

TIPS & TIME MANAGEMENT

- Register for **CTED 1002 -Library Research Primer**. This online non-credit course provides an in-depth introduction to Foley Library, database searching and RefWorks.
- Save time and stress with your research projects and ask for help early!
- Plan ahead! Articles you request through ILLiad may take a couple of days to arrive in your account. Books requested from Foley's collection are in the mail within 1-2 days, but ILL loan books can take weeks to get to you.
- Canadian students! Your GU professors may be able/willing to deliver or return books on occasion. You will need to make those arrangements and notify us.
- For more tips and information on our services, go to the library's Distance Education page: www.foley.gonzaga.edu/distant

REFWORKS

No more last-minute typing of bibliographies! RefWorks is a web-based tool that allows you to create and store your own database of references. When you're writing a paper or thesis, RefWorks can automatically format in-text citations and your bibliography in APA, MLA, or whatever style your professor requires.

- Look for the RefWorks link 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 has great online tutorials. For more help, contact our resident RefWorks guru:

Kelly Jenks: jenks@gonzaga.edu

TECHNOLOGY TOPICS

LOGGING IN

To log into our article databases from off-campus, enter the same username and password you use for ZagMail and Blackboard. If you have problems logging in, call IT Support Services: 509-313-5550 or 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: <http://zagmail.gonzaga.edu>

That's what we're here for!

NEED HELP?

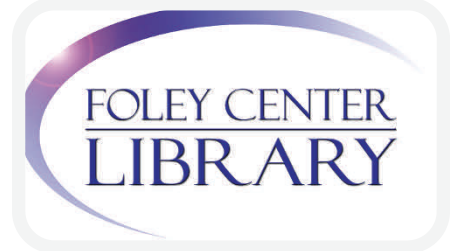
Go to "Contact Us" on the library homepage or...

- Call 800-498-5941.
- Chat with us online from the library home page.
- Text a question to: 509-730-5979
- Email a question to refdesk@gonzaga.edu



"In the nonstop tsunami of global information, librarians provide us with floaties and teach us how to swim."

-- Linton Weeks, Washington Post



Library Services for Distant & Online Students

www.foley.gonzaga.edu

1-800-498-5941

Text: 509-730-5979

refdesk@gonzaga.edu

Foley Center Library
Gonzaga University
502 E Boone Avenue
Spokane, WA 99258-0095

DISTANT STUDENTS

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

- **Foley Library's Catalog** of books, e-books and other materials is online at: <http://www.foley.gonzaga.edu/catalog>
- **Online article databases** are the "go to" place for research. Many of them provide immediate online access to articles.
- **Research Guides** direct you to recommended resources for your subject.
- **Books are mailed to you.** We mail books requested by distant students directly to their homes. (US and Canada only)

YOUR RESPONSIBILITIES

- **Please ask for help whenever you need it!** We really do want you to have a great experience using the library.
- Try your database login as soon as possible.
- Keep your information in your ILLiad account up to date with your current home address and email.
- You are responsible for paying the return postage on books that are mailed to you.
- 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 ever you have a problem.

ILLiad

ILLiad is our Interlibrary Loan (ILL) and document delivery system. The link to **Interlibrary Loan /ILLiad** is on the Foley Library homepage. Once you create your ILLiad account, you can use it to:

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

Interlibrary Loan is free to GU students. Foley Library will pay up to \$15 per item for materials obtained from other libraries. If a lending library charges more, you will have the option to pay the difference or cancel the request.

REQUESTING BOOKS

- **Books from Foley Library** may be requested directly from the library catalog using the *Make a Request* feature. You will need your GU ID number. Graduate students may borrow Foley Library books for 8 weeks. Log into your library account to renew Foley books online.
- **E-books:** Foley has hundreds of electronic books. You'll find them in the catalog and through our NetLibrary link.
- **Books from other libraries:** Use ILLiad to request books not found at Foley Library. Interlibrary loan (ILL) books come to us first and then we mail them to you, so allow plenty of time. ILL books do not belong to us so loan periods vary, but are typically 3-5 weeks. You may request one renewal in ILLiad, but renewals cannot be guaranteed.
- **ERIC Documents:** Many are online; look for a *Full text from ERIC* link in the ERIC database,

or "Google" the title (or accession number) for immediate access. If it's not online, use ILLiad to request it and include the "ED" accession number on the request form if you can.

- **Dissertations:** GU dissertations are online from 1981-present. We also offer access to dissertations & theses in the Humanities and Social Sciences from 1637-present. Look for Dissertations under All Databases A to Z.

REQUESTING ARTICLES

- **Check for online availability first!** Use the "Full Text Options" link within a database or *Periodicals @Foley* on the library homepage before using the ILLiad/Interlibrary loan option to request an article.
- Graduate students may use ILLiad to request copies of articles from journals in the library's print collection. They will be scanned and posted to your ILLiad account.
- When manually filling out a request form in ILLiad, don't skimp on the info! Please include the article title, author, date, journal title, volume, issue and page numbers.
- Articles posted to your ILLiad account are removed from the system after 30 days. Save a copy of each article right away!

Spring Library Hours

MON-THURS	8am—2am
FRIDAY	8am -9pm
SATURDAY	10am-6 pm
SUNDAY	10am-2am

Hours vary for holidays, semester breaks and finals. See the library website for details