

Distance Education Library Services for **Muskoka Campus Faculty**

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 Muskoka faculty member and always include your contact information (name, Nipissing ID 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, Nipissing ID number, address and phone number when requesting items. Please indicate if you would like the items sent to the Muskoka campus 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 6 months. You may not renew books, and they are subject to recalls if requested by another library patron. There is 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; however, you may book AV materials in advance by contacting the Distance Education Library Staff. There is 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. Items can also be returned to the drop box at the Muskoka campus.

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. Books with a location of **Muskoka Campus** are kept at the Bracebridge Public Library, and availability should be checked in the Bracebridge Public Library catalogue.

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 your Nipissing e-mail account.

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 order an item to be purchased for the Library collection?

If there are books, AV materials or journals that you wish to order for the Library collection, please contact Laura Sinclair, the Liaison Librarian for Distance Education. She can be reached through the Distance Education Library Staff contact information (at beginning of handout) or at: lauras@nipissingu.ca

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 your Nipissing e-mail account. 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.

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.

Can I borrow books from other university libraries?

You may borrow materials in person from other Canadian University libraries with your Nipissing University Faculty identification card. Each participating library sets the policies for the loan of its materials, so borrowing periods, fines, etc. may vary between institutions.

How do I request an Interlibrary Loan?

When an article or book you are looking for is not available at the Education Centre Library you can request an Interlibrary Loan. Please be sure to check that the item is not owned by the Library before asking for an Interlibrary Loan. Requests for materials held at other libraries are done using the online system **RACER**. Access to RACER can be found on the Library home page by following the **Interlibrary Loans** link.

The first time you use RACER you must register for an account. To get to the registration form, you will need to login, using the same username and password as you do for your Nipissing e-mail account.

When registering for a RACER account, choose **Nipissing - Distance Education** as the pick up location. When the item arrives it will be passed on to the Distance Education Library staff. You will also be sent an automatic email letting you know the item has arrived. At this point, please notify the Distance Education Library staff so that we can confirm your address and make sure that we have the item to send to you.

Books borrowed through Interlibrary Loan will only be sent by Purolator. The loan period is specified by the lending library and there are NO extensions.

Photocopies of articles acquired through Interlibrary Loan are yours to keep.

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 Nipissing e-mail account.

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

How do I arrange for Library instruction for my students?

Please contact Laura Sinclair, the Liaison Librarian for Distance Education to arrange for Library instruction. She will be happy to do a site visit, if possible, to provide Library instruction and/or prepare a handout or provide information for your class(es). Laura can be reached at the Distance Education Library Staff contact info (at the beginning of handout) or at lauras@nipissingu.ca

Bracebridge Public Library

The Education Centre Library has partnered with the Bracebridge Public Library to provide you with access to the resources you need. The Bracebridge Public Library staff can assist you with the resources there as well as the online resources from the Education Centre Library. There are two computer terminals for your use in the Library and a collection of books that can be signed out by Nipissing University students and faculty.

For more information go to: <http://www.bracebridge.library.on.ca/>