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Library Hours and Contact Information

Library Hours
Monday—Thursday 7:30 am-2:00 am
Friday 7:30 am– 5:00 pm
Saturday 9:00 am-6:00 pm
Sunday 1:00 pm– 2:00 am

For holiday and summer hours, go to the Library webpage:
http://library.uttyler.edu

Library Phone Numbers:
Circulation .................................................................903-566-7342
Reference.................................................................903-566-7343
InterLibrary Loan.........................................................903-566-7396
University Archives......................................................903-565-5748

Library Staff:
http://Library.uttyler.edu/about/staff
How Can I Get Help?

There are several ways to get help any time of day or night: e-mail, call, CHAT, use our “NEED HELP?” FAQ page, or schedule a research consultation with your librarian.

Ask a Librarian

By phone: (903) 566-7343    By Email: Library@uttyler.edu

CHAT

The Library CHAT function allows chat in real time with Library staff any time the Library is open. The CHAT button is located on the Library homepage as seen to the right. If we are not on CHAT, the “CHAT is online” button will not appear.

FAQ

If CHAT is not online—typically between the hours of Midnight and 8am—either email us or try our FAQ page which contains a search box to help you find the answer you are looking for.

Subject Librarians

Each department has a librarian assigned to work specifically with the department and its faculty in providing subject specific support. Schedule a one-on-one session with your librarian to get help with any questions you have. For your librarian see page 5.

Guides

Subject librarians create and maintain research guides that have numerous helpful features for research in specific disciplines. Inside these research guides are many of the items needed to conduct your research including databases, trustworthy websites for your discipline, and other sources all in one place. Access the guides by using the “Guides” tab in the search box on the Library homepage. Choose a guide by subject, course name, or topic and click “Go”.

Your Librarian

Sarah Norrell

BA, MSIS

Business, Economics, Health Care Administration, HRD, Psychology, Public Administration, and Sociology

snorrell@uttyler.edu

903.566.7472

libguides.uttyler.edu/profile/snorrell

I am more than happy to help you with:

- Citations
- Online Resources
- Search Strategies
- InterLibrary Loan

Research Consultation Appointments

Make an appointment with your subject librarian for personalized research assistance. This allows for an appointment that best fits your busy schedule and ensures that your librarian reserves time just for you. These sessions can be via phone, email, Skype, or Zoom. To make an appointment, just contact your librarian.
The Library homepage has many features designed specifically to act as a guide through your research. To see this entire page online, note that you have to scroll down.

1. These drop-down menus provide links and information about the Library and the services it offers
2. Here are the Library hours, methods of contact, and social media links
3. Our search box is a concise way to access and search the Library’s catalog, journals, databases, guides, and SwoopSearch
4. Find important Library and Campus events here
5. This list of important links provides access to things like InterLibrary Loan, your Library account, and Library policies. These will be discussed further throughout this Fast Pass
6. These buttons access our FAQs database, chat feature, and blog

Accessing Databases Off Campus

Authorized Access Only

Off campus access to the databases is restricted to currently enrolled UT Tyler students, faculty, staff, & preceptors.

PATRIOTS CREDENTIALS= Canvas Username & Password.

Troubleshooting Remote Access Problems

Activate Your Patriots Account

New users need to activate their Patriots accounts before attempting to remote access the databases.

To do so...
1) Click the My Patriot Account link above.
2) Click the Patriot Sync button.
3) Follow the prompts to activate your account.

Access Troubleshooting

1) Entering Patriots password correctly?
2) Up to date Patriots password?
3) Current library borrowing status?
4) Get help!

- Ref Desk (Ph: 903.566.7343) or
- IT Support (email: itsupport@uttyler.edu)

Local Tech Issues

- Hospital IT Firewalls
- Narrow Local Area Bandwidth
- Local Area Server Speed

These issues cannot be resolved by UT Tyler system and will need to be addressed by your service provider.
**SwoopSearch**

SwoopSearch searches through many databases and our Library catalog, simultaneously. Using the Advanced Search (accessible as a link below the SwoopSearch search box, and shown below) provides more control over your search, such as searching by Title, Author, Subject, Any Field (Keyword) or any combination. Utilize these search features with the dropdown menu highlighted in green.

