Tarleton Libraries Orientation 101

CHECK US OUT @ [social media icons]

Website: www.tarleton.edu/library
Blog: https://tarletonlibraries.wordpress.com/
Ask a Librarian research assistance: reference@tarleton.edu

A

Accounts & Passwords

- Canvas account: *see* Canvas
- Interlibrary Loan account: *see* Interlibrary Loan
- NTNET (Tarleton Network) username and password: *see* Tarleton Network Acct. (NTNET)
- Online library account: *see* Online Library Catalog

B

Borrowing Materials

Your Texan Card is your library card. Use it or another photo ID to check out items at the Stephenville campus library. You can have up to 20 items checked out at any time. Call 254-968-9450 or email mylibrary@tarleton.edu to contact the circulation staff.

If you take classes online or at campuses other than Stephenville, *see* Distance/Off-Campus Learners for info about borrowing items.

C

Canvas

Instructors use Canvas to supplement their face-to-face classes and for online classes. 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.

Computer & Database Login

Your Tarleton Network (NTNET) username and password let you log on to computers on all Tarleton campuses, including the Hickman and Schaffer buildings. When you're not on a Tarleton campus, your NTNET login gives you access to the library's databases, online books, digital media, online services, and more.

Courier Service

Students/faculty/staff at outreach campuses can get courier delivery of library materials by registering as an off-campus learner with the library and requesting items through interlibrary loan.

Library materials are delivered via courier to Fort Worth campuses (Hickman & Schaffer bldgs.), McLennan Library (Waco), and Navarro College (Midlothian).

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 a username and password, which your instructors must issue to you.

To see if an instructor has put items on reserve:
- 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 or name.

For questions about course reserves, contact our circulation staff: Call 254-968-9450 or email mylibrary@tarleton.edu.

D

Databases

The library subscribes to more than 300 databases, which provide full-text articles, citations, and research reports. See our database list at https://tarleton.libguides.com/az.php

To access the library's databases from off campus, you must have a valid NTNET login. *See* Tarleton Network Acct (NTNET).

For log-in help, call Library Technology Services (M-F, 8am-5pm) 254-968-9030 or 866-339-5555 (toll free).

After 5pm, call the Reference Desk 254-968-9249 (Stephenville campus).

Distance/Off-Campus Learners

Do you take classes exclusively online? Do you take classes at locations other than the Stephenville campus? If so, you may qualify for off-campus library services like home/office delivery.

For more information, visit our Off-Campus Services page at http://www.tarleton.edu/library/services/off-campus.html, email schow@tarleton.edu, or call 866-339-5555 (toll free).

G

Go.tarleton.edu Email

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

H

Home & Office Delivery

If you do not live, work, or attend classes near Stephenville or a courier delivery location, you may be eligible for home/office delivery of library materials.

Register at http://www.tarleton.edu/library/services/off-campus.html to request that items be mailed to your home/office or sent to you, when possible, as PDF documents.

You will be responsible for returning borrowed items like books, CDs, and DVDs to the Stephenville campus library. Postage-paid labels will be provided.

I

Interlibrary Loan

You can request books, articles, and other items not available in the libraries' collections/databases with 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 (under Services).
- Click the "Login to Interlibrary Loan" link.
- Enter your NTNET (Tarleton Network) login.

Interlibrary loan notifications and delivery information are sent to your official University go.tarleton.edu email address.

Interlibrary loan info: 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.

Email reference@tarleton.edu or call 254-968-9249 for more info.

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).

The library catalog also lets you view a list of your checked out items, renew your items, and place holds on materials. Just click the "My Account" link in the catalog interface, log on with your NTNET (Tarleton Network) login, and choose a task.

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

P

Publication/Citation Finder Tools

The Publication Finder & Citation Finder utilities can help you:
- Locate online periodicals by title or discipline.
- Find online articles using reference list citations.
- Locate full text articles via database record crosslinks.

Contact our librarians for Publication or Citation Finder help:
- Stephenville - email reference@tarleton.edu anytime; stop by or call 254-968-9249 during open hours.
- Fort Worth - stop by or call 817-717-3315 during open hours.

R

Reference/Research Help

If you want assistance finding, evaluating, requesting, or citing materials for projects, staff at Tarleton libraries can help you!

Visit or call the libraries. *See* top of handout for service hours.
- Stephenville campus library (254-968-9249)
- Fort Worth campus library (817-717-3315)

Email reference@tarleton.edu (Ask a Librarian) anytime.

Check the library's Ask a Librarian FAQ & Research Help pages:
- http://www.tarleton.edu/library/get-help/faqs.html
- http://www.tarleton.edu/library/get-help/research.html

T

Tarleton Network Acct. (NTNET)

For information about accessing library resources when you're off campus and using Tarleton's network via campus computers, go to http://www.tarleton.edu/library/services/off-campus.html.

For assistance,
- Call 254-968-9030 (toll free 866-339-5555) M-F 8-5.
- Call Stephenville campus library 254-968-9249 when open.
- Email reference@tarleton.edu (Ask a Librarian) anytime.
- Call Information Technology Services 254-968-9885.

T:drive

Your Tarleton Network NTNET login gives you access to your T:drive (server storage space) so you can store and retrieve files when you're on and 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 Texas libraries. You can request a TexShare card through Tarleton libraries and renew it each semester:
- See http://www.tarleton.edu/library/services/texshare.html.
- Contact the Stephenville campus library circulation desk.
- Inquire at the Fort Worth campus library reference desk.

You must be in good standing with Tarleton libraries to qualify for a TexShare card through us.

For more information, call 254-968-9450, visit your Tarleton libraries, or email reference@tarleton.edu.

Get What You Need from A-Z!