hundreds of participating Texas libraries. Ask for a TexShare card at the library's circulation desk or online <http://www.tarleton.edu/library/services/texshare.html>. To learn more, visit the circulation desk or call 254-968-9450.