

# LIBRARY ASSISTANCE FOR UWM DISTANCE LEARNING STUDENTS

The UWM Libraries provides support for the University of Wisconsin-Milwaukee Distance Learning Students. All students pursuing an education through distance learning methods are entitled to access to library resources and services equivalent to those provided for students in traditional campus settings.

The Libraries offer a variety of services to assist students with their coursework and research. Complete information about these services is available on the Libraries' Distance Education Services web site:

[www.uwm.edu/Libraries/disted](http://www.uwm.edu/Libraries/disted)

This web site may be accessed at any time without a password or ID number.

## ELECTRONIC ACCESS

### 1) UWM ID NUMBER

Access to many library resources requires an 11-digit ID number. On-campus students are required to obtain a picture ID card, which includes the 11-digit campus ID number on the face of the card. Students enrolled in distance learning classes are not required to obtain an ID card, but must still know their ID number to gain access to some library resources. Students may obtain their number by using the UWM Campus ID Finder located at the following website:

[www3.uwm.edu/des/apps/campusid/](http://www3.uwm.edu/des/apps/campusid/)

Or they may contact the library at the contact info listed on the back of this brochure.

### 2) ACCESSING WEB RESOURCES

Now that you know your ID number, you are ready to begin exploring library resources. Indexes to articles, electronic journals and books, online catalogs of library collections, government documents, and hundreds of other useful resources are available at:

[www.uwm.edu/Libraries/ris/databases/](http://www.uwm.edu/Libraries/ris/databases/)

Some resources on this page are restricted to UWM students, faculty and staff only. When you click on a link for a restricted database, a dialog box may appear to request a user name (your 11-digit ID number) and password (the first four letters of your last name). Once you have typed in this information, you will be able to access the resource.

### 3) ACCESSING ELECTRONIC RESERVE

Material placed on electronic reserve may be accessed through the online catalog (PantherCat). However, since electronic reserve is restricted to UWM students only, a dialog box asking for your name and password will appear once you click on the link to the material. At that point you may type in your user name and password. Your instructor may have also given your class an alternate user name and password to use instead. This may simplify access for students who do not know their ID number. More information on accessing electronic reserve is available at: [www.uwm.edu/Libraries/Res/index.html](http://www.uwm.edu/Libraries/Res/index.html)

## RESEARCH ASSISTANCE

The UWM Libraries' Research and Instructional Support department (RIS) provides reference assistance, instructional

services, and advice in the use of library materials and collections. For more information on the department please visit: [www.uwm.edu/Libraries/ris/ris.html](http://www.uwm.edu/Libraries/ris/ris.html)

Librarians are available to help answer your questions via e-mail. To ask a question, click on the link for AskALibrarian on the Libraries' homepage.

Individual assistance with a research project may also be obtained. Please complete the online request form at: [www.uwm.edu/Libraries/ris/consultation.html](http://www.uwm.edu/Libraries/ris/consultation.html)

or contact the RIS department at (414) 229-4659 and ask to set up a research consultation with one of the librarians.

## LIBRARY INSTRUCTION

Online tutorials for research strategies and resources are available at: [www.uwm.edu/Libraries/guides/](http://www.uwm.edu/Libraries/guides/)

Students may also request individual assistance via telephone or e-mail. (See the *Research Assistance* section of this pamphlet.)

Students who live nearby may benefit from attending walk-in library workshops. Topics vary each month and may include the PantherCat online catalog, how to find journal articles, how to do research using the Internet, or how to locate resources for specific academic disciplines. See the schedule at:

[www.uwm.edu/Libraries/ris/instruction/workshops.html](http://www.uwm.edu/Libraries/ris/instruction/workshops.html)

Instructors are encouraged to contact the Research and Instructional Support department to discuss additional library instruction options.

## **REQUESTING MATERIALS**

Once you have located citations for books or journal articles that you need, you may request that the material be sent to you. Books at the UWM Libraries will be checked out and sent by FedEx to your home. Articles from journals in our collection will be copied and delivered to you as a PDF document sent to your interlibrary loan account (ILLiad). There is no charge for this service. The Libraries will obtain materials for you from other libraries, though this may take several weeks and delivery methods may vary.

**\*\*First time users** should contact the Distance Education Library Liaison at 1-877-893-8583 or [deserv@uwm.edu](mailto:deserv@uwm.edu) with their ID number and department info to have their interlibrary loan account (ILLiad) activated. This only needs to be done one time. After you are active in the ILLiad system you may go to ILLiad at <https://wisconsin.hosts.atlas-sys.com/illiad/GZN/logon.html> and log in at any time to place a request. ILLiad allows you to make requests, track the progress of your requests, receive electronic documents delivered to your account and review your request history. For more information on requesting materials please consult the Distance Education Services web site: [www.uwm.edu/Libraries/disted](http://www.uwm.edu/Libraries/disted)

Using libraries located near your home or place of work may also be an option for you. To locate the library nearest you please check the following web site:  
<http://sunsite.berkeley.edu/Libweb/>

## **For Assistance Contact the UWM Libraries at**

**1-877-893-8583 (toll free)**

**(414)-229-3938 (local)**

**e-mail: [deserv@uwm.edu](mailto:deserv@uwm.edu)**

**website:**

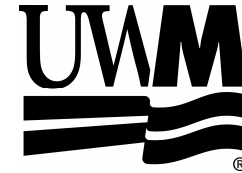
**[www.uwm.edu/Libraries/disted](http://www.uwm.edu/Libraries/disted)**

## **Campus Internet Access**

UWM provides access to the Internet for students through connections on and off campus. The UWM Resource CD is available at no cost and provides dial-up access to the web through Milwaukee-area telephone numbers. (For students outside of Milwaukee this would be a long-distance telephone charge.) For more information contact the I&MT Resource Center.

**e-mail: [help@uwm.edu](mailto:help@uwm.edu)**

**phone: (414)-229-4040**



**UNIVERSITY OF WISCONSIN-  
MILWAUKEE  
UWM LIBRARIES**

# **A Guide to Library Services for Distance Learners**