



# Remote Access to Library Resources

This handout is geared primarily to off-campus users wishing to access library resources and services. If you have additional questions, please speak with your professor or contact the Reference Desk at (814) 732-8253

## The Library Homepage (<http://cms.edinboro.edu/departments/library/>)

The screenshot shows the library homepage with the following elements:

- 1**: Points to the top navigation bar containing the Edinboro University logo, the name 'EDINBORO UNIVERSITY of PENNSYLVANIA', a search box, and a menu with links: ABOUT EUP | ACADEMICS | ADMISSIONS | ATHLETICS | CAMPUS LIFE | OFFICES | Apply.
- 2**: Points to the left column containing contact information for Baron-Forness Library (200 Tartan Drive, Edinboro, PA 16444, (814) 732-2273), a 'Quick search' box with 'Books' and 'Articles' tabs, and a list of links: Find Books, Find Articles, Find Journals, E-Reserves (aka Docutek), and Renew Books.
- 3**: Points to the right column containing an 'Ask a Librarian' chat window with a text input field and a 'Go!' button, and a 'What's New' section with news items like 'New Library Display - Honoring Hispanic Culture' and 'Banned Books Week: Celebrating the Freedom to Read (Sept. 27 - Oct. 3, 2008)'.
- 4**: Points to the 'What's New' section.

The Library's homepage is essentially divided into a masthead and 3 columns.

Part 1: The masthead: click anywhere to go to EUP's homepage and search EUP pages.

Part 2: Columns 1 and 2 link to library resources and various forms of assistance.

Part 3: (In column 3) Allows instant messaging with the library reference staff.

Part 4: (In column 3) Library News: Our news feed, a blog which allows comments from all readers.

### Find Books

Takes you to *PILOT*, our library's catalog and is used to determine whether or not the library has the item(s) you seek.

### Find Articles

This links you to the electronic databases the library provides to find articles on your topic.

### Find Journals

This is *Journal Locator* and will not locate articles on your topic. Rather, it will tell you whether or not the journal you seek is available in full text electronically and/or available in print in the Library. If not it will lead you to an electronic Interlibrary Loan form.

### E-Reserves

*Docutek*, electronic reserves used by your professors to place articles in electronic format for your use in their classes.

### Renew Books

You can renew your books as long as no one has placed a hold on it. A hold tells you another patron needs this material.

### The Top 3 Technical Problems Researchers Have When Using Library Resources

- 1) Using your browser's buttons (e.g. BACK) to navigate or manipulate results will cause problems including "empty" result sets and/or printing errors. Use the resources buttons whenever possible (e.g. RESULT LIST) to go back to your list of results instead of the back button.
- 2) While it's OK to connect to the internet with AOL, use another browser (e.g. Internet Explorer, Mozilla Firefox) to access/utilize resources and to reduce the number of problems and delays you'll experience.
- 3) Be sure you're using the correct login procedure from home.

### What is the login procedure for accessing library resources from off-campus?

When attempting to access a library database resource from off-campus, you will see the following. If you encounter a screen that's different than the one below, you've probably either clicked on the wrong link or the resource you wish to use isn't accessible remotely.

### Logging-in

Method #1 - Library ID Logon (left box)

For *Library Barcode or Identification*: Enter your first initial (NOT case sensitive), all eight (8) digits of your EUP ID# (do NOT enter the @ symbol), and the first initial of your last name (NOT case sensitive).

*Example*: If your name is Joan Smith and your banner ID is @00123456, the library identification you would type in would be: **j00123456s** *Please Note*: Your "EUP ID#" is your *student number* issued to you by Edinboro University. **You must have a valid ID# to access these resources!**

For *Last Name*: Enter your last name.

Method #2 - Username/Password Logon (right box)

From the drop-down list of institutions, select Edinboro University of PA. Enter the username and password you use to access the campus network. *Note*: if you haven't logged-on to the campus network recently and/or you're not sure of your password, you may need to reset your password and/or have your entire account reset at the HelpDesk in Ross Hall.

If you have any questions or continue experiencing problems accessing a resource remotely, please contact the Information Desk at (814) 732-2253.