



WELCOME TO THE LIBRARY

Quick Reference Guide to Library Services for Off Campus/Distance-Education Students

Library Services are available for all students registered in distance-learning courses offered by **Ohio University** (<http://www.library.ohiou.edu>). This quick reference guide gives you the starting points for navigating these services. Library services include access to the Ohio University Libraries and databases. Ohio University is a member of **OhioLINK** (<http://www.ohiolink.edu/>), a consortium of libraries throughout the state of Ohio.

REGISTRATION FOR LIBRARY SERVICES

Registration for library services is handled as part of your registration for courses. Once you have registered, your information will be sent to the library database. Registration will allow you to use electronic resources and, for Ohio residents, to request and borrow books from OhioLINK libraries.

If you have any difficulties logging into the system or other questions, contact Marnie Grinolds at grinolds@ohio.edu or (740) 593-2688.

BOOKS & OhioLINK CENTRAL CATALOG

Pick up anywhere

Distance and non-traditional students, among others, will benefit from OhioLINK's Pickup Anywhere service, an option available to all OhioLINK users. Users can pick up a requested item at locations associated with other OhioLINK participating institutions.

If you have questions or problems with this service please call Alden Library's Circulation Desk at (740) 593-2695 or Reference at (740) 593-2699.

In Ohio:

To identify an OhioLINK library near you:

- Go to <http://www.ohiolink.edu> and click on "Members" (on the left hand side near the bottom). This will show you a map of all OhioLINK libraries.
- Or try the **OhioLINK LIBRARY LOCATOR** at <http://www.oardc.ohio-state.edu/library/ohiolink/>.

Outside Ohio:

OhioLINK only extends to students **living in the state of Ohio**. If you are out of state, you need to secure books and other materials from a public library in your area, either from directly borrowing from the nearest library or via their Interlibrary Loan service.

ACCESS TO PERIODICAL/RESEARCH DATABASES

Access to Periodical/Research Databases are also available from both OhioLINK and Ohio University Libraries. There are many databases available, both to article citations and to full text articles.

How to access databases:

- Point your browser to Ohio University Libraries Home Page <http://www.library.ohiou.edu/> and click on **INFOTREE**. **INFOTREE** is a **SUBJECT GATEWAY** for research. **INFOTREE** contains databases, web sites, web gateways, collections, etc. Note: when you try to **access a database** of your choice you will be asked to log in using one of two methods:
 - via the **Ohio University Authentication page**, using either your **OAK ID and PASSWORD** or your **LAST NAME and PID NUMBER** (either will authenticate you on our server). After you fill this in, you will be directed to the database of your choice.
 - Via the **OhioLINK Authentication Page**, you will be asked for the university that you are affiliated with (Ohio University) and then your **OAK ID and PASSWORD**. After you fill in this information, you will be connected to the database of your choice.

INTERLIBRARY LOAN

If you are a registered student and the Athens campus is your home library, please use Interlibrary Loan (<https://www.library.ohiou.edu/serv/illiad.html>) to request articles, book chapters, or conference papers **THAT YOU CANNOT LOCATE VIA ALICE, OHIOLINK OR FROM AN ELECTRONIC SOURCE**. You may also request books and dissertations that meet these criteria if you are able to come to Alden Library to pick them up.

DOCUMENT DELIVERY

If you are a registered student and the Athens campus is your home library, please use Document Delivery (<https://www.library.ohiou.edu/serv/illiad.html>) to request articles, book chapters, or conference papers **LOCATED IN ALDEN LIBRARY OR THE LIBRARY ANNEX**.

Your request will be sent to you via email within 48 hours.
From email, you will login to Document Delivery and download electronically received items.

If Athens *IS NOT YOUR HOME LIBRARY*, *this service is not available*. Please request items using Interlibrary Loan.

REFERENCE SERVICES

Ask a Librarian: <http://www.library.ohiou.edu/ask>

Call Alden Reference 740.593.2699

IM a librarian: See <http://www.library.ohiou.edu/ask/im.html> for the list of IM services supported and our screen names.

For assistance with requests or other information about services:

Contact Marne Grinolds
 Distance Education Services Coordinator
 Email: grinolds@ohio.edu
 740-593-2688



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