

Distance Education Library Services for

CCBE Students

Remember that we are here to help so do not hesitate to contact us!

Phone: 1-800-655-5154 (choose library)
OR 705-474-3450 ext. 4221

Email: distance@eclibrary.ca

Fax: 705-497-1455

Mail: Education Centre Library
Nipissing University
100 College Drive
PO Box 5002
North Bay, ON P1B 8L7

Library Home Page: www.eclibrary.ca

For faster service, please indicate that you are a Distance Education student and always include your contact information (name, student number, address and phone number) when you deal with us.

How do I request items from the Library?

Send us a list of resources you would like by email, fax or by phoning us. Please be sure to include your name, student number, address and phone number when requesting items. Please indicate if you would like the items sent to your home or provide another address for delivery.

Materials will be delivered by fax, email, Priority Post or courier (requires signature).

How long can I keep the item(s)?

The loan period for books is 28 days. You may renew a book once if it has not been requested by another student. You must contact us to renew the item. Overdue fines are 30 cents per day per item with a replacement charge and processing fee for lost items.

Audio-Visual materials are loaned for 14 days, subject to availability. You may not renew audio-visual materials. Overdue fines are two dollars per day per item with a replacement charge and processing fee for lost items.

Photocopies are yours to keep.

How do I send the material back?


Instructions for sending materials back at no charge to you are included when the package is sent.

How do I look up books and audio-visual materials available at the Library?

Click on the **Catalogue** link on the Library home page. You can search for a specific title or author, but if you want books about a particular topic, it is easiest to start with a **Keyword** search.

Once you have found an item of interest, click on **More Information** for details, including whether or not it is signed out, and which campus has it. We cannot loan items that are in the Brantford or Muskoka campus collections.

When you request materials, it is helpful for us to know the title, author and call number of the items. There is a “keep” feature in the catalogue which allows you to mark the items you want and then email the results. If you email distance@eclibrary.ca directly from the catalogue, make sure you include your contact information or we will NOT know who it came from.

The Library also provides access to electronic books through the catalogue. If you find an item that is an **electronic resource**, click on . You will need to login to view the e-book. Your username and password are the same as for WebAdvisor.

Search for audio-visual materials by choosing **Videos, DVDs, Films** from the drop-down “Format” list under the search box.

How do I put a hold on an item that is out?

Contact the Distance Education Library Staff, and we will place the hold. The item will then be sent to you when it comes back to the Library.

How do I find journal articles and login to the databases?

The Library subscribes to many databases, which are collections of summaries and full text articles from thousands of journals, magazines and newspapers. You can search these databases online to find articles on a specific topic.

To find a list of databases, click the **E-Resources** link found on the Library home page. Please contact us if you need help choosing the best database(s) for your search.

Once you click on the link to the database you will be asked to login.

Your **username** and **password** are the same as for WebAdvisor. If you are unsure of your login please contact the Distance Education Library Staff at distance@eclibrary.ca or University Technology Services at helpdesk@nipissingu.ca.

Please be aware that due to firewall issues, if you attempt to access E-Resources in some institutions, such as banks, you may not be able to log in using the proxy server. There should be no such difficulties accessing E-Resources from your home computer or from a public library.

What databases should I use?

The Library subscribes to a large number of databases. Please contact us if you need help in choosing the best databases(s). The following is a list of databases you may find most useful:

Business Source Complete (EbscoHost): Provides summaries and full text articles from business publications. Company profiles are also available.

CBCA Business (ProQuest): Provides access to summaries and full text articles related to Canadian Business and Finance.

MarketLine Business Information Centre: Company, Industry and Country profiles, and a live feed of business news, comment and analysis.

CICA Accounting Handbook (Knotia Canada): Canadian Institute of Chartered Accountants Standards and Guidance Collection (CICAHB).

Economist Intelligence Unit: Provides country, industry and management analysis.

What is ?

When searching online for journal articles, you will sometimes find citations without full articles. You may see the **get it!** symbol beside these citations. To see if the Library has access to the whole article, click on **get it!**

When you click on the symbol a window will open. If the article is available in another database then the title of the database will appear with a red GO button, which links you to the full text of the article.

Get it! will also link you to the Library catalogue to search the paper and microfilm collections for the journal.

What if all I have is a citation for an article?

Then you need to see if the Library has the journal that contains the article. Go to the **Journals by Title** link on the Library home page. This is a searchable list of all the journals, magazines and newspapers available in the Library.

Type in the title of the journal (not the article) to check availability. If the Library subscribes to the publication electronically, then the name of the database containing the journal will appear. Click on the GO button beside the name of the database, and you can then click on the year and issue to track down the specific article.

If the article is only available in print or microform in the Library, send us the citation and we will copy the article and deliver it to you.

What is RefWorks?

RefWorks is a citation manager. It will import citations directly from many databases. It will also format your in-text citations and bibliography. You will still need to edit the citations to make sure that they were imported and formatted correctly.

RefWorks is accessed from the Library web site. There is a link on the home page under **Services** and also a link on the **E-Resources** page. The first time you access it, click on **Sign up for an Individual Account** and register.

To get to the login screen for RefWorks, your username and password are the same as for your WebAdvisor account.

To familiarize yourself with RefWorks try the Quick Start Guide (under Help) and the Tutorial.

Help

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