



TIME MANAGEMENT

- **Contact us early!** We can usually mail out materials from Foley Library within 2 days, but interlibrary book loans can take weeks!
- Don't overwhelm yourself! Start your research with a few really good articles!
- Articles are delivered electronically and usually take 2-3 days to be delivered to ILLiad.
- At peak times of the semester, response time may be longer due to the high volume of requests we receive.
- Books are mailed. Mail takes time!
- Canadian students! Mailing books to Canada takes extra time, although *some* GU professors may be willing to deliver or return books. You will need to make those arrangements and notify us.

REFWORKS

Need help keeping track of research articles? Like some help with that bibliography? Have we got a deal for you! RefWorks is provided to Gonzaga students through the Foley Library. It is a web based tool that allows you to create and store your own database of references. When you're writing that paper or thesis, RefWorks can automatically format in-text citations and your bibliography in APA, MLA or whatever style your professor requires!

- The RefWorks link is on the left side of the library home page
- From off-campus, use this group code to access the GU RefWorks subscription:
rwgonzagau
- Create an account and you're ready to go!

RefWorks provides online tutorials. For more help, contact our resident RefWorks guru:
Kelly Jenks: jenks@gonzaga.edu

TECHNOLOGY TOPICS

LOGGING IN

Access to our article databases is limited to current GU students, so you will need to log in. Your username and password should be the same as those you use for ZagMail or Blackboard. If you are uncertain what those are or if you have problems logging in, contact the Computer Help Desk at 509-313-5550. OR use the toll free number 800-498-5941 and ask for the Help Desk.

Email: helpdesk@gonzaga.edu

ZAGMAIL

Announcements and notices from Gonzaga (and the library) are sent to your GU e-mail account.. You can check the messages in your account at:

<https://zagmail.gonzaga.edu/>

NEED HELP?



That's what we're here for! Use the "Contact Us" link on the Foley Library homepage or call the toll free number during regular library hours or:

- Use the 24/7 chat reference service.
- Go to the library's **Distance Services Page**:
www.foley.gonzaga.edu/distant
- Ask your professor about scheduling a library instruction session for your class or cohort. The distance services librarian is available to travel to off-campus instruction centers as time and budget permits.
- Contact the **Distance Services Librarian**:
Theresa Kappus / kappus@gonzaga.edu
Office Hours: Tue-Fri 9am-4pm; Sat 9-2



Library Services for Distant & Online Students

www.foley.gonzaga.edu

distant@gonzaga.edu

1-800-498-5941

Gonzaga University
502 E Boone Ave
Spokane, WA 99258-0095

DISTANT STUDENTS

Are you a distant student? Students enrolled in an online class or distance program who live more than 35 miles from the Gonzaga campus and who do not come to campus on a regular basis are eligible for distant library services.

DISTANCE LIBRARY SERVICES

- Online access to the Foley Library's catalog of books and other materials at:
<http://www.foley.gonzaga.edu/catalog>
- Request books from the Foley collection online and have them mailed to you.
- Search for articles using our online databases. Online access to many articles is available directly from our subscriptions to databases and online journals. *Periodicals @ Foley* shows you available journal issues in the Foley print *and* online collections!
- Get personalized help with your research by contacting the library.
- Online chat reference service is available 24/7!

ILLiad

ILLiad is our Interlibrary Loan (ILL) and electronic document delivery system.

Use ILLiad to:

- Request articles not available online.
- Request books not found at GU.
- Retrieve articles you've requested.

You'll find the link to **ILLiad** on the Foley Library homepage under the Library Information section. You will need to create an account in order to use this service.

YOUR RESPONSIBILITIES

- **Please ask us for help!** We want you to have a great experience using the library!
- Register for an ILLiad account and keep your address up to date.
- Try your database login ASAP!
- Pay return postage on books that have been mailed to you.
- Foley Library will pay up to \$15 per item for materials obtained from other libraries. If a lending library charges more, you will be given the option of paying the difference or cancelling the request.
- Stuff happens! Let us know what's going on. You are responsible for overdue fines and replacement charges for any lost/damaged items. Try to return books on time and let us know if you need a renewal or if there's a problem.

REQUESTING ARTICLES

- **Always** check for online availability first! Use *Periodicals @Foley* on the library homepage or click on the "Full Text Options" link within a database before using the ILLiad/Interlibrary loan option!
- As a distant student, you may use ILLiad to request copies of articles from the library's print collection. They will be sent electronically or posted to your ILLiad account.
- When manually filling out an article request form in ILLiad include: article title, author, journal title, volume & issue numbers, date, and page numbers.
- Keep this in mind! Articles delivered electronically to your ILLiad account are **removed from the system after 30 days**. Save a copy of each article right away!

Library Hours

MON-THURS	8am—Midnight
FRIDAY	8am—9pm
SATURDAY	9am—6pm
SUNDAY	9am—Midnight

*Hours vary for holidays and semester breaks.
Check the library website for details.*

REQUESTING BOOKS

- Remember! Books are mailed to distant students, so allow plenty of time!
- **Books from Foley Library:** Have your Gonzaga ID number handy! Use the *Make a Request* feature (to the right of the book information in the catalog) to request a book. Graduate students may borrow books from Foley Library for 8 weeks and you are allowed up to 8 renewals. Log into "My Account" in the catalog to renew Foley Library books online.
- **Books from other libraries:** Use ILLiad to request books not in the Gonzaga collection. Books are mailed to us and then we mail them to you, so allow PLENTY of time! Interlibrary loan books are subject to the policies of the lending library. Loan periods vary, but are typically 3-5 weeks. You may request ILL renewals through ILLiad, but renewals cannot be guaranteed.
- **Need an ERIC Document?** First look for the *Full text from ERIC* link in the ERIC database for immediate online access. If it's not online, try to include the "ED" accession number on your ILLiad request form for fastest service.
- **Need a Dissertation?** Use the book request or dissertation request form in ILLiad.