LOOKING FOR A BOOK?
1) start on the library homepage www.utyler.edu/library/
2) Select “Advanced Search” under SwoopSearch
3) Change Search Scope to “Library Catalog”
4) Click “Search”
5) Write down the call number, title, and location (i.e. 3rd Floor Stacks AB12.5 C34 2016)
6) Ask the Reference Desk for help locating the book
7) Check out books at the Circulation Desk

USING WORLDCAT
Simultaneously search our books and books to borrow from other libraries with WorldCat
1) Start on the library homepage www.utyler.edu/library/
2) Click “Databases by Title”
3) Click “W”, then choose “WorldCat”
4) Enter in your search terms, click “Search”
5) If we have the book physically, it will tell you. If not:
6) Use “Borrow from Another Library” link and the information will automatically enter in the request form

FOUND AN EBOOK?
- click the button to view the ebook
- If needed, use your patriot login
- Questions? Call 903-566-7343

KEEPING TRACK OF CHECKED OUT ITEMS
1) Start on the library homepage www.utyler.edu/library/
2) Scroll down to the middle of the page under Related Links
3) Select “Renew my Materials”
4) Log-in with your Patriots username and password
5) This shows all books checked out, due dates, and if they’re renewable
6) Contact the Circulation Desk (566-7342) for any questions, concerns, or assistance

ORDER ITEMS WE DO NOT OWN THROUGH INTERLIBRARY LOAN (ILL)
1) Start on the library homepage www.utyler.edu/library/
2) Scroll down to the middle of the page under Related Links or use the Login menu top right
3) Click “Borrow from another library” or “Interlibrary Loan”
4) Log in (Patriots Username & Password)- if not already logged in
5) Click “Create Request” and fill out 1 request form per item
6) Notice the Request Type. Make sure you are requesting the right type of item.
7) In “Amount Willing to Pay” - don’t worry about this. if there is a cost for your item (very rarely), you will be contacted with an explanation of the cost and will have the opportunity to say yes or no.
8) Enter “Needed before” date” 1-2 days before project due date
9) Status= student
10) Delivery Location= Tyler campus (unless you are a registered distance student, then you can have it

NEED HELP? CALL US
Help Desk: 903-566-7342   Interlibrary Loan: 903-566-7396
LIBRARY STEP BY STEP

SEARCHING FOR ARTICLES?

BY CITATION
1) start on the library homepage
   www.uttyler.edu/library/
2) Click “Journals by Title”
3) Select “Citation Linker” tab
4) Enter information available, then “Go”
5) Locate the article
6) If we do not have it:
   Borrow from another library

BY TOPIC
1) start on the library homepage
   www.uttyler.edu/library/
2) Click “Research Guides by Subject”
3) Choose a subject according to your project/field/paper topic OR by Course if it is listed
4) Click “Databases” tab
5) Select a database
   (If unsure which to choose, Academic Search Complete is a great starting point)
6) When off-campus: Enter your Patriots username and password to log in
7) Begin searching

If the full text of the article is not available, don’t worry,
just use the “Borrow from Another Library” button to place an ILL request

NAVIGATE THE LIBRARY

1ST FLOOR
This Quiet Zone houses food & drink vending machines, our microwave as well as Academic Transformation, University Special Collections and Archives, and Patriot Printing where you can print posters and send faxes.

2ND FLOOR
This Social Zone houses a large computer lab, four printers, KIC digital scanner, a color copier, microfilm/fiche reader, supply tables, study pods as well as the Curriculum Materials Library (CML), Reference and Circulation Desks, ILLiad office, a conference style presentation room, and a video recording room.

3RD FLOOR
This Social Zone houses a variety of study spaces including electronic study pods, individual and group study rooms, and our book collection.

4TH FLOOR
This Quiet Zone houses private carrels, microfilm reader, a b&w printer, silent room, periodicals, indexes, microfilm, and a quiet computer lab. Academic Success is also on this floor in LIB 401.

NEED HELP? CALL US
Help Desk: 903-566-7342   Interlibrary Loan: 903-566-7396