Advanced Search also features limiters for Material Type, Language, and Publication Date. These limiters are highlighted in yellow. You may also limit results by what is available only in the Library Catalog or Scholar Works—noted as “Search Scope” and highlighted in red.

SwoopSearch is a broad search and so for more advanced research, consult the databases in your subject. These databases provide direct access to specific types of research. See page 20 for more details and instructions.

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**Books**

When using the Library catalog or SwoopSearch, take note of two types of books: print and eBooks. Distance students who do not live near the Tyler, Longview or Palestine campuses can have our print circulating books mailed to their house through Interlibrary Loan (see pg. 10). eBooks can be used through a computer, reader, or tablet.

Below is a record for a print book. Notice the highlighted parts. Print books are labeled as a “Book” and have a location such as Stacks, Oversized, or Reference. They also have a call number, as will the eBooks (see pg 10). This call number can be used to surf the shelf. Simply click the View Catalog Record link, scroll down and then click the Browse Shelf link. This shows the shelf “virtually” for the print and eBooks. Use the blue arrows to scroll left or right to see more on the shelf. This is a good way to see more of what’s available on this topic.
EBooks

EBooks can be accessed from anywhere with internet connection. Many can be found in SwoopSearch, but not all.

**E-books Options**

Click the link to view the eBook

Location= Online

**1. A book may be browsed for 5 mins. to make selections.**

**2. If wanted, Request Access and fill out the form.**

On a weekday, access can be granted within an hour or two. Access is not granted on weekends.

**DRM:** EBook platforms noted as DRM (Digital Rights Management) do allow printing and downloading, but with certain restrictions such as number of pages allowed or the requirement of installing Adobe Digital Editions to manage downloads.

**DRM-light:** EBook platforms noted as DRM-light (see http://libguides.utyler.edu/eBooks for the full list) have no printing, downloading, or user limit restrictions. There may still be a requirement to sign in with your Patriots credentials to access them.

InterLibrary Loan

UT Tyler Students are not limited to what is available in the Muntz Library. Materials may be requested from libraries all over the United States. Use the ILLiad System to easily send, retrieve, and manage InterLibrary loan requests. Just follow the steps below:

**To Set-Up Your ILLiad Account:**

- Start at the Library’s Homepage: http://library.utyler.edu/
- Under Related Links click “Borrow from another library”
- Sign in using your Patriots username & password
- Fill out the form:
  - Delivery Location= UT Tyler Distance/Internet Students
  - Preferred Article Delivery Method = Home Delivery
  - Preferred Loan Delivery Method = Home Delivery
- Submit Form

**To Create a Request:**

- Library home page
- “Borrow from another library”
- Log in using your Patriots credentials
- Click New Request on left and fill out the corresponding form

*Applicable charges* - If 0 dollars is placed in this box and the operator cannot locate your title for free, your ILL request will be canceled with an explanation of the cost. You can then re-submit the form for the amount needed or not.

*Not wanted after date* automatically generates a month

Submit

If requesting an item in WorldCat or any EBSCO or ProQuest database, use the Borrow from another Library link and the information will automatically transfer to the request form. Only use this after you have checked the “Journals” tab to make sure it is not in another database.

* Remember, distance students who do not live near the Tyler, Longview or Palestine campuses can have print circulating books mailed to their house (in the continental U.S.) through InterLibrary Loan (see pg. 10). Free shipping both ways.
Books will be mailed to the address listed in your ILLiad registration form.

When finished, return all ILL books (post marked) to the Library by the date on the front slip.

- A prepaid, pre-labeled return envelope will be included with your book(s). Just send it back to the Library post marked by the due date on the book.

- The PDF will be available in your account for 30 days, so download it to a thumb drive or your home desktop.

