Introduction to Online Library Services

By
Tyson Rinio
Off-Campus Services Librarian
uaf-ocs@alaska.edu
This is the library home page. From here you can access almost all of the library resources: books, e-books, academic journals, newspapers, and the Interlibrary Loan department. The URL is: library.uaf.edu.

The library web site is generally divided into two areas: the physical things that are on the library shelves in Fairbanks, and the digital items you can access from the World Wide Web.
First we will look at the Library Catalog.

The Library Catalog is a database you can use to search the physical holdings of the library; those things that are on the library shelves. Take note of the link on the library homepage.

1) Select the ‘Books’ tab.
2) Then, click on the Library Catalog link.
1) Much like Google, type in your search terms here. Either hit the blue search button below or use the Enter key on your keyboard to initiate your search.

2) The Log In button is generally not necessary. Logging into the Library Catalog only lets you place an item on hold if it's already checked out – you can't put something on hold that's available, lets you extend the checkout of something you already have, see what you have checked out, or update your address. If you need to log into the Library Catalog, contact the Circulation Department for your PIN which is assigned to you automatically.

Circulation: 907-474-7481 or uaf-circ@alaska.edu.

3) Note the Go Back link. The Library Catalog is not friendly with your browsers back button and usually crashes if you try to use it. Use the Go Back link instead.
I’ve entered the keyword “blueberries” into the search field. After hitting the search button my search results will be displayed.
I have 99 search results using the keyword “blueberries.”

All of these books have something to do with blueberries. Searches will generally arrange the results from the most recently published materials to older materials. Because the library has been buying a lot of e-books recently, most of your first search results will be e-books. One indication that these first results are e-books is the inclusion of the term [ELECTRONIC RESOURCE] in the title.

Clicking on the blue title will give me more information about this book.
This page gives us more information about the book we're interested in. Note the links: **Item Information**, **A Look Inside**, and **Catalog Record**. Each of these provide you with more information about the book. Some of this information will be necessary when you construct a citation if you use the book in a research paper.

The small URL link in the item record will take you to a digital copy of this book.
After you've selected the URL link, you will be asked to log into the library e-book database. The login for virtually everything in the library catalog is your UA username and password. It's what you use to access your university email account, or to log into Blackboard.
Enter your UA username and password.
After logging in, you should be routed directly to your e-book. This page again, provides some information about the book such as Author, Publisher, Title, etc. Note the **Read Online** button below the book jacket picture.

**Read Online** will immediately open the book in your web browser and allow you to read it on your computer. An active internet connection is needed for this to work.
Once you've selected the Read Online button, the book will load and you can begin to read it.

If prompted to check the book out, say “yes”.

When you're finished reading you can simply close your web browser.
We'll take just a moment to look at a physical book record so you can see what it looks like. I can tell this is a physical book a couple of different ways.

First it has a Location of **UAF – Level 2 – ARCHIVES (nocirc)**. This indicates that the book lives at Rasmuson Library. Furthermore it has a call number. A call number is a series of letters and numbers that act like the book's address. In the same way you might have an address for mail, or an address you give the pizza delivery man, books have addresses that tell us where they live in the library. This book's call number is: **RC350.A45 H54 2012**

You probably won't need the call number as an Off-Campus student.
Now we'll begin a quick review of UAF’s Academic Journals. We begin back at the library home page: library.uaf.edu.

This time we're going to select the **Find Articles** tab.
There are three main options on the Find Articles tab. We won’t go into much detail about them today, however there are a couple I should point out that you can explore on your own.

**Subject Guides:** The library has approximately 180 databases spanning all subjects. Our librarians have organized them by subject so you can easily get to the database that’s right for your search.

**Databases By Title:** Use this when you already know the specific database you want to use. As you do more research you may find that certain databases work really well for what you’re doing. This gives you a quick way to get to them.

For now, select the **Academic Search Premier** link at the top of this section, and we’ll look for journal articles there.
You may be prompted to log into the **Journal Databases**. It’s just the same as last time – UA username and password.
This is the Academic Search Premier search page.
1) The search fields are at the top.
2) Take note of the search options, Full Text and Scholarly (Peer Reviewed) Journals.

Many of the articles in the Academic Search Premier database are only summaries or abstracts – not the entire journal article. Selecting Full Text will limit your search results to only those articles that will give you all the text of the article.

