



## WELCOME TO THE LIBRARY

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

If you have questions about specific programs offered by [Lifelong Learning](http://www.ohio.edu/lifelong/), (<http://www.ohio.edu/lifelong/>) they can be reached at (740) 593-2910 or 1.800.444.2910.

Library Services are available for all students registered in a distance-learning course offered by **Ohio University** (<http://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.

A more detailed Distance Learning Library Services page is under construction. In the meantime, for basic information to get you started, *keep reading...*

## 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 or request and borrow books from OhioLINK libraries. *FYI: OhioLINK book borrowing is for Ohio Residents only.*

If you have any difficulties logging into the system or other questions contact lorraine wochna at: 740.593.2699 / email [wochna@ohio.edu](mailto:wochna@ohio.edu).

If you have any difficulty with anything else, or have questions, or need help and I'm not around don't forget you can always

**ASK A LIBRARIAN**  
IM • CHAT • PHONE • E-MAIL

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## BOOKS & OhioLINK CENTRAL CATALOG

### Pick up anywhere

Distance and non-traditional students, among others, will benefit from OhioLINK's new Pickup Anywhere service, a new option in the OhioLINK Central Catalog 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://ohiolink.edu> and click on Members (on left hand side)
- or try **OhioLINK LIBRARY LOCATOR**.  
<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.

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## 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 **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:
  - via **Ohio University Authentication page**: your **LAST NAME and SOCIAL SECURITY** (this will authenticate you on our server). After you fill this in, you will be directed to the database of your choice.
  - via **OhioLINK Authentication Page** you will be asked for the University that you are affiliated with (Ohio University) and then your **LAST NAME, FIRST NAME and SOCIAL SECURITY NUMBER**. After you fill in this information you will be connected to the database of your choice.

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## INTERLIBRARY LOAN (fyi: does not include books)

If you are a registered student and the Athens campus is your home library, please use [Interlibrary Loan](#) to request articles, book chapters, conference papers and dissertations **THAT YOU CANNOT LOCATE VIA ALICE, OHIOLINK OR FROM AN ELECTRONIC SOURCE**.

## DOCUMENT DELIVERY

If you are a *registered student and the Athens campus is your home library*, please use [Document Delivery](#) 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.

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## REFERENCE SERVICES

**Ask A Librarian:** <http://www.library.ohiou.edu/libinfo/ask.htm>

Call Alden Reference 740.593.2699

Email Alden Reference: [library.reference@ohio.edu](mailto:library.reference@ohio.edu)

Ask Your Question Online – chat with a librarian online

IM a librarian: ohiolibref

**For assistance with requests or other information about services contact**

Contact: lorraine wochna  
Distance Education Services Coordinator  
Email: [wochna@ohiou.edu](mailto:wochna@ohiou.edu)  
IM: lorrainelibrary  
740.597.1238



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