- If the lending library sends the article to us in a PDF format, it will be placed in your ILLiad account under “Electronically Received Articles”. Access this under the “View” tab in the left side menu.

- You may also view all requests submitted in the past three years under “History Requests”, located under the “View” tab.

- Manually add new requests if the database being used does not have a “Borrow from Another Library” link, or if working from a print source such as a bibliography.

- To change your account information, go to “Change User Information” under the “Tools” tab.

- Contact Howard with questions at the number provided or through the Circulation Desk at 903-566-7342.

WorldCat

WorldCat is a catalog of libraries worldwide. While the Muntz Library catalog shows what books are in this Library, WorldCat will reveal what is available in other libraries and provides an easy link to “Borrow from Another Library”.

WorldCat is searchable in almost the same as searches within our Library. Below are some helpful hints to make searching easier.

1. Limit the format wanted.
2. Limit to: year, language, content, audience.
3. Click on the item title to see more.
Once a book selection is made, click on the title to see the book record and more information.

1. Title of the book.

2. Click here to preview the book.

3. If we have the book, The University of Texas at Tyler will be the first Library listed (see # 5 below). If the book is chosen, simply click the “Borrow from Another Library” link. The Illiad system will then fill out the form. Then put “0” in the Applicable Charge box and hit the submit button.

4. Insert your zip code here and WorldCat will show the closest libraries with the book.

5. Notice that Trinity Valley Community College is the closest to the Library at 34 miles.

6. This box is a list of the closest libraries. **NOT** ones that specifically have this book.

Finding a Specific Journal

Looking for a specific article, say from a database search where there was no full-text link? Or your professor wants you to find an article in a particular journal? This list will show all journals we have, if we carry them in print, and the publication date range. Just follow these steps:

1) Start on the Library homepage: [www.uttyler.edu/library](http://www.uttyler.edu/library)

2) Click the “Journal by Title” link under SwoopSearch

3) Select the “Title”, “Category”, or “Locate” tab

4) Enter the corresponding information

5) Click “Search” OR

This will show everywhere we have this journal. If other databases come up, try them to see if one has the article in full-text by clicking the database title. Or, use the search box under the journal title to search all of the databases listed at once. If the Library doesn’t have full-text access to the article in any database or if we have a physical copy, then borrow through your ILLIAD account.

**Note: This step must be done before borrowing from another Library!!!**
TexShare Cards

A TexShare card allows access and check out privileges to other libraries in Texas that participate in the TexShare program. You have to re-apply every semester but the process is easy and the card is mailed straight to your house.

To receive a card:

- Library Homepage → Access Services → Circulation Service → scroll down to Application for a TexShare card
- Fill out the application, then save it as a PDF!!!!!
- Using your Patriots email account, send an email to: circulation@uttyler.edu
- In the Subject Line include: “Insert your location” Student / TexShare Card
- Include your application PDF as an attachment. Save it and attach the PDF. Otherwise it will be a blank form.
- We will mail the card to the address provided.
- ONLY currently enrolled students are eligible to receive the card.
- TexShare cards are only valid for the semester. Every semester you must apply for a new card.

Remember: This must be done EVERY semester!!!
The best place to begin your HRD research is your HRD research guide. This is a central hub for all things HRD research related.

⇒ From the Library homepage: www.uttyler.edu/library
⇒ Click on “Research Guides by Subject”

⇒ Select HRD from the list, then click on the listed guide

1. The recommended databases for HRD research are listed in this section, as well as tips and tricks for using them
2. This section includes tips for finding books that are useful in HRD research
3. This contains information on finding resources on the web, in addition to pertinent links and professional organizations
4. Information, resources, and tips on working with statistics and various research methods are located here
5. This tab is a complete guide on finding instruments using the resources available to you through the Library
6. Check this tab for resources and tips for using the APA citation style throughout HRD research
7. Here is the contact information for the HRD librarian
HRD Research Guide

The Databases Tab

1. Intro to the page and beginning the research process
2. Your best bets for HRD database research—start here!
3. Breakdown of your options while researching your topic
4. Provides other database options for your research
5. PDF guides to advanced searching in specific databases
6. Alphabetized list of HRD journals
7. Resources to assist in your research for journal metrics

BSC – Business Source Complete

BSC provides journal articles & books related to HRD research. It also has many features including author, company & industry profiles, market research reports, and a thesaurus for finding articles by subject.