While Academic Search Premier has many academic journals, it has many popular journals as well, such as Rolling Stone Magazine, or People Magazine. While these are fun to read, they're usually not going to be allowed as source material for an academic paper you're writing. The Peer Review check box eliminates all of these popular magazines from your search leaving only academic sources behind.
I've typed in another search for “blueberries” in the Academic Search Premier search field.
My search has completed and shows 500 search results. The results of my search are listed 1-500 similar to how they were displayed when using the Library Catalog.

For more information about any article in my search I can click on its blue title.
### Soluble Polysaccharides Isolation and Characterization from Rabbits Eye Blueberry (Vaccinium ashei) Fruits.

**Authors:** Ji Deng¹, Zheng-Jun Shi¹, Xian-Zheng Li¹, Hui-Min Li¹², and Wei-Min Zhang¹

**Source:** Bioresources, 2013, Vol. 8 Issue 1, p435-439. 15p.

**Document Type:** Article

**Subject Terms:**
- Rabbits Eye blueberry
- Blueberries
- Research
- Pectin
- Hemicellulose
- Arabinogalactan

**Keywords:**
- Characterization
- Hemicelluloses
- Isolation
- Pectins

**Abstract:**
Three soluble polysaccharide fractions were sequentially extracted with water, EDTA, Na₂CO₃, 4% KOH, and 14% KOH solutions at room temperature for 4 h from cell wall material of rabbits eye blueberry (vaccinium ashei) fruits, and their physicochemical properties were examined. The sequential treatments yielded a total 56.02% soluble polysaccharides of the dry cell wall material. HPAEC and spectrophotometry (FT-IR, NMR) analyses indicated that water-, EDTA-, and Na₂CO₃-soluble polysaccharide fractions were mainly composed of pectins, followed by lower amounts of arabinogalactans and glucans, while the two KOH-soluble fractions were mainly composed of hemicelluloses. Homogalacturan was proven to be the predominant component in the isolated Blueberry fruit pectic substance. The isolated Blueberry fruit hemicelluloses could be defined as a linear B-(1→4)-linked xyluronan, in which xylene was the predominant neutral sugar (66.90 to 77.15%), followed by lower amounts of galactose, glucose, arabinose, and mannose. [ABSTRACT FROM AUTHOR]

**Copyright:** Copyright of Bioresources is the property of North Carolina State University and its content may not be copied or emailed to multiple sites or posted to a listserv without the copyright holder's express written permission. However, users may print, download, or email articles for individual use. The abstract may be reprinted, no warranty is given about the accuracy of the copy. users should refer to the original published version of the material for the full abstract.

**Author Affiliations:**
- College of Forestry, Beijing Forestry University, Beijing 100083 China
- College of Forestry, Southwest Forestry University, Kunming Yunnan 650224 China
- Institute of Biomass Chemistry and Technology, Beijing Forestry University, Beijing, 100083 China

**ISSN:** 1930-2126

**Accession Number:** 89002929

**Database:** Academic Search Premier

**Images:** Show all 8 images

---

This page displays more information about the journal article such as the author, title, source, and the abstract.

Reading the abstract will give you a quick look at the article and will tell you if the article you selected is really what you want.
Your professor may want a resources list for the paper you're writing. Learning to cite journals correctly can be a time consuming and difficult undertaking. However, many of the Rasmuson library journal vendors have a simple solution: they provide you with citations in a number of different formats.

Look at the tool bar to the right of the page and take note of the small golden icon titled Cite. Clicking this icon will provide you with a citation for the article in several citation formats. Your professor will tell you which citation style to use (APA, MLA, Chicago, etc.).
So far we've seen the abstract, title and author information and how to cite the article. But where is the article's full text?

Select the link **PDF Full Text** from the left hand side of the page. This will load a scan of the journal article you're looking at.
Once the page has loaded you can read the entire article. When I’m doing research, I like to keep copies of all the good research articles I find so I don’t have to track them down again later. Fortunately it is fairly simple to save copies of articles that you find.

One simple way is to select the “email” feature from the tool bar on the right side of the screen.

A second way is to move the mouse up and down across the page until a floating tool bar appears with a “save” feature on it. Rename your articles to something that you’ll remember and save them someplace you can find them later.
We are going to take a look at Interlibrary Loan (ILL) next. While Rasmuson Library has millions of individual books and articles, we still don't have everything. Our ILL office has two prime duties. First, they borrow items you need from other libraries, when we don't have what you're looking for. ILL's second feature is to mail books and videos to your home address when you live outside the Fairbanks area.

Start by selecting the Services tab, and then choosing Interlibrary Loan.
This page provides some information about the Interlibrary Loan office. Contact information is in the upper left corner.

