

# LIBRARY SERVICES FOR REMOTE USERS

Whether you are across campus or across the country, you have access to a great array of library resources and services to assist you in your research. For academic research, public libraries and community college libraries are quite limited compared to the wealth of materials available to you through the BVU Library.



Make the BVU Library homepage [www.bvu.edu/library](http://www.bvu.edu/library) your first stop for information.

If you have questions or need research assistance, please contact us. It is our job to be the primary provider of your library services.

## FOR MORE INFORMATION

For assistance in determining which database(s) would be most beneficial to you, for help with searching, to report problems connecting to a database, or for other assistance, contact the library through one of the following methods:

### REFERENCE DESK

Normally staffed 56 hours per week  
712.749.2095  
Toll-free: 877.288.2240

### BVU COMPUTER CENTER HELP DESK

For assistance with your BVU username or password  
712.749.2349  
Toll-free: 800.248.4462  
2fx.bvu.edu

### JACKIE ALSAFFAR

BVU Graduate & Professional Studies Liaison/  
Reference Librarian  
712.749.2089  
alsaffarj@bvu.edu

### ASK A BVU LIBRARIAN

Communicate with a reference librarian through the live chat window. Look for it online.

Information in this publication is subject to change. Please consult BVU Library for the latest information.



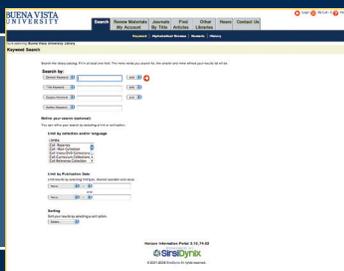
A resource guide for the online BVU library.

# IDENTIFYING RESOURCES

## CATALOG

Use the catalog to identify books, e-books, videos, CDs, DVDs, reference materials, curriculum materials, and journal subscriptions owned by the library. To access, enter search terms into the “BVU Catalog Search” box located on the “Catalog” tab of the Library homepage. Remote users can request loans of circulating items via the “Request Item” button associated with each item. Access to the catalog does not require a login, unless items are being requested.

To access the library’s collections, type terms into the **CATALOG** search box on the library homepage.



# GETTING RESOURCES

Items not available online may be obtained through Interlibrary Loan (ILLiad), a service through which libraries lend items to each other for the use of their patrons. First-time users must register to establish an account on the ILLiad system. From the Library’s homepage, click the “Interlibrary Loan” link on the left menu bar, then log in with your BVU username and password. A “New User Registration” form will appear. We request that you use your BVU e-mail address to ensure prompt delivery of articles to you electronically. Once you have registered on ILLiad you will have a record of all requests placed, be able to track the status of active requests, and view documents requested.



**ELECTRONIC ACCESS** You can access the library’s electronic resources from any computer with an internet connection via the website.

## ARTICLES

The Library provides access to over 60 subscription databases—some of a general nature and others subject-specific. Many databases provide not only citations to articles, but may include the complete text of the articles themselves, which can be e-mailed, downloaded, or printed. Due to licensing agreements, access to the library’s subscription databases is limited to currently enrolled students, staff, and faculty of BVU.



To access a list of all databases, click the **FIND ARTICLES** link on the left menu bar.

When you select a database, you will be prompted to enter your BVU username and password before gaining access.

To access this service, click the **INTERLIBRARY LOAN** link on the left menu bar.

## ARTICLES

Before requesting an article through ILLiad, check for full text availability by searching for the journal through the “Journals” tab on the homepage. Note that due to copyright laws, you may not request an entire issue of a journal—only individual articles.

Articles will be delivered to you electronically. Materials generally arrive two to three days after your request has been submitted. Requests made during peak periods may take longer. There is no charge for this service.

[www.bvu.edu/library](http://www.bvu.edu/library)

## JOURNAL HOLDINGS

To identify journal, magazine, and newspaper titles that BVU makes available, either in print or electronically, click the “Journals by Title” link on the homepage or the “Journals” tab. Search by title, ISSN, or subject. Information for each title listed will specify coverage dates for that journal and format/availability. If a journal is available in print at the Storm Lake campus, it will indicate “Buena Vista University Print Holdings.” If a journal is available in a database, a link will be provided. After logging in, the link typically takes you directly to the journal title online.

To identify journal titles available in print or online, click the **JOURNALS BY TITLE** link on the left menu bar.



## BOOKS AND OTHER RETURNABLES

If you wish to borrow circulating materials (books, videos, etc.) owned by the BVU Library, simply request them via the library catalog. After locating your desired item in the catalog, click the “Request” button associated with that item. You will be prompted for your BVU username and password. Items will be mailed to your home address. Please allow three to five days to receive.

The BVU Library can also provide non-owned items. Plan ahead, as it generally takes seven to 10 days to receive an item. There is no charge for this service. However, you are expected to pay return postage costs for items delivered to you. If you prefer, you may request the item via Interlibrary Loan through a local library. This may be faster, since you can pick it up locally.