After performing a search, continue to narrow your results by the options listed in the left column:
BSC – Business Source Complete

Once you’ve found an article, click on the title to view the article’s record. The record will provide the publication, access, and sharing information for the article

You will also see an abstract, which is a synopsis of the article, and the author(s) credentials. The column on the right contains all the tools you need for saving, printing, sharing, and citing the article.

Found an interesting article? Then use “PDF Full Text” link in the left column to view and print or save the it!

If there is only an abstract (no full text access), then use the “Finding a Specific Journal” directions to see if we have it in any other database (see page 16 for directions).

If you still can not locate the full text of the article, use the information provided to submit an InterLibrary Loan (ILL) request for the article, proceeding, or book chapter you want. For directions on InterLibrary Loan, see page 12 of this guide.

Emerald Insight

Emerald includes journals, books, and case studies on business and administration topics. Through the library you have full-text access to some, but not all, of Emerald’s holdings.

In Advanced Search, you have multiple search boxes as well as some standard search limiters. Once you perform your search, you can always limit your search further.

Please note: the “+” button gives you the option to add as many search boxes as you need.
Emerald Insight

Search limiters are located in the right column of your Search Results.

Find an article you like? The Icon Key will help you determine if the library has full-text access or not. View the article by clicking on the title, or go directly to the Abstract, PDF, or References by clicking on the corresponding links.

Emerald contains great resources and literature, so do not be discouraged if the library does not have full-text access to the materials you find. Simply submit an ILL request for what you need (see page 12 for ILL instructions).

SAGE Journals

SAGE Journals includes full-text journals that cover many topics including applied behavioral sciences, business, human resources, leadership, management, and organization. Always start with the Advanced Search, which is accessed through the “Advanced” link under the main search bar.

Advanced Search provides two search boxes, as well as the option to add more (highlighted in red). Under the search boxes, you can limit your search by journal, publication date, and format.

Each search result provides the articles’ titles, publication details, and links to the Abstract and Full Text of the article.

Once in an article’s record, use the column to the right to access Full Text, view publication details about the article, citation information, and other services.
Citations

A citation is the method that is used to credit the original author(s) of a work and is done within the document that references the work. A reference list is usually found at the end of the document. This list (bibliography) contains details like: name of author and work, date published, page number, and if applicable, volume and issue number, place of publication, DOI (digital object identifier), and website link.

The professor will tell students which format or style manual to use for the research paper, presentation, or poster.

If another type of citation style is required and not found on the list below, contact the HRD librarian.

- APA
- MLA
- Chicago
- Turabian

For most (if not all) HRD research, you will be required to use APA format. The library has copies of the APA manual in print. If you do not have access to the manual, I suggest utilizing Purdue University’s Online Writing Lab (often called Purdue OWL). The HRD research guide links to this resource.

Zotero

Zotero is a free citation manager (a place to store all your bibliographic citations in one location). Benefits to Zotero:
- Freely available on the web- work will not be lost after leaving UT Tyler.
- Doesn’t require account set up as a condition of use.
- Easy to use tools for creating bibliographies & references.