To go to your account, or to set up a new account, select the “ILLiad Online Request & Document Delivery” link in the center of the page.
If you haven’t set up an ILL account already you’ll need to do that before requesting physical items from Rasmuson Library.

Take note of the **First Time Users Click Here** link near the top of the page.
After you've clicked the first **First Time Users Click Here** link, you'll be taken to a page with some additional information about ILL.

Scroll to the bottom of this page and select the small grey button **First Time Users Click Here**.
This will bring you to a registration form where you can set up your ILL account.

There are several common questions about setting up the ILL form. One common question is “what is my username and password?” You can set up any username and password that you want. It can be the same as your UA email address but it doesn't have to be.

If you forget your ILL username or password, contact the Interlibrary Loan office to have it reset.

**Interlibrary Loan:** 907-474-1550 or uaf-library-rasill@alaska.edu
The next most common question about the ILL form is, “what's a Polar Express ID?”
Polar Express ID is an identity card issued to students, faculty and staff on the UAF campus. As an off-campus student, you probably don't have one. Don't worry, just type “n/a” or “unknown” into the field and our Interlibrary Loan office staff will take care of it.

The next question I often get is, “what's my status?”
The DD designation stands for Distance. If you're a distance student, select the DD designation that best describes you – faculty, staff or student.
Once you’re registered you can log into your account and request a specific item, book, video, or journal article. You will need to know the author and title, and the issue and volume number for journals. We will pull the item off the shelf and send it to you, or if we don’t have the item, we’ll borrow it from a library that does have it and then send it to you.

Note the borrowing options under the **New Request** menu.

ILL will provide a return mailing label with your request so you can send the items back free of charge. Borrowing books will never cost you any money – ILL covers shipping both ways.
The library home page is the beginning point for all of your research. library.uaf.edu.
If you have any questions or comments please feel free to contact me.

--
Tyson Rinio
Off-Campus Library Services
UAF Elmer E. Rasmuson Library
Phone: 1-800-478-5348, 907-474-7406
e-mail: uaf-ocs@alaska.edu
Off-Campus Library Services

Elmer E. Rasmuson Library • University of Alaska Fairbanks

Off-Campus Library Services provides research assistance to UAF students, faculty and staff when they are not in Fairbanks. If you reside outside of the Fairbanks area or if you are traveling outside of the Fairbanks area, we are your connection to Rasmuson Library.

Through the Rasmuson Library web page you can link to almost all of the library resources.
http://library.uaf.edu/

If you need books, you can browse through the book collection in the Library Catalog.
http://catalog.library.uaf.edu/uafandbiosci/

If you need journal articles for your class, try Academic Search Premier a peer reviewed, academic journal collection.
Select the Academic Search Premier link near the top of the page. Once you’re logged into the site, be sure to note the Full Text and Peer Review options below the search fields.
http://library.uaf.edu/

You may also wish to look at Newsbank, a newspaper resource. Select Newsbank from the options.
http://library.uaf.edu/databases-by-title/

If you are prompted to log in to these or other library resources, a UA email username and password are required. Find your UA username and activate your email account through ELMO.
https://elmo.alaska.edu/

For more information contact the UA OIT Help Desk at 907-450-8300 (1-800-478-8226 within Alaska). Accounts are available to all UAF students, faculty, and staff, free of charge.

How You Can Reach Us

• By Telephone:
Call the Off-Campus Services librarian directly at 907-474-7406
Call toll free within Alaska 1-800-478-5348.
Ask for the Off-Campus Services librarian

• By Fax:
Our fax number is 907-474-5744

• By E-mail:
For specific requests or research assistance, send an e-mail to uaf-ocs@alaska.edu

• Reference Chat:
Chat with a librarian through the Internet at the library home page
http://library.uaf.edu/

• By U.S. Mail:
Off-Campus Librarian
Elmer E. Rasmuson Library
University of Alaska Fairbanks
P.O. Box 756800
Fairbanks, AK 99775-6800

Mail service may take a week or more.

• Interlibrary Loan (ILLiad):
You can request books, journal articles, DVDs and more directly from the library through our easy-to-use Interlibrary Loan (ILL) form, located at
https://uaf.illiad.oclc.org/illiad/logon.html/

Your first request will require you to create an account. Once you have set up an ILL account, any future information requests will only require you to log in and fill out the online form.

Questions about ILL can be directed to UAF-library-rasill@alaska.edu

Additional information is available at the library home page: http://library.uaf.edu/

The University of Alaska Fairbanks is an AA/EO employer and educational institution.