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 tap 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 tapping 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 to the left.

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 **QuickSearch & Databases** 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, we can just type our keywords into the search field at the top of this section to begin our journal article search. I'm starting a search for Giant Pandas.
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 QuickSearch results page for a search on giant pandas.

1) The search results (94,539) are listed at the top.
2) Our search results show a mixture of all of the sources at Rasmuson Library. It is possible to limit our search to only Scholarly (Peer Reviewed) Journals.

While Rasmuson Library 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.
After selecting the Peer Review check box, my results have dropped from 94,000 to nearly 11,000, and all of them should be scholarly journal articles. If you look to the left side of each entry you can see the media type - in this case each result is from an “Academic Journal”.

For more information about any article in my search I can click on its blue title.
After selecting a title I’m brought to the item information screen.

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

A second way is to download the file directly to your computer from the arrow icon on a toolbar at the top of the page. 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.
The Interlibrary Loan login was recently integrated with other library login systems. This means that you'll need to log into the interlibrary loan system with your UA username and password. After selecting “Click here to Login to Library Databases”, you'll see the same login screen you've seen earlier in this tutorial.
Enter your UA username and password.

If you already have an interlibrary loan account, you will be taken directly to that account. If you do not have an interlibrary loan account, you will be taken to the ILL registration page.

If you forget your UA username or password you can reset it using the Easy Login Maintenance Option (ELMO) located at: [https://elmo.alaska.edu/](https://elmo.alaska.edu/). You can also contact the OIT Service Desk. In Fairbanks: 450-8300 * Toll-free: 1-800-478-8226 * Email: helpdesk@alaska.edu
This is the registration form where you can set up your ILL account.
There are some common questions about the ILL form, beginning with “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 may not 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 not residing in Fairbanks, 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 when we receive it.

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.

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

Resources

Through the Rasmuson Library web page you can link to almost all 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 collection of peer-reviewed articles and academic journals.

Select the Academic Search Premier link under the Articles & Databases tab on our homepage. Once you’re logged into the site, be sure to note the “Full Text” and “Scholarly (Peer Reviewed) Journals” options below the search fields. http://library.uaf.edu/

You may also wish to look at NewsBank Online, a newspaper resource. Select NewsBank Online from the alphabetical listing. 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 Tyson Rinio, 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 on 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):**
  Request books, journal articles, DVDs and more directly from the library through our easy-to-use Interlibrary Loan (ILL) for. Get started on the Interlibrary Loan page: http://www.library.uaf.edu/ill

  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

We’re Social!

We’d love to hear from you!

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