Zotero can direct export records from a wide range of databases, library catalogs and internet sources including (but not limited to):
- Amazon Books
- JSTOR
- Google (Scholar, Books)
- WorldCat
- EBSCO databases (Academic Search Complete, America History and Life, Business Source Complete, CINAHL, MedLine, etc.)
- Muntz Library catalog & Swoop Search
- ProQuest databases (Dissertations & Theses Full Text)

For detailed directions on using Zotero, visit the Library’s Zotero guide at http://libguides.uttler.edu/Zotero_Guide
- Installing the app,
- Saving records,
- Creating/Managing File Folders
- Citing & Referencing,
- Syncing Records
Scholar Works at UT Tyler

http://scholarworks.uttyler.edu/

Scholar Works is a digital service, through the Muntz Library Archives, that collects, preserves, and distributes digital material from the UT Tyler community. All electronic UT Tyler theses and dissertations are browseable by department and searchable by subject or keyword. Scholar Works also allows searching across all the Scholar Works groups.

Search
Enter search terms: [ ] Search
- in this repository
- Advanced Search

Browse
- Collections
- Disciplines
- Authors

Users agree to acknowledge in any publication, based wholly or in part of a deposited work, the original author(s)/creator(s), and publisher (where applicable), of the deposited work. Full works must not be sold commercially without formal permission of the copyright holder(s).

UT Tyler Student Submissions

UT Tyler students writing a thesis or dissertation must submit the final piece to the IR. Once submitted, Scholar Works tracks the global impact to research of the submitted item.

Submitting a Thesis or Dissertation

Once your thesis/dissertation is approved, it must be submitted to the UT Tyler repository. Start at the library’s homepage (library.uttyler.edu), then follow the steps below to create an account:

1. Scholar Works at UT Tyler
2. My Account
3. Sign Up
4. Fill in the Form

Be sure to use an email you will check often. You can even use your patriots email as you will still have access to this email account as an alumni.

Type in: university of texas at tyler
Submitting a Thesis or Dissertation

- Next, you should be back on the My Account page
- Once the account is created, log in
- Once logged in, click “Submit Research” on the left

- Select the discipline to which you are submitting
- Next read the Submission Agreement. This contains all the information you need to submit your research
  - *Remember which type of release option title is needed*
- Check the box and continue

Next follow the steps to fill out the submission form. For this example the Human Resource Development subject is used.

*remember to copy and paste the abstract!!!!

Be as specific as possible so search engines can find your work.

Make sure you pay attention to these. They were on your agreement page.

Select your discipline

Use the Submission date

Select your discipline

Keywords

Date of publication

Document Type

Release Options

Language

Submit Your Research

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly; in these cases, you will be provided with a form to contact the appropriate administrator for further instruction.

Submit Your Research

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly; in these cases, you will be provided with a form to contact the appropriate administrator for further instruction.

Submit Your Research

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly; in these cases, you will be provided with a form to contact the appropriate administrator for further instruction.
After the manuscript is submitted, an automatic confirmation email will be sent to the email address provided. Once the manuscript has been reviewed and approved an approval email will be sent.

For more information, visit the Graduate School webpage: http://www.uttyler.edu/graduate/studentsthesis_dissertation.php

Call: 903-566-7457

Email: gradmanuscripts@uttyler.edu

Indexes
Just like the index in the back of a book, an Index reveals where information on a topic exists within certain books or journals. An Index focuses on specific resource(s). Examples include: Book Review Index, Periodical Guide to Literature, New York Times Index. Indexes do not include the complete resource although online indexes often link to the complete resource.

Subject Specific Dictionaries/Encyclopedias
A subject-specific dictionary or encyclopedia is more topic-focused than general encyclopedias and written by scholars in the field. These will do three things: give an overview of a specific topic with in-depth, specialized information, give keywords to use in research, and give references for further reading.

Bibliographies
Not to be confused with indexes, bibliographies are lists of resources on a particular subject with a description of the resource (think annotated bibliography). Bibliographies focus on specific subjects. Examples include: Performance practice: a bibliography, Research guide to musicology, American military history: a guide to reference and information sources, a bibliography of Chaucer, 1964-1973

Newspapers
Newspapers give the everyday view of contemporary daily events. These can give you a good historical picture of society’s view on certain trends, topics, or happenings. However, these are not academically researched articles.

State and Government Docs
State and Government Documents are study-based documents on a very narrow topic. These can include pamphlets, brochures, and research documents produced by research agencies funded by the government.

