

## Mass Communication: 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

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#### 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 Mass Communication Topics:

Academic Search Premier, Article 1st, Custom Newspapers, Expanded Academic ASAP, Newspaper Source, ProQuest, Wilson Select Plus

#### Find Books

##### USF's Online Catalog (I-Share)

Search our collection of 125,000+ books and AV materials available at the USF Library. 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.

##### NetLibrary

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

#### 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

<http://www.stfrancis.edu/lib/mcom1.htm>

The mass communication resource guide is created by librarians and provides links to trusted web sites on numerous subject headings in the communications field.

### Need to Know...

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#### 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](mailto:refdesk@stfrancis.edu)

#### 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 to receive 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.

## Services

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### Reference

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](mailto:refdesk@stfrancis.edu)

### 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, use your USF email account. Please allow 2 weeks to receive interlibrary loan requests.

## FAQs

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### **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!

### **Where are books with this call number?**

Call numbers between 000-399 will be on the lower level. Call numbers between 400-999 will be on the upper level. Reference materials and bound periodicals are located on the bookshelves behind the reference desk on the main level. Audiovisual materials are located on the main level.

### **Can I use my laptop in the library?**

You are welcome to use your laptop in the library. The library is a WiFi Zone which means your laptop has wireless access capabilities. We also have laptops that you can borrow to use in the library. Please visit the circulation desk for details.