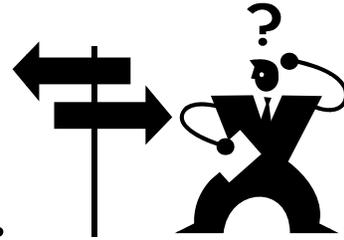


How Do I ...



...Access OIT Library Electronic Resources from Home?

OIT library electronic resources are limited to OIT students, staff, and faculty due to our licensing agreements. To access them, you will need to use your OIT email log in and password. For help go to: **Help! – Computer help** or to: <http://tiny.cc/95gde>

...Obtain Full Text of a Journal, Magazine, or Newspaper Article?

If a resource does not offer its articles as full text, you have three options:

1. Use *Article Linker*.



This program will search for your article in all the electronic resources to which OIT subscribes.

- a. If a window pops up saying, “FULL-TEXT OF ARTICLE AVAILABLE HERE”, you can get the article online.
 - i. If there is a link to **Article**, click on it.
 - ii. If there is only a link to **Journal**, you will have to “drill down” to the article after you click on the link. Make sure that you have the volume, number and date of the journal article before you click.
 - b. If a window pops up saying, “This article is not available online”, then it brings you to - Step 2:
- #### 2. Look for the Journal in the OIT Library.
- a. *Article Linker* has a link to search the Library Catalog for the journal by Title or ISSN.
 - b. If the Library has the journal, the record will also tell you if the Library has the particular issue/date.
 - i. Library Journals can be checked out for 3 days with renewals.
 - ii. The Library has two copiers. Copies are \$.10 per side.
 - c. If the Library does not have the print version of your article, go to – Step 3:

3. Request the article through Interlibrary Loan.

- a. If you are in a FirstSearch electronic resource, you can use the link **Borrow This Item from Another Library**. Fill out the form and submit.
- b. If you are in another electronic resource, email a “citation” of the article to the **Interlibrary Loan** department at: ill@oit.edu.
 - i. Click on the E-mail option.
 - ii. Choose **citation only** if that option is available.
 - iii. In the **To** box, type: ill@oit.edu.
 - iv. In the **Subject** box, type: **Your name, Your OIT email address, and “OIT student”**.

Depending on the source, it can take from 1 day to 2 weeks to receive an article. Four days is the average. You will get an email to your OIT account when the article is available.

...Use the OIT Library Catalog?

1. Go to the OIT Library home page at <http://www.oit.edu/libraries>.
2. Click on **Library Catalog**. Unless you have a particular book in mind, it's usually best to search by **Keyword**. Keep in mind that any words you type in will be searched for as a phrase. If the exact phrase isn't found, you will not receive any results. For better control of a search, you can use a **Boolean operator**, such as AND or OR. Use AND to combine terms to narrow down a search, such as **coaching AND basketball**. Use OR to widen your search to combine words that mean something similar, such as **college OR university**. Use parentheses around your OR terms if you are combining them with AND.

For example: **coaching AND basketball AND (college OR university)**.

Another way to search for a phrase is to enclose the words in quotes. E.g.: **"genetic engineering"**.

For a tutorial on how to use the catalog, go to <http://www.oit.edu/libraries/help/tutorials>.

...Order Books Through the Summit Catalog?

The Summit Catalog is an online catalog that includes information about the OIT library catalog plus the catalogs of 36 other college and university libraries in Oregon and Washington, which make up the Orbis Cascade Alliance. The Alliance uses a courier service, so if you order a book through the Summit Catalog, you will usually receive it in 3-4 days. You will be notified by email when your order comes in. The **Summit catalog cannot be used to order articles**. Please use the "Find it @ Your Library" button to see your options for getting an article.

How to do it:

1. Go to the OIT Library home page at <http://www.oit.edu/libraries>.
2. Click on **Summit** on the right side of the screen.
3. The **Summit** catalog offers searching inside 36 Orbis Cascade libraries, as well as libraries around the world. The default search method is basic Boolean keyword searching and assumes the word AND exists between all search terms used. The Advanced search option allows the use of keyword search terms in combination with author, title, and subject.
4. Once you find something you want to request, click the **Request Summit Item** button.
5. From the drop down list of institutions beneath the **Please Choose Your Library** box, select **Oregon Institute of Technology** and click **Continue**.
6. Fill in your last name (**no caps**), and your OIT ID. Click **Login** button.
7. Check the Publication Details to confirm that you are requesting the correct book. If the item is a single volume, leave the Volume/Part number box empty; if not, follow the instructions on screen. When finished, click **Submit**.
8. Monitor your Summit borrowing activity by going back to the **Summit** home page, and clicking on **My Summit Account** link, located in the upper right corner on the screen. Access to your account is the same as that discussed in Steps 5-6 above. Your account will tell you what you have ordered and the current status of your order. Check with the Library Access Services desk if you have any questions about your account.

... Request a Research Consultation With a Librarian?

Fill out a Research Consultation Request form at the Research Assistance desk or online at:

<http://www.oit.edu/libraries/get-help/ask/research-consultation>. A librarian will get back to you with an appointment time.