Audio/Visuals
Be they through an online streaming database, open web streaming, or on CD/DVD format, audio visuals can aid in research for many fields. Some may be borrowed through InterLibrary Loan, however many libraries are reluctant to send them.
Other Types of Materials
(online and print)

Magazines, Trade Magazines, Journals

- **Magazines** are like newspapers but give a less localized and broad everyday view of major happenings in their genre. These are still society views into trends, topics, or major happenings. They include many graphics, pictures, and advertisements.

- **Trade Magazines/Journals** are written by professionals in a certain field and give professional information on trends, topics, or happenings in narrow, specific fields. These are considered academic sources in the field such as electronics, engineering, and business but may not be in other disciplines. These include advertisements, upcoming announcements and activities in the field. Title examples are *Coal Age* or *DigitalTech*.

- **Academic Journals** contain articles written by researchers in the particular field of study. They generally do not include pictures or advertisements. Often articles in academic journals are screened (peer reviewed) by experts in the field prior to publishing.

Microfilm/ Microfiche

“The digitization of the 70’s”. Many historical documents are on microfilm and microfiche. If not available online, early years of journals and newspapers may be available in these formats. Microfilm (rolled plastic film) are usually periodicals such as journals and newspapers. Microfiche (a flat plastic card) are usually books, conference proceedings, or single articles. Both can be viewed by using microfilm/microfiche readers.

Dissertations/Theses

A dissertation is the final written product for a PhD program and a thesis is the final product for a master’s degree. Both are well researched and documented and can be great sources of information. Not only the body of work itself but also the bibliography and/or footnotes can be a great wealth of sources on a particular topic in one location. We have access to some full-text dissertations and theses through database ProQuest Dissertations & Theses, the D-Space-UT Tyler Theses and Dissertations, and through Google Scholar.

Writing Center Online Tutoring

Online tutoring works almost like in-person tutoring. Like any writing tutorial, online tutoring requires two people and a writing project. This can be at any stage of the writing process (getting started, increasing length, adding and citing sources, final revisions, etc). Share your concerns with the tutor who will help guide your work, as well as ask questions to help decide what needs to be done next for the project.

The difference in online writing tutorials starts with the process of getting to the tutorial:

Start by making an appointment with one of our tutors. Our appointments start on the hour and last a maximum of 50 minutes. Make an appointment by calling (903) 565-5995 or emailing writingcenter@uttyler.edu.

Shortly before your scheduled online appointment:

- Email your paper to the Writing Center’s email address (writingcenter@uttyler.edu). It is best to email your paper from a Gmail account since the tutorial will take place in GoogleDocs. A Patriots email account will only work occasionally.
- Once your paper has been received, the tutor will load the paper into GoogleDocs and send an invitation to share that document.
- Simply click on the name of your document and it will go to the screen where the tutorial will load.

After arriving at the GoogleDocs screen, your paper will appear, some buttons that resemble most word processing programs, and several other buttons. Look towards the top right of your screen. The words, “1 other person viewing” will appear. Click on this and the chat screen will open.

- Your tutor will offer a greeting and your tutorial begins.
When searching for information, you’re going to find a lot . . . but is it good information? This must be determined by the individual researcher, and the CRAAP Test can help. The CRAAP Test is a list of questions to help evaluate the information found. Different criteria will be more or less important depending on your situation or need.

**Evaluation Criteria**

**Currency:** The timeliness of the information.
- When was the information published or posted?
- Has the information been revised or updated?
- Does your topic require current information, or will older sources work as well?
- Are the links functional?

**Relevance:** The importance of the information for your needs.
- Does the information relate to your topic or answer your question?
- Who is the intended audience?
- Is the information at an appropriate level (i.e. not too elementary or advanced for your needs)?
- Have a variety of sources been reviewed before determining this is the source which will be used?
- Does citing this source in your research paper seem acceptable?

