

Can't Get to the Library?

Davis Library's Guide to Distance Learning Library Services

IT'S LATE...
THE LIBRARY IS CLOSED...
WHAT NOW? !!!



Because today's busy student—like you—requires flexibility, we've made our library services more accessible than ever.

Davis Library's strives to meet the informational needs of the students, faculty and staff at the University of Rio Grande and Rio Grande Community College.

Making sure you have the quality resources you need available when you need them is important to us.

Consequently, this guide is designed to help ease the process of doing your library research from off-campus.

Visit Davis Library On The Web At:

<http://library.rio.edu>

Davis Library's Website offers a wealth of information vital to your academic success.

Use the drop-down menus near the top of the page to view more details on how to **FIND** or **BORROW** different library materials. These features also allow you to learn more **ABOUT** the Davis Library, its staff, and how to get more **HELP** when necessary.

Some key resources that offered through the Davis Library's Website include:

- **RioCat**
<http://alpha.rio.edu/screens/opacmenu.html>
Davis Library's online public access catalog, that you can use to search Davis Library's print, media and periodical collections.
- **OhioLINK**
<http://www.ohiolink.edu>
A resource-sharing network of Ohio college and university libraries and the State Library of Ohio that is committed to providing practically anytime and anywhere access to a wide range of quality information sources.

The "OhioLINK Library Catalog" let's you borrow books and other library materials from participating OhioLINK libraries. OhioLINK also offers online access to multi-media resources as well as the entire full-text of several publications through its research databases, electronic journals and e-books.
- **Ebrary**
<http://site.ebrary.com/lib/riogrande/home.action>
A special collection of business and economics related e-books. (Off-campus use requires login.)

HELP!

Getting

Phone:

1.800.282.7201

General Information - ext. 7005

Research Help - ext. 7344 or 7382

Email:

refdesk@rio.edu

Chat with a Librarian:

Click the "Know-It-Now 24X7" button found throughout Davis Library's Website and initiate a session by first identifying yourself as a Rio Grande student and then texting your questions to the service. Professional librarians from OhioLINK member institutions and various public libraries from around the state are available online to assist you with your research needs.



<http://academic.knowitnow.org/>

Off Campus Access to Restricted Resources

With the exception of the “OhioLINK Library Catalog,” an authentication is required to search all other OhioLINK electronic resources due to certain licensing restrictions. To login and gain off-campus access to these types of information sources, you’ll be asked to complete the following:

- Step 1:** On the “**Institution Selection Form**,” chose “**University of Rio Grande**” from the drop-down box and submit.
- Step 2:** Next, enter into the appropriate text-boxes your **full name** (first and last), your **BARCODE** (your Student Identification Number preceded by the letter “S”), and your **PIN** (set by default as the last 4-digits of your Social Security Number) and submit.
- Step 3:** Once that information has been processed and a brief “authentication” message appears and then, you should be able to search any of the restricted resources from off-campus without any difficulty.

Off-campus access to the **Ebrary** database requires that you simply enter your Student Identification Number as your **USERNAME** and the last 4-digits of your Social Security Number as your **PASSWORD**.

If you have any problems accessing any of these restricted resources, please contact the Davis Library at: **1.800.282.7201, ext. 7005**, refdesk@rio.edu or via the “**Chat with a Librarian**” services.

Borrowing Library Materials

- **OhioLINK Pick Up Anywhere Services**—Use the “OhioLINK Library Catalog” to find and request library materials online and pick them up at any participating library you choose in 2-3 working days. To utilize other OhioLINK libraries, you may be asked to present your valid Student Identification Card/Number and Driver’s License.
- **Borrowing Policies**—3-week loan period with 1-week grace period for overdue items. Items may be renewed up to 4 times (unless they have been requested by another library user.) Fines are \$0.10/day with a maximum of \$15 per item for those items both owned by and checked out from the Davis Library. Fines for OhioLINK items are \$0.50/day with a maximum of \$50 per item. Fines build up during the grace period, although there is no charge if an overdue item is returned in that time frame. The “lost item” charge is \$125 or more depending on the item. Failure to return items or pay overdue fees may result in a “halt” on your account. For more information, contact: **Deborah Thompson, Circulation Associate, at 1.800.282.7201, ext. 7398** or thompson@rio.edu.
- **My Library Record**—a feature that allows you to renew your library materials online and check the status of OhioLINK requests (**IN TRANSIT** when item is being shipped and **OHIOLINK RCV'D** when item is ready for pick-up.) The login process for this service follows the same steps as those for the “**Off-Campus Access to Restricted Resources**,” but with no institution selection step.

Visiting Davis Library In-Person

- **Located on the Main Campus**—Davis Library appears on the URG/RGCC campus map link below as building #10:
<http://library.rio.edu/pdf/CampusMap.pdf>

With “Google” Why Do I Even Need the Library?

While Google and other Web Search Engines can be useful tools for finding information, the quality of your searches by these means may be questionable at times—particularly when you are conducting academic research. Since virtually anyone can publish on the Web, the reliability of the information found there might be difficult to assess.

For more information, see “**Evaluating Web Pages**” (University of California Berkeley) at:

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html>

Resources offered through Davis Library and OhioLINK services, however, are essentially scholarly materials, many of which are selected specifically in support of both the University of Rio Grande and Rio Grande Community College’s curriculums. This information, no matter what its format, is organized in a manner to ease its retrieval and personal assistance is readily available if you need help.

To get started, use the “**Pathfinders and Guides**” link, which may be found under the FIND drop-down menu or at: <http://library.rio.edu/reference.html>

Complete articles not available online and full-text through OhioLINK may be re requested through Davis Library’s “**Interlibrary Loan (ILL)**” services using the form found at: http://library.rio.edu/ILL_ARTICLE.php



Your FUTURE within REACH