UNT Libraries Services and Resources
General Overview 2009

Getting to the Library's Website

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.
*Notice the Library hours highlighted on the right side of the page.

   *This site also includes links to research subject guides and information on reference materials and services provided at the UNT Dallas Library.

2. To get to the UNT Denton Libraries' website, click on the link for Denton Campus Library Resources, www.library.unt.edu.

3. From this page you can go to the library catalog, the electronic resources, find forms for distributed learning, and more.

Electronic Resources – Online abstracts, indexes and journals

The UNT Libraries spend thousands of dollars every year to make full-text journal articles available for UNT students, faculty and staff. Although there are many things not available in this format, our collection of online databases provides you with excellent coverage from the library or from home.

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.

2. Click on the Electronic Resources link, http://irservices.library.unt.edu/.

3. To access these databases from outside the library, you will need a user name (your EUID)* and the password you selected for online registration.

*To **find your EUID** or set your password, go to https://ams.unt.edu/. This will allow you to either set or reset your password or look up your EUID.

Electronic Indexes and Abstracts (electronic databases)

There are several ways to navigate this page allowing you to search for a specific database or browse databases on your topic of interest.

1. **Browse Abstracts and Index Titles by Name** – Use the alphabet at the top of the page to browse by title.

2. **Search for Abstracts and Indexes -** Search for specific databases using the textbox in the middle of the page:
   Keyword - such as business, nursing, or psychology
   Title – such as ABI Inform, Business Search Premier, EBSCOhost
   Subject - such as Health, Education, Business
   Course Code - such as EDSP, SLIS, CJUS

3. **Browse by Subject -** Browse the resources (databases, not individual journals) by broad subject areas by clicking on the subject (Arts and Music, Business and Economics, etc.) in box on the bottom left of the page.

*This kind of search will help break down broad topics into narrower topics. Ex. Art and Music is broken into Art; Dance; Music; Radio, Television, and Film; and Theater Arts. Links from narrower topics generate a list of databases useful for that topic.

4. **Browse by Category** - Browse the resources by category by clicking on the category (Full Text, Images, E-books, etc.) in the box on the bottom right of the page.

Electronic Journals (E-Journals)/ Electronic Books (E-Books)

1. To search for a specific journal title or e-book title, click on the links for e-journals or e-books located in the top right corner of the page.
2. From this page you can locate the journal/e-book by name using the alphabet at the top of the page or search for the name using the text box.

*Searching for e-journals and e-books from this page is best when you know the specific title you need. If you want to search for books on a topic, use the UNT Library Catalog.

*The UNT Libraries offer the following major book packages that provide e-books: netLibrary, Safari Tech Books Online, Early English Books Online (EEBO), and Gale Virtual Reference Library.

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C A M P U S

UNT Library Catalog – books, media, etc.

Dallas students have access to the circulating books on the Denton campus. You may search the Library catalog online and request them using an online form. At the present time, they will be shipped postage-paid directly to your home. You will also receive a pre-paid return envelope.

DVDs and videos can be checked out but must be viewed at the UNT Dallas Library.

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.

2. Click on the UNT Library Catalog link, http://iii.library.unt.edu/.

Locating Books in the Catalog

1. Go to the UNT Library Catalog homepage, http://iii.library.unt.edu/.

2. The first selection box allows you to search the entire collection or just a portion of the collection. When searching for books to borrow, it is best to search the whole collection.

3. The selection tabs across the top let you choose what you are searching for: author, keyword, subject heading, title, or journal title.

   Author – search by author's name. Use the last name, first name format.

   Keyword – search for materials using a keyword. This search will find materials using the keyword in several fields. Ex. A search for the word "rich" will result in items written by authors with the name "Rich", books with "rich" in the title, and more.

   Subject Heading – search for materials using subject headings. This search works best if you are familiar with the topic and know the correct subject heading. The search results will include items under that heading regardless of title, author, or format.

   Title – search for specific items by title. This search works best if you know the exact title or search by just the first few words of the title.

   Journal Title – search for specific journals by title. Like the general title search, this works best if you know the exact title of or search by just the first few words of the title.

4. Enter your search term in the text box below and click on the submit button.

5. Your results will be in the form of a list in most cases and list the title of the item, call number, medium (book, dvd, e-book, etc.) and the year of publication. To view more detailed information on the item, click on the title to link to the full record.

Media Library

If you need items from the media library such as videos, DVDs, or audio CDs, please email medialibrary@library.unt.edu with the following information:

1. Your Name and student ID number

2. The call number of the item

3. The title of the item

Items will be shipped to the Dallas library on the Wednesday following your request and will be kept here for a week. All media items must be viewed in the Dallas library.

Requesting Books

If you find an item in the catalog, you can request the item to be delivered to your home if you are enrolled in online courses or at UNT Dallas.

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.

2. Scroll down to the Electronic forms section and click on Requesting Materials from Denton.

3. Books and articles owned by UNT Libraries may be requested electronically by completing the appropriate form in your ILLiad account. Submit one form per article and/or book. https://unt.illiad.oclc.org/illiad/logon.html.

Renewing Books

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.

2. Click on the UNT Library Catalog link, http://iii.library.unt.edu/

3. Under Other Search Options, click on the button that says "View Your Account/Renew Materials."

4. Enter your student ID# and follow the directions.

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Research Tools – finding additional information for your research topic

1. From the UNT Dallas Website, www.unt.edu/unt-dallas, click on Library Services.

2. Click on the Research Tools link, https://www.library.unt.edu/research-tools. Information on this page includes: Research Sources, Tutorials, Class Pages, Getting Help with Research, Style Guides, links to Subject Guides, and much more.

Additional Information

The UNT Libraries' website as mentioned earlier www.library.unt.edu contains useful information. It is in your best interest to spend some time exploring its various web pages.

Tips and Reminders

1. **Plan Ahead** - The Dallas Library is a full-service library. However, this is a "virtual library" and many of our resources need to be transferred to us or sent directly to you, usually requiring a few days, so you need to remember to plan ahead on all your research projects!

   Pay special attention to the section entitled Library Services for UNT Off-Campus Users, https://www.library.unt.edu/services/for-special-audiences/offcampus. Check the Information for Off-Campus Users link.

2. **Ask for Help** - The Library staff at the Dallas Library wants you to have a good experience when you visit us. If you are having difficulties or cannot find the information you need, please be sure to ask for help. If we cannot find the information you need, we will make every effort to contact the specialists in Denton or elsewhere to assist us.

   The librarians on the Denton campus are very knowledgeable and very helpful. You may contact them in a variety of ways. See the Ask a Librarian Page, https://www.library.unt.edu/ris/ask-a-librarian for contact information.