

Library Resources & Services for Distance Students

<http://www.stfrancis.edu/lib/distan.htm>

Welcome to the University of St. Francis Library

Library support is essential to an excellent and effective academic program. As part of its mission to provide quality education, the University of St. Francis is committed to providing the most effective library resources available for its students throughout the nation.

Resources

Search for Journal Articles

Online Databases & Electronic Journals

<http://www.stfrancis.edu/lib/name.htm>

The USF Library subscribes to 50+ online databases ranging from general to subject-specific and nearly 300 electronic journals. Online databases and electronic journals are available from any computer with Internet access any time of day and will provide full text articles from 6,000+ journals. From off campus you will be required to login to USF's web portal. For information about your web portal login, go to *Portal Login Information* located at <http://www.stfrancis.edu/aiss/portalpin.htm>

Search for Books

USF's Online Catalog (I-Share)

Search our collection of 125,000+ books available at the USF Library. Interlibrary loan a book using the ILLiad request form. Books will be mailed to your home address free of charge. Return postage fees are the responsibility of the student.

NetLibrary

<http://www.stfrancis.edu/lib/netlibrary.htm>

2,000+ ebooks are available for you to check out and read online any time of day from any computer with Internet access. A fast and free registration on netLibrary is required to check out ebooks.

Online Reference Tools

Resources Guides by Subject

<http://www.stfrancis.edu/lib/resourceguides.htm>

Resources guides are compiled by librarians and provide suggested databases and web sites for numerous subjects.

Tutorials/How do I?...

<http://www.stfrancis.edu/lib/guides2.htm>

Step-by-step instructions for searching the online catalog, online databases, interlibrary loan, and much more are provided at this link.

Need to Know...

Library Web Page

<http://www.stfrancis.edu/lib/distan.htm>

Database Passwords

Use your MYUSF web portal login to access the databases.

Contact a Librarian

Toll free 1-800-726-6500

Email Ask-a-Librarian:
distance@stfrancis.edu

Hours*

See Library website for current hours

*Hours vary during holidays and breaks.

Sign up for a Library Card

A library card allows you to interlibrary loan books and articles from the USF Library and other academic libraries in Illinois. Sign up at:
<http://www.stfrancis.edu/lib/adddistpatron.htm>

Services

Interlibrary Loan (ILLiad)

<http://www.stfrancis.edu/lib/ill.htm>

Register on ILLiad and create a personal username and password you will use to access the ILLiad request form. Books and articles can be interlibrary loaned/requested. Upon processing your request, the USF Library will mail books to your home address free of charge. Return postage fees are the responsibility of the student. Please allow 2-4 weeks to receive interlibrary loan requests.

Ask-a-Librarian

<http://www.stfrancis.edu/lib/eref.htm>

A reference librarian is available every hour the library is open to answer questions and assist with research.

Please contact us:

- Call us toll free at 1-800-726-6500 or
- Email distance@stfrancis.edu (please allow a one-business day response time)

We look forward to hearing from you!

FAQs

Why am I being asked for a username and password when accessing the online databases?

Online databases are subscription products available only to USF students, faculty and staff and require logging into USF's web portal. For specific login instructions, go to the **MYUSF Portal Login Information** link (<http://www.stfrancis.edu/aiss/portalpin.htm>) located on the University's home page.

Why am I unable to connect to the online databases?

Visit our 'Database Access Help Center' (<http://www.stfrancis.edu/lib/ezproxytrouble.htm>)

and follow the provided steps. If you are still unable to access the databases, go to the **MYUSF Portal Login Information** link located on the University's home page. If you are successful in logging into the portal but are still unable to access the databases, contact the library reference desk at 800-726-6500 or 815-740-5041.

I have a citation for an article. How do I find the full text?

Use the 'Find Articles Full Text Online' link on the library web page and enter the journal title NOT the article title. If the journal is available with full text via an online database, links to those databases will be provided. Click on a provided database and conduct your search.

I am searching the online databases for my topic and not finding any information. What am I doing wrong?

The best way to search an online database is by designing a search strategy. Make a list of appropriate keywords for your topic. Brainstorm, use a thesaurus, look in an encyclopedia for 'other suggested topics' and write these words down. Keep track of the terms you search in an online database. By trial and error you will refine your results. Please contact a librarian for further assistance.

I haven't used a library in years. Where do I start?

Our 'Get Started' tutorial (<http://www.stfrancis.edu/lib/tutorial/>) is excellent for returning students and provides step-by-step instructions for developing a topic, locating journal articles and books, and evaluating sources. In addition, a reference librarian is available every hour the library is open to answer questions and assist with research. Call us toll free at (800) 726-6500. We look forward to hearing from you!