**Authority:** The source of the information.
- Who is the author/publisher/source/sponsor?
- What are the author’s credentials or organizational affiliations?
- Is the author qualified to write on the topic?
- Is there contact information, such as a publisher or email address?
- Does the URL reveal anything about the author or source? examples: .com .edu .gov .org .net

**Accuracy:** The reliability, truthfulness and correctness of the content.
- Where does the information come from?
- Is the information supported by evidence?
- Has the information been reviewed or refereed?
- Can you verify any of the information in another source or from personal knowledge?
- Does the language or tone seem unbiased and free of emotion?
- Are there spelling, grammar, or typographical errors?

**Purpose:** The reason the information exists.
- What is the purpose of the information—inform, teach, sell, entertain, or persuade?
- Do the authors/sponsors make their intentions or purpose clear?
- Is the information fact, opinion, or propaganda?
- Does the point of view appear objective and impartial?
- Are there political, ideological, cultural, religious, institutional, or personal biases?
Instead of just searching Google, try searching Google Scholar to find relevant information. Google Scholar searches for scholarly literature across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, and universities. Not all universities contribute their dissertations and theses to Digital Dissertations. Like us, they have an open repository. Google Scholar is a way to search those repositories and find more dissertations and theses, however they may not be available for viewing.

Note: Google Scholar is located at: scholar.google.com

In the Google bar, click on the arrow to the right of the search box. It'll bring up the advanced search window which allows searching for the author, title, and publication fields, as well as limiting your search results by date.

Also notice the buttons above the search box. These provide options to save items to your Library, set up alerts, and manage your settings.

In settings, up to five libraries can be set up that Google Scholar will search at the same time, like searching our Library from the back door.

Google Scholar also allows you to see who cites the item, find related articles, set up alerts, and save items to your Google Library.
**IT Support**

https://www.uttyler.edu/it/support/mypatriots-account.php

Whether it’s resetting your password or getting access to myUTTyler, the IT department can help. From their website, find the “help with My Patriot Account”, Blackboard, iPhone/iPad/Android Setup, Patriot Podcast, and UT Tyler Logins.

There is also a live online chat.

Visit their website above or send an email to: itsupport@patriots.uttyler.edu

Be sure to include:
- Full Name
- Student ID # (5000#)
- Birth Date
- Description of the problem
- If you have an alternate email, send it from that account

**DO NOT** send your password

If having trouble logging into myUTTyler or Blackboard but are able to get into your Patriots*Email, your your password will need to be changed using Patriot*Sync. Patriot Sync can be found on the itsupport website above. Just click the link and follow the prompts.

If not able to log into Blackboard, please first contact your professor to ensure inclusion in their class.

**Campus Alerts**

Need to know if the campus is closed due to inclement weather or other emergencies? Then set up your campus alerts and receive free text messages to your phone.

1. Start at the University Homepage -http://www.uttyler.edu/
2. Click on the Login arrow at the top of the page
3. Click myUTTyler and log-in
4. Click on the "Student Center" link in the right-side "System Access" menu.
5. Scroll down to the "Personal Information" section and use the pull-down menu to select "Phone Numbers" then click the forward icon.
6. You may provide up to three phone numbers - the Campus, Home, and Cellular numbers will be used. The cellular number is most important because you will receive text messages at that number.
7. Click "SAVE" when you have finished entering your phone numbers.

For more information visit: https://www.uttyler.edu/emergency/patriotalert/

**Other Useful Campus Contact Info**

Book Store: (903) 566-7070 http://uttyler.bncollege.com/

Campus Switchboard: (903)-566-7000

Cashier: (903)-566-7180 http://uttyler.edu/cashiers/

IT Support: itsupport@patriots.uttyler.edu

One-Stop Shop: (903)-566-7180 http://www.uttyler.edu/enroll/ (cashiers, registrar, financial aid, scholarships, admissions)

Registrar (student records, transcripts): (903)-566-7180

Student Access Services: (903)-566-7079

Writing Center: (903) 565-5995 www.uttyler.edu/writingcenter/