

Education: Library Resources & Services

University of St. Francis Library, 600 Taylor Street, Joliet, IL 60435

Library home page: <http://www.stfrancis.edu/lib/libindex.htm>

Resources

Find Journal Articles

Online Databases & Electronic Journals

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>

Online Databases for Education Topics (bold signifies exceptional sources):
Academic Search Premier, Article 1st, **ERIC**, Expanded Academic ASAP,
Professional Development Collection, ProQuest, Wilson Select Plus

Find Books

USF's Online Catalog (I-Share)

Search our collection of 125,000+ books, print periodicals, and AV materials available at the USF Library. Education books are located on the lower level of the library in the 370s. Books may be borrowed for 4 weeks and renewed once. In addition, I-Share allows you to search the collections of over 60 other academic libraries in Illinois. You can request materials from any of these libraries at no charge.

Print Indexes

Book Review Digest (1918-present), Education Index (1929-present) and Social Sciences Index (1949-present), located on the main level of the library on the index shelves, provide article citations on specific subjects. Use a print index to locate historical information on a topic.

Curriculum Lab

Located on the lower level of the library, the Curriculum Lab is designed for education majors and houses K-12 textbooks, juvenile materials, teacher manuals, an Ellison machine, and computers with specialized software. Curriculum materials may be borrowed for the entire semester.

NetLibrary

2,000+ ebooks are available for you to check out and read online any time of day from any computer with Internet access.

Need to Know...

Library Home Page

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

Database Passwords

Use your MYUSF web portal login to access the databases.

Contact a Librarian

(A reference librarian is available every hour the library is open!)

Reference desk 740-5041

Toll free (800) 726-6500

Email Ask-a-Librarian:

refdesk@stfrancis.edu

Library Hours*

See Library website for current hours

*Hours vary during holidays and breaks.

Sign up for a library card:

Stop by the circulation desk at the USF Library or go to <http://www.stfrancis.edu/lib/adddistpatron.htm> to set up a library account for borrowing materials and interlibrary loan.

Renew materials online:

USF Library materials and interlibrary loan materials can easily be renewed online. Use the 'Renew Books' link.

Online Reference Tools

Tutorials/How do I?...

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

Resource Guides by Subject

The education resource guide has been compiled by librarians and provides links to trusted web sites.

Services

Reference Librarians

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

Please contact us:

- Stop by the reference desk
- Call the reference desk at (815) 740-5041 or toll free (800) 726-6500
- Email Ask-a-Librarian (please allow a one business day response time): refdesk@stfrancis.edu

We look forward to hearing from you!

Interlibrary Loan (ILLiad)

Interlibrary loan journal articles and books (not available in I-Share) for free by registering on ILLiad and creating a personal username and password you will use to access the ILLiad request form. To receive articles via email (when available), use your USF email account on the registration form. Please allow 2 weeks to receive interlibrary loan requests.

FAQs

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

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 from home?

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 key-words for your topic. Brainstorm, use a thesaurus, look in an encyclopedia for 'other suggested topics' and write these words down. When searching an online database, keep track of the terms and combinations you use. By trial and error you will refine your results. Please contact a librarian for additional 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